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MINUTES

**Cascadel Mutual Water Company
Board of Directors Meeting
Friday, October 8, 2021
Eggink's Home**

1. Call to Order at 3:08 PM

2. Verify Quorum of Directors – Stan Eggink – President, Ed Rose – Vice President, Steve Johansen – Treasurer, Ken Trapp – Secretary, and Michael Delaney – Director of Communications all present.

3. Approve Agenda – One Addition made to Item **7. New Business, (b) Signing of Signature Cards for Bank**. A motion to approve as amended was made by Ken Trapp and Seconded by Steve Johansen.

4. Approve Minutes of August 13, 2021 CMWC Board Meeting – Motion to approve by Ed Rose and Seconded by Ken Trapp.

5. Reports:

a. President-Stan Eggink – The Supplemental invoice for donations has brought in \$2,500 for Snowplowing of driveways, \$1,390 for Neighborhood Watch, and \$2,650 for Firewise Brigade. By receiving these generous donations, I believe the community is showing positive reinforcement for the leadership of this Board and the accomplishments of our Firewise and Neighborhood Watch Committees.

We have created the new position of Communication's Director with the new Board of Directors this year. With that in mind I would like to publish a celebration newsletter for November congratulating the property owners for our ability to complete repairs to the bridge without the need for any additional assessment to cover the costs. I would also like to add that the donations to the Firewise Committee last year enabled the clearing of the CSA areas which were covered in log decks and heavy brush for several years. Moving forward with the November newsletter, I would like to include photos showing the work of these two projects. If there is time before going to print on the November newsletter, I would also like to include photos of the October/Halloween community BBQ and potluck. I recommend we mail this special edition to all property owners.

With the assistance of Toby Delaney, we have designed and had printed "It's All Good in the Woods" T-shirts that will be available for purchase at the October BBQ. The money collected will cover the cost of production and art design with the hope of selling more in the future to add to the funds of the Firewise Brigade for continuing fuel clearances in our community.

We also want to note that November 1, 2021 is the completion of six years for the newsletter. December 1 will be the start of our seventh year of publication of The Woods newsletter.

We have a new form for all residents who wish to have their driveways plowed during the snow season. Of the residents who have paid for this service, only one is a fulltime resident. The part time residents who have requested and paid for this service will need to call us to let us know when they anticipate their arrival so their driveways can be plowed before they arrive.

The form was presented to the board for approval. It was decided to add the heading "Part Time Owners" before that paragraph and to add two lines for a phone number and e-mail for ease of contacting them if the need arises.

b. Treasurer (Busy Bee Accounting) – Sandra Adelizi reported she put the Firewise Brigade and the Road Maintenance monies separately on the Treasurer's Report to show how much had been donated to these accounts. This report explains the Profit and Loss Report in more detail. The ending balance shows the amount in our checking accounts for the individual accounts. The operating account is lower than usual due to the payment of the automated system added to our water facilities last fiscal year.

There are twenty people who have signed up for automated monthly payments for the fifth of each month. This is a huge help in getting timely payments. It takes the bank on average of ten days to process these payments.

The Profit and Loss report was changed to Cash Basis rather than the Accrual Basis in order to better follow the actual cash flow.

Sandra discussed individual accounts of the few delinquent accounts with the Board. Decisions of the Board were made on how to handle these accounts.

Operator – S & S Water Service – The automated system is performing well. When the power was out the system could no longer function but did notify us and S&S that the power was out and again when the power returned. We are still waiting on the generator to power the system during black outs. The spring is running strongly, and the wells are producing at their normal amounts.

d. Firewise Brigade – We have applied for renewal of our re-certification as a Firewise USA Community. We are required to have \$27.20 per residence of fuel clearance of \$ 4,841.60 for the year. Many residents do not turn in their hours, but the ones who have turned in their hours have produced \$55,107.20 worth of fuel clearances for the year. That equates to \$309.59 per residence. Congratulations to all who participated in turning in your work hours for fuel clearances for the year.

We were pursuing a grant for fuel clearance but could not find a 501c3 sponsor to oversee the grant and had to let it go. We have been in contact with the Mono Tribe for 501c3 sponsorship. This looks promising. We will need to have meetings with them to solidify a commitment.

e. Roads - Ed Rose - We will be applying for a new road maintenance permit or extension to work on our roads from Madera County Public Works in two weeks. This will be one month before our current permit expires. We have asked the SKC contractor who repaired the bridge to work up a bid for extending the sidewalk leading up to the bridge for safety and appearance.

f. Communications – Michael Delaney – Welcome Packet

Michael was asked to create a welcome packet for new property owners. He proposed to the board to purchase white presentation folders and design stickers to place on the front of the folder. The inserts will be loose so they can be replaced when necessary.

Publicity Campaign

Michael distributed a News Release about the new CMWC Board of Directors with Sierra News Online. This action builds awareness for CMWC. The news release was redistributed by news aggregators: *bing.com* and *NewsBreak*.

This helps to get our name out there on the web so that if we place an ad for an independent contractor on our Facebook page, website, or any other news media, a prospective contractor would be able to Google us and get current information about us as well as verify the status of our business.

Michael mentioned to the Board that a resident had asked about placing additional reflectors along our roads to improve night driving safety. Stan said he will work on this request

6. Old Business:

a. Facilities Property Tax Elimination & Refund - The county will refund our property tax payment on one of our facilities, and the other three properties will be excluded from the billing process.

b. Status on Bridge Repairs - Stan spoke to the contractor for the bridge repairs and requested two expansion joint openings to be filled as soon as possible for safety reasons.

7. New Business:

a. Membership Revocation, Abandoned Property - We will proceed with the revocation process with a final written notice to the property owner via registered mail.

b. Signing of Bank Signature Cards- The Board signed the cards and supporting documents.

8. Assign Action Items –

1. Michael is preparing an ad for board approval in search of possible contractors to perform various community jobs including snowplowing and property clearance.
2. Stan will place reflective markers on trees along the road easements.
3. Ed Rose will submit a request for an extension on the Road Permit or apply for a new permit.
4. Sandra will do research for a Para Legal to assist in small claims actions if necessary.
5. Sandra will draft a letter to the abandoned property owner.

9. Adjourn Meeting

Motion to adjourn the meeting was made by Ken Trapp and seconded by Steve Johansen at 5:30 PM.

Minutes by CE
Edited by ST