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Board of Directors General Session Minutes Approved

Meeting – August 9, 2025, 10 am at the Tractor Barn

Board Members – Bob Markland - President, Patrick Lee - Vice President, Dean Alexander - Treasurer, Curt Manganaan - Secretary, Joel Brandon, Steve Duncan, Ken Schnell

Other Attendees –

Gina Markley – Administrative Assistant, ~~Jeff Smith – Watermaster~~ **Clarence Rasmussen**

Call to Order – **10:02 am**

Agenda

1. Approval of Agenda: **Motion to approve Joel, second Steve. Motion carried**
2. Approval of previous meeting minutes: **Motion to approve Joel, second Steve. Motion carried**
3. Water Well Reports – **July compared to last July; down 29.6%. Water usage down 17.3% year to date.**
4. Property review – **Jeff He found 2 properties that had water leaks. Cabin owners had left their water on when they were not there. Both cabins suffered extensive water damage. Bob will send out a reminder to all association members about the importance of turning off the water if you will be gone for longer than 24hrs.**
5. Financial reports – Dean & Gina
 - a) Review of July Financials. **Dean went over the July financials. All was routine, nothing out of the ordinary to report. Reported no open invoices. Motion to approve by Joel, second by Steve. Motion carried.**
 - b) F/U on discussion on new connection deposit. **Currently placed in CIP. The Board debated the pros/cons of putting new water hook-up fees into the CIP or general fund. In the general fund the money would be accessible for unforeseen**

expenses, CIP the money's usage is limited. All agreed that excess general funds money gets transferred into the CIP at year end, so the hook-up fee would end up there if unused. No decision made. Bob to solicit feedback from other association members.

- c) 2026 Fee Increase – 2025 June CPI +1.5% (\$10) for SF Region? To be further discussed in executive session.
- 6. Status of Water Board Sanitary Report:
 - a) July deadlines On schedule and up to date
 - b) CenCal Status and timeline To be determined
 - c) Other None
- 7. Discussion of Cross Connection Control Plan.
 - a) State has extended our due date for plan submittal to October 31st Michael McKeever, President Water Connection Inc submitted the Small Community CCCP on behalf of the Association. State granted an extension upon receipt.
 - b) Update from Curtis of The Water Connection status and timeline to complete. Michael McKeever will be onsite on September 18th. Jeff and Steve will meet him and walk him through the system.
 - c) Discuss potential next steps for our system including
 - Development of an acceptable plan. Water Connection Inc will be asked for input. To be determined.
- 8. 3 projects for 2025/2026:
 - a) Annual Maintenance Tracker:
 - We need to finalize the list and appoint a maintenance lead person to manage as well as report monthly status to board. Pat and Joel will maintain the maintenance schedule/log.
 - b) Digital Records and Archives:
 - Requires the development of a digital file of SLHWA to archive relevant information. This purpose is to create a single location for future boards to access as a resource. Ken and Steve will create and archive a digital file for data collection. A central location for all historical data. They will maintain and update as needed.
 - c) Equipment valuation and CIP projection for 2027.
 - Long term project to develop a status report of our equipment values and project the health of our CIP which is set to expire in 2027. Can be detailed or summarized. The intention is to understand the health and value of our equipment and ensure we have set aside sufficient funds for replacement. Potential to recommend a new CIP. Goal is ensuring the list is kept current with periodic updates. Bob, Dean and Curtis will maintain this list.
- 9. Tractor maintenance – Lane Holt? Front loader, Smurf, and Generator status. Generator error code (low coolant) indicates a possible leak in the cooling system. Currently waiting on a follow up from Mr. Holt.
- 10. Firehouse Bollard. Quote from Shaver Construction. Bollards are \$1,046 each to install. 2 possibly needed to protect gas piping. Direction regarding applicable code for gas line/bollard installation will be looked into. Alternative would be boulder placement in front of the piping. No action taken.

11. New Firehouse water hook-up. Preliminary board discussion feasibility. **Tabled for a later discussion.**
12. New master valve installations on East Tollhouse properties? Quote from Shaver Lake Construction. **The work involves splitting 1 master valve connection into 4 water service connections to individually supply water to Tollhouse properties that are association members. Estimated cost to do this work is \$8,517. Bob to ask for another quote that would include meter installation. No action taken.**
13. 2025/2026 tentative meeting schedule. Subject to change:
 - a) July 16 Virtual
 - b) August 9
 - c) September 13
 - d) October 11
 - e) November 8
 - f) December 13
 - g) January 10
 - h) February 14
 - i) March 14
 - j) April 11
 - k) May 9
 - l) June 13 Annual Meeting

Discussion Items not on the agenda

Discontinue the use of the emergency notification phone line and recorded message. Motion to approve by Joel, second by Curtis. Motion carried.

ADJOURNMENT

Motion to adjourn by Joel, second by Pat. Motion carried at 11:31 am