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DRAFT MINUTES

Cascadel Mutual Water Company Board of Directors Regular Meeting Minutes Friday, August 16, 2019 4:00 PM

1. Call to order at 4 PM.
2. A quorum of Directors present – President Stan Eggink, Vice President Wayne Shortes, Treasurer Steve Johansen, Secretary Ken Trapp, and Director Ed Rose.
3. The Agenda was amended to add Firewise and Road Committee to Reports
4. April 12, 2019 Draft Minutes approved as corrected. Corrections were typos.

June 22, 2019 Regular meeting of the Board Draft Minutes, after the Annual meeting of elections were approved.

Motion by Ken Trapp to retain positions of officers as they were last year. Second by Wayne Shortes.

5. OFFICER REPORTS

Presidents Report-Stan Eggink

Wayne and I have searched through the Rural Water Corporation for legal representation. On August 15, 2019, we found a firm in Fresno to represent and advise the Water Company. This will be discussed in closed session to approve/disapprove the hiring of the firm.

Treasurers Report-Sandra Adelizi of Busy Bee Accounting

Stan Eggink introduces Sandra and her assistant, Savanna from Busy Bee Accounting. We hired Busy Bee firm about one month ago. I find the company to be more than adequate and professional. Busy Bee is Bonded, Licensed and Insured.

Sandra handed out the financials with a summary report for ease of understanding. The Profit & Loss detail by accounts, Balance Sheet, Summary Report and Bank Statements & reconciliation are kept in hard copy in a binder in the office.

Sandra went to the bank and spoke to them about the service charges we are paying. After the discussion we will not be charged these fees for two years. At that time we will discuss the issue once again.

I (Sandra) propose to the Board to use our payroll service instead of using Quickbooks. We are half the cost of Quickbooks. The Quickbooks tells you to update for more frequently than is necessary, which is costing the corporation more money than is needed.

There was a software issue with the road payment charges. This has been resolved.

Brian mentioned the USDA automatic withdrawal in September for the repayment of the loan in the amount of \$25,000 and was checking to see that the monies were in the proper account for the payment. Sandra will get with Stan to make sure the account is funded properly and timely. She will then check to see how many transfers have been made into the USDA account and set up a monthly amount to be transferred to keep the account properly funded.

The P&L accounts were not organized as well as I like, so we have been adjusting the accounts into their proper categories.

The overhead split between the Cascadel Woods Property Owners Association (CWPOA) and the Cascadel Mutual Water Company is not balanced correctly. There has been only one phone call since I have been here for the CWPOA and the records for the CWPOA are minimal so they are not using much office space.

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We have proposed to the Board the overhead split be reviewed and corrected to accurately charge each corporation properly for their fair share.

Stan Eggink presented to the Board the recommendations proposed by the CWPOA of charging the CWPOA eight percent (8%) of overhead charges.

MOTION by Ken Trapp to accept the accounting recommendation of overhead charges as follows; CWPOA 8% and CMWC 92%. Second by Steve Johansen. Vote was unanimous.
The action will be retroactive from September 1, 2018.

We had three residents who were not invoiced for their empty lots. We are working on the software program to ensure that all lots are charged properly.

Stan asked Ken Wood if he thought Sandra was ready to solo and relieve him of all office duties. Ken Wood agreed. Sandra and or her associates will be in the office on Wednesdays 3:30 – 4:30pm and Friday 8:30am to noon. The office times will be added to the website ticker for awhile to inform everyone of the new office hours. Phone messages will be checked and forwarded to the proper Director or resolved by the office personnel.

Water Operator Report-

KEN WOOD – We added the spring on August 3. The spring is putting out over 70 gallons per minute. The turbidity is high with the spring but the Madera County agreed to allow mixing with the wells in spite of the high turbidity with the addition of chlorination additive. The spring feeds into the holding tanks, never directly to the homes.

We are using around 1,000 gallons a day during the week and 1,400 gallons per day on the weekends. Usage is low.

Two residents went over the allowable water usage, but they were aware of the overages. One resident had more than double the allowable usage. There was a problem and has now been resolved.

