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Board of Directors General Session Meeting Agenda – Approved Minutes

Meeting – August 12, 2023, 9 am at the Tractor Barn

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

Call the meeting order: 9:00am

Agenda

1. Approval of Agenda: Motion to approve Patrick. Second by Steve. Motion carried 6-0
2. Approval of previous meeting minutes: Motion to approve Steve. Second by Joel. Motion carried 6-0
3. Water Well Reports – Central Cal Waterworks Last Thursday CCW met with the USGS when they were onsite to take well readings/samples. CCW reported finding McMillan well reports (February through April are incomplete due to snow inaccessibility). No major issues to report. CCW recommends updating the booster pump controls. Newer technology is easier to operate/control and makes pumps more efficient. Bob let CCW know that SLFD had completed fire hydrant testing. 4 to 5 hydrants will need to be looked at due to low flow. CCW will investigate and make the valve adjustments for proper flow.
 - a. Status of Well 6 timer is not working. Nothing to report. CCW to look at this next week.
 - b. Update on Water Well reports and YTD usage. Question: should we have Jeff Smith provide well reports on the first of every month? Provide info in our preferred format? Tabled for now. Suggestion for future updates.
4. Property review – Jeff Smith Nothing to report
5. Ponderosa update No update. Bob briefly gave a history of this for the members present.
6. Financial reports – Dean Alexander
 - a. Q2 financials topline review Association costs to date are at or below the budgeted amount
 - b. July Financials Only one membership invoice is outstanding. Tank paid 100%

7. Other Financial we need to work on: Volunteers needed.
 - a. 5-year budget projection. Steve mentioned past Boards have done this. Bob would like to have an updated plan.
 - b. 5-year CIP projection Bob is registered for Capital Improvement Planning seminar scheduled for October 18, 2023. It would be a good idea if others consider also signing up for this online course.
 - c. Financial fraud management review of best practices. No discussion took place on this item
 - d. EAR review (attached) No discussion took place on this item
- The board discussed putting together a road map of all the things that need to be done annually for future boards to reference
8. June 24 Water Marker Audit – Bob Markland
 - a. Review of member communication re. audit results. Some confusion regarding the letter.
 - b. Next steps decision.
 - i. Purchase new posts and markers. Association to purchase these items to ensure consistency. Cost to be determined. An invoice will be sent to homeowner for replacements. Volunteers will be needed to install these items
 - ii. Re-check all PVC valves and clean out dirt and impediments. Bob is meeting with a contractor who will provide a bid to take care of this. Second option is to have member volunteer team(s) clean them out.
 - iii. Isolate and list properties that require additional action beyond markers and valve clean out. Board to have Jeff spearhead this to ensure compliance and consistency.
9. Other Current Business:
 - i. Drought reporting update – Bob Markland Bob briefed all about filing our required California Water Systems Drought Reporting. He was able to populate most of the information however some gaps remain. The Board will look to having volunteers and CCW's help to provide the missing data.
 - ii. Information needed:
 1. Water Quality Emergency Plan
 2. Well construction date.
 3. Water rights ID
 4. Well completion report number
 5. Scanned copy of well completion report
 6. Department of water resources site code ID number
 - b. Water Quality Emergency Plan – Form Attached. Need a volunteer to complete. Curtis will help with this form.
 - c. Delinquent Member Dues Update of conversation with Attorney Christopher Brown and next steps – Patrick McCaleb The Board is waiting on direction from Attorney Christopher Brown

2023 - 2024 Association Projects: Updates to be posted as activity occurs Nothing to report, at this time, on the following items.

1. Association Google Drive Maintenance
2. Tractor Barn Improvements
3. Physical Condition of Firehouse
4. Long Term Property Maintenance Plan
5. Pay functionality of website
6. New Member Binder – (can be electronic)
 - i. 1-year board meeting minutes
 - ii. AB 54 and 240 requirements and outline
 - iii. 1-year actual financials
 - iv. Annual budget
 - v. By-Laws
 - vi. Rules & Regulations, Water Policies and any other legal documents
7. Board member training schedule (RCAC sourced)

Discussion Items not on the agenda **None**

ADJOURNMENT **10:40am**