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Board of Directors
General Session Meeting Minutes - Approved

Zoom Meeting – March 14, 2023

Board Members – Bob Markland - President, Steve Duncan – Vice President, Cindy Daily - Treasurer, Curt Manganaan - Secretary, Joel Brandon (logged on at 5:50pm), Patrick McCaleb, Patrick Lee (newly appointed)

Call the meeting order: 5:01 pm

Executive meeting report: Bob announced the vote to seat Patrick Lee in the open Board member position vacated by Lindsey Chargin was approved in executive session. Patrick was welcomed and thanked for taking the open seat.

Agenda

1. Approval of Agenda: Motion by Pat to approve. Second by Cindy. Motion carried.
2. Approval of previous meeting minutes: Motion by Cindy to approve. Second by Curtis. Motion carried.
3. Water Well Reports – Central Cal Waterworks – Water Services. Introduction of personnel. Jason Sherrell introduced himself and gave a brief outline of their services and client list. He will provide contact numbers of his team.
 - a. Status of Well 6 timer still not working. Not addressed. Will be addressed after storms pass.
 - b. Status of pressure tank pump repair. Can't get access to the area. Tank is waterlogged. Will be addressed after storms pass.
 - c. Water tests for the past two months came back good. SLHWA system is one of the best on the hill. CCW will be working to ensure all State reports are filed and up to date. Fire Chief Steve McQuillan asked Jason Sherrell if they could repair hydrants, to which he answered yes. Fire hydrants can be repaired if needed

4. Property report – Jeff Smith **Nothing to report**
5. Financial report – Cindy
 - a. Account balance recommendations **Financials were reviewed with Q&A from the Board.**
6. Status of 2023 membership fees and open invoice status – Cindy/Gina. **Gina reported the pay feature on the Associations web page is not working. To date, several association members and businesses have not paid their dues. It was also noted that there are still outstanding invoices from last year – which are being addressed.**
A motion to approve the financials was made by Steve. Second by Curtis. Motion carried.
7. Other current business:
 - a. Temporary tank status – Bob **Sold. Waiting on payment, but not even 30-days out.**
 - b. Firehouse Lease Proposal – Copy attached for discussion. Fire Chief Steve McQuillan went over the proposal and had a **Q&A with the Board. Proposal includes: annual inspection, flush, inspect valves, ensure caps can be easily removed and hydrant opens, total pressure and flows will be recorded, hydrants that fail will be red flagged/identified and a written report submitted to the Board. This item will be voted on in an executive session.**
 - c. Pinon Fire Hydrant discussion. **Operation of the hydrant can be made possible through the purchase of a ratcheting wrench. Patrick M made a motion for the Association to purchase the wrench (\$175). Second by Cindy. Motion carried.**
 - d. Insurance Update – **Patrick McCaleb and Bob updated the value of Associations assets to ensure the correct replacement cost is covered in the insurance policy. The revised insurance quote will be discussed in an executive session when received.**
 - e. Tractor Barn Maintenance
 - i. **Roll-up door does not always work. Cold weather may have impacted the pad/battery. This will be addressed after storms pass.**
 - ii. **Lack of awning causes side door to be blocked by snow. Had to dig out snow to gain access to the tractor. Options to avoid snow accumulation at the door will be explored.**
 - iii. **Lock box installation with complete set of keys to all outbuildings including tractors. Bob will make copies of all association keys and place in a secured lock box.**
 - iv. **Tractor key security Snow blower and front loader keys could not be found when needed. Bob will make copies of all association keys and place in a secured lock box.**
 - f. **Snow Removal Issues. The Board understands the recent snowstorms are an anomaly, but the need for a back-up plan for snow removal if the associations operator is not in the area will discussed with Will Winterstein.**
 - g. **2023 Board Elections A call for open seat nominations will be mailed to association members in March. When all candidates are identified, voting material will be mailed out (May). Votes will then be tallied at the association’s annual meeting in the Community center.**
 - i. **Calendar**

- ii. Letter to members
- iii. Other protocols
- h. 2023 Drought and Conservation Technical Reporting Order – We may be out of compliance. For information only. CCW will
https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/clearinghouse_drought_conservation_reporting.html

8. Committee Updates as Needed

- a. Website Development. Bob, Joel – **Completed**
- b. Develop financial plans to support CIP. **Bob has the existing plan**
- c. Rate increase. Steve, Curtis - **Completed**
- d. Document Emergency Plans. Curtis, Jeff, Bob **No discussion took place on these items**
 - i. Pump breaks down
 - ii. Main Water break
 - iii. Fire Hydrant break
 - iv. State mandate emergency statement
- e. Update Association contact/mailing list. Gina, Cindy, Lindsey - **Completed**
- f. Audit Water System Map. Jeff, Bob, Patrick **Commercial audit complete. Balance of association to be completed in spring.**
- g. Association property audit. Bob, Cindy - **Completed**
 - i. Inventory all Association properties, personal and real. **Bob will be working on this within the next few months with a report submitted for review when completed.**
 - ii. Audit of conditions and recommendations to address. **The immediate concern is the Firehouse. An audit will be performed to make sure standards are up to date.**

Discussion Items not on the agenda

ADJOURNMENT

6:34 pm