BRIAN CURTIS – Nothing new to report.

Firewise Report- Carol Eggink

We held a training day on the hydrants with Brian Curtis as Instructor. Residents from Cascadel Heights were invited to join us in order for them to gain information in starting up their own Firewise Brigade/Committee. Kathy Tooms was the only one able to attend the meeting. Brian spoke mostly to Kathy because she was not familiar with the procedures or equipment like the members of the Brigade. Brian Curtis explained the training session to the Board and informed everyone how Stan was almost hosed down by mistake.

As of the day of the meeting, July 20, 2019, the Firewise committee has received 377 volunteer hours from the community giving us a total to date of \$9,100.78 for the community.

We are required to have at least 178 volunteer hours for fuel clearances to satisfy one of the requirements of the National Fire Prevention Association (NFPA) in order to retain our certification as a pro-active community in wild fire adaptation.

Road Committee- Ed Rose

We will survey the culverts for drainage issues to prepare for the coming wet weather to ensure proper flow of water. I am concerned about the weir and the process to repair or replace the damage. Since the creek is down right now I will contact our contractor to see what he suggests. Carol Eggink will send Ed her Fish & Wildlife (F&W) contacts to see what they require in order to perform the repairs. Wayne Shortes will look into the cost of a rail car if this is a plausible/authorized fix with F&W and additional contractors to do the work if the rail car proves to be a reliable fix.

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6. Unfinished Business- Ken Wood & Brain Curtis

Well #3, Air-Gap

Brian and Stan met with the representatives who will be installing the 99,000 gallon water tanks. Since they are using the facility as collateral for the grant/loan, the tanks may not be moved to the Forest Service land as desired.

The water input flow valve will be placed at the top of the tank as opposed to the bottom. Ken Wood will call Mike Giersch and coordinate a time to begin the move of the input flow on the tanks and a contractor to fix the Air-Gap issue. A contractor is required to replace the 4" with a 2" transitional to ductile iron.

USDA Storage Tank Grant Status- Brian Curtis

The environmental report has been submitted and a meeting was called for at the site with Antonio. We must certify that we are not building on a toxic waste site. Brian emailed Antonio for approval of the CAD X process.

He replied there was no problem. I tried to fill out the form on line that was required, but did not have the authority. Stan will have to sit with me to complete this part.

It looks like we may get the entire cost of the project in the grant. Antonio said it would just be easier all around in the record keeping process.

SRF Test Well Grant Status – Brian Curtis

I have nothing to report. Nothing has changed.

Facility Fencing Status

The main tanks have the fencing and razor wire completed but no gates. There are posts in the ground at Well # 2 in prep for the fencing to be added. Ken Trapp provided photos of the project as it is today. Ken will send the photos to Carol for posting on the website.

Stan met once again, with Denise Tolmie, District Ranger of the North Fork Forest Service Station on the damage to our roads and private property in Cascadel Woods due to the opening of clogged culverts on Autumn Ridge Way, above us. Denise has grant providers who are willing to meet on site to discuss replacing/repairing damage to the roads and property.

7. New Business

We have discussed the contracting of our office employee, Busy Bee Accounting Services.

There was no correspondence to report.

8. The Regular meeting of the Board adjourned at 5:35PM

MOTION to adjourn by Wayne Shortes, seconded by Ed Rose

9. Closed Session convened at 5:40PM

MOTION to engage the new legal firm of Baker Manock & Jensen by Wayne Shortes, second by Ken Trapp

Past due accounts discussed.

MOTION to meet with counsel in regard to the collectability of past due accounts by Wayne Shortes, second by Ken Trapp.

10. Closed Session Adjourned at 6:20PM **MOTION** to adjourn by Wayne Shortes, 2nd by Ken Trapp and 3rd by Ed Rose.

11. Reconvene Regular meeting of the Board at 6:40PM.

The Board agreed to hire the law firm and will arrange a meeting to discuss the issue of collection on past due accounts.

12. Regular meeting of the Board adjourned at 6:41PM.

Minutes by CE