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MINUTES

Cascadel Mutual Water Company

Closed Session Board of Directors Meeting

Friday, August 14, 2020

1. Call to Order – 3:05 pm

2. Verify Quorum of Directors – Stan Eggink, Ken Trapp, Ed Rose, Steve Johansen and Ron Davino all present.
Quorum verified.

3. Approve Agenda – Motion to approve as modified, the August 14 Agenda by Steve Johansen, Seconded by Ken Trapp.

4. Approve Minutes of July 10, 2020 – Motion to approve minutes as written by Steve Johansen, Seconded by Ed Rose.

5. Reports:

a. Presidents: Stan presented the 2019 preliminary annual report to the board. Busy Bee consulting who provided the documentation. Discussion regarding finalizing the FY 2020 budget, the reduction and pending elimination of workers compensation insurance, the proposed reduction in payroll tax expense and the elimination of Ken Woods wages and related expenses were the main topics. The future capitalization of major alterations to the water system, (computer automated system & re-routing inbound water flow at reservoir #1) were discussed and Busy Bee will adjust the financial documents accordingly.

b. Treasurers (Busy Bee Accounting) Financial reports ending July 2020 were distributed. Back ground on 3 past due accounts were presented. Termination of one membership on August 1st was confirmed. Detail on the preliminary 2019 annual Treasurer Report was presented.

c. Operators (S&S Water Services)

There will be a new conduit placed at the spring site to replace what is there now.

Updating the equipment: Top fill on the tanks, reservoir #1

The air gap is still having problems and will be repaired.

Adding the automation so there will be alarms and remote monitoring.

The automated system will not increase the amount of energy used.

There will be automated chlorine additions to the system making this onsite job no longer necessary. There will be an on/off switch for the pumps so they may be manually tested at any time. A meter will be installed at the spring input into the system to determine the need for chlorine.

We are working on a schedule to flush the hydrants and to exercise the valves. This is more for preventive maintenance to make sure nothing is broken or about to break down.

Adjustments were made to the system by Ken Wood for the increased usage. We will continue things as adjusted while we monitor the system for ways to make the system perform more efficiently.

Our company also works on water pumps and has the ability to repair or replace a pump when needed.

d. Firewise – Nothing more to report than what is in the Presidents report.

e. Road Committee – Ed Rose reported three bags of cold patch were used to fill a few pot holes on Cascadel South.

Ed presented the proposal from the engineers to do repairs on the weir and the bridge for the Board's decision. After discussion, a motion was made by Ken Trapp, seconded by Steve Johansen, to proceed with the proposal as soon as the engineer has submitted their detailed invoice.

6. New Business:

a. Review and vote on USDA "condition criteria" proposal – The grant for the water tanks is now a loan for \$428,150 at 1.875 % interest. To proceed with the loan, a vote of the membership is required with a quorum of votes approving. Payback will be \$15,000 a year. There are several ways to approach the payment of the loan. This will be a discussion with the members at the annual membership meeting in September.

b. Review and vote on S&S Water Services automation proposal - A firm proposal was not ready to present to the Board at this meeting. An estimate of the cost for equipment for an automated system would be approximately \$15,000 and \$4,000 to install. The water operators, in the past, would visit the tanks daily to check the output and the status of the tanks and other equipment. This is at a cost of approximately \$16,000 a year. The S&S operators come up three times a week now. It will be reduced to once a week after the install to make sure everything is working accurately. The system will be monitored by computer with alarms set to go off for different reasons to alert the water operator of a potential or urgent need in the system.

c. Review past due accounts/member in good standing status - Accounts were reviewed and decisions were made on how to handle each account. A motion was made by Ron Davino, seconded by Ken Trapp to pursue small claims on one delinquent account. Motion passed unanimously.

d. Review Ballot & Envelope Format – It was decided to print the ballot and proxy on in different colors. A separate sheet will have instructions for filling out the ballot and proxy to ensure correct counting. The return envelope will have watermarked labels for requesting an email confirmation and a different label showing the Sub and Lot numbers with the number of votes allowed. The ballots will be mailed on Friday, Aug. 21, 2020. A vote by email will receive a confirmation of receipt by reply email. This is verification that the vote was received.

7. Adjourn – Motion to adjourn by Steve Johansen at 6:00PM, seconded by Ken Trapp

Minutes by CE Edited by ST 8-18-2020