Chemeketa Park Mutual Water Company

PO Box 588, Redwood Estates, CA 95044-0588

Monthly CPMWC Board of Directors Meeting Wednesday, October 16 · 7:00 – 9:00pm - Clubhouse

Video call link: https://meet.google.com/wyn-ydte-int
Or dial: (US) +1 530-421-8759 PIN: 151 954 492#

More phone numbers: https://tel.meet/wyn-ydte-int?pin=9701110022544

I. Call to Order 7:00 p.m.

a. Members who are present:

II. Review and Adopt September 25, 2024 Draft Minutes: Board 7:05 p.m.

III. Review any public comments 7:07 p.m.

IV. Updates on Action Items from September 25, 2024 meeting: Board 7:17 p.m.

- a. Action: Erik to partner with community members to create a procedure page for meeting set up
 - i. Erik is still working on details
- b. Action: Erik to open account
- c. Action: Mike to document process of getting community info out monthly in working group
 - i. Will share draft of process with BOD and Firewise
- d. Action: Geri to contact Green Team for a community free pickup
- **e.** Action: Troubleshoot Google meet settings to identify issue with community logging-in to monthly meetings
 - i. Geri & Fred identified issue with recurring invite and sent separate monthly call-in links

V. Water Report

7:22 p.m.

- a. Update: Water, HazMat, Water Test Results (Miles)
- b. Hexavalent Chromium Maximum Contaminant Level and Monitoring Requirements
- c. To be reviewed by all board members and community: "received the <u>Watershed Survey proposal</u> from Barry Hecht and attached <u>2021 survey that he conducted</u>.. Geri requested a reduced rate due to his previous Watershed Survey work and received the response shared in the prep packet.
- d. SB3: Water Shutoff Policy
 - i. Discussion: 1) We do not know the exact number of people who live here in CP. What does the board recommend we replace the number with (see yellow)?
 - ii. Motion: To approve the policy and to post it on the website, mailed out to shareholders via USPS or email.
- e. Water tank replacement updates (George/Jody)
- f. Main line valve replacements project (Dave S.)

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- g. Water connection on Assiniboine (Dave S.)
 - i. Completed and water restored
- h. Motion to approve the upgrade by Miles and his team of the Pumphouse main pump system, including a 15 hp pump/motor 40 60 GPM capacity, plus t2 each 15 hp Variable Frequency Drives (VFD), plus miscellaneous sensors, controls, to other, exceed \$18,500.
- i. Motion to approve adding a meter to the top of the transmission line by Miles and team to not exceed \$12,000.
- VI. Financial Report (Kirk)

Current Status of Financials & Billing

Financials 7:32 p.m.

- Current Budget vs Actual (September 2024)
 - See the document: <u>CPMWC 09.2024 Budget vs Actual.pdf</u>
 - Most accounts are within budget, with a few notable exceptions:
 - Internet, Hosting, and Zoom: 94% of budget
 - See the document: <u>CPMWC 09.2024 Internet</u>, <u>Hosting</u>, and <u>Zoom.pdf</u>
 - No major concerns here as CPMWC is investing in communications. We should consider an adjustment for next year's budget.
 - **Propane**: 174% of budget
 - This has been discussed over the past few months. We aren't concerned as we don't expect propane costs to increase significantly.
 - **Legal**: 119% of budget
 - This was anticipated due to the adjustments to the SOPs and review of CPMWC's bylaws.
 - Operations Manager: 170% of budget
 - We may have underbudgeted for this. We allocated \$2,000 for the year. I will meet with the Operations Manager to discuss if their time should be tied to capital projects, which could affect how invoices are presented.
 - Los Gatos Creek Water: 99% of budget
 - This is slightly high, but overall water purchasing is still under budget.
 - Parts: 1063% of budget
 - We've been stockpiling parts for emergencies. While this exceeds the budget, it was anticipated.
- Current Statement of Financial Position (Balance Sheet)
 - See the document: <u>CPMWC 09.2024 Balance Sheet.pdf</u>
- Water Tank Project Financials for FY 2024
 - See the document: <u>CPMWC 09.2024 Water Tank Project P&L.pdf</u>

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Billing

XIII.

XIV.

- We have completed our cleanup project and are now sending out statements and balance-forward invoices.
- We've had some success collecting past-due balances, and interactions with the community have been mostly positive.
 - Outstanding Balances:

Green Team Free Pick-up update

Meeting adjourned

- Residents one month behind: 7
- Residents two or more months behind: 14

	 We aim to cut this number in half by the end of the next billing cycle. 	
VII.	New Business	7:42 p.m.
VIII.	Firewise updates	7:50 p.m.
	a. Mailchimp access update (Mike)	
	i. Dana will be lead user for Firewise community commun	ication. Mike shared
	login details + user policy with Dana by email	
	b. Any new additions, progress or notices	
IX.	Roads update	8:05 p.m.
	a. Apache Road closure	
	b. Road reflectors	
X.	Clubhouse	8:10 p.m.
	a. Updates on the Clubhouse siding project (Teus)	
XI.	Community	8:15 p.m.
	a. Operations Report (Dave)	
	b. Motion to approve amendment to Jose Membrenos' Landscaping Maintenance	
	Contract: Excluded Services, Contract Price verbiage, Invoices, NET terms.	
	Translated Sections in Spanish	
XII.	Website Migration Update (Fred)	8:20 p.m.

8:25 p.m.

8:30 p.m.

a. Motion: move CPMWC website hosting to Google Sites