

Sierra Park Water News and Updates

Phone 209-586-3098

Volume 1.6

January 2014

Board of Directors 2013-2014

President	Kirk Knudsen
Vice President	Michael Lechner
Secretary	Wanda Lenhardt
Treasurer	Bill Ordwein
Human Resources	Heidi Ordwein
Directors at Large	Yvonne Peter Ray Coyle

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www.sierraparkwater.com

PO Box 424, MiWuk Village, CA 95346

President's Message

Look - up in the sky!

It may be a bird, it may be a plane -- but it's *not* rain clouds. In fact, what we've all known for a while is now official - California is in a serious drought. Our streams are drying up, our lakes and reservoirs are vestiges of their former selves. Many communities are imposing mandatory rationing, and several in the Sierra foothills have only a two or three month's supply before they run out of water completely.

What does that mean to us? Here in Sierra Park, we are somewhat protected because our water comes from a plentiful aquifer, a pocket of water trapped deep between two layers of rock. However, if the drought continues and ground water does not percolate through the rock to replenish what is used, even this valuable resource could be depleted over time.

So it's important that we all do our part to use our water wisely. Water experts say that simple, voluntary measures have been shown to reduce water usage by 10% -- without any hardship to users. It's just a matter of being thoughtful about running the water.

Some easy ways: instead of letting the faucet run while you brush your teeth, wash vegetables or do the dishes, turn it off while you scrub and back on to rinse. Rather than hosing off the deck or driveway, break out that push broom. If washing your car, consider using a basin of sudsy water instead of the hose to do most of the work; better yet, find a commercial carwash that filters and reuses its runoff water. In one sentence - never let the faucet or hose run if you're not actively using that water!

Working together, we can ensure that we have delicious mountain water to last through the drought - however long it may last. -- *Kirk Knudsen*



Water Services Contact Information

For any questions or information about water, please call water company president Kirk Knudsen at 408-269-8653, reach us via email through the link on our website or by mail at PO Box 424 MiWuk Village, CA 95346

Important Message from the Water and Services Companies

With the holidays behind us we are moving quickly into the New Year. Right now the Annual Meeting in May seems a long way off, but it's right around the corner. The current Board of Directors was appointed by the attorney who created the Sierra Park Water Company (SPWC), so in May the SPWC will elect its own Board for the first time.

We ask that you give careful consideration to who should be on the next Board of Directors (BOD). The BOD positions are vital to the successful operations of the park. While your current Board members have all learned about the magnitude of this commitment, we've also found that it is very rewarding to serve on the BOD. We encourage all those interested in shaping our community's future to run!

Candidates must meet a few qualifications, which will be detailed a separate flyer next month. We plan to provide you with information about each candidate for the Board of Director positions. Each will be asked to prepare a written statement that includes information about why they are interested in being on the BOD, along with a little bit about their background and what they have to offer as a Board member. Candidates should also expect to take part in an open discussion period just prior to the vote, where property owners will have the opportunity to direct questions to each of them.

Though all property owners can attend, shareholders will form the core of the meeting. Only shareholders will be entitled to vote. It is very important that each property owner become a shareholder if they want to vote in any matters at the Annual Meeting.

More information about the elections will follow in the upcoming months. In the meantime, we look forward to serving you through managing the Water and Services Companies - keep your suggestions coming!

Next SPWC Board Meeting is at 8:30 am on February 8th.



Sierra Park Water Company Board of Directors Meeting Minutes for January 11, 2014

The meeting was called to order at 8:33 by President Kirk Knudsen.

BOARD MEMBERS PRESENT: Kirk Knudsen, Bill Ordwein, Heidi Ordwein, Ray Coyle, Michael Lechner, and Wanda Lenhardt. Yvonne Peter was not present.

SHAREHOLDERS PRESENT: None

Others Present: None

MINUTES OF BOARD MEETING OF December 14, 2013: Michael Lechner made a motion to approve the minutes from the December 14, 2013 Board of Directors meeting. Ray Coyle seconded the motion which was then unanimously carried.

CORRESPONDENCE:

Email:

- Unofficial notification of two lot mergers with requests of how to proceed.
- One request regarding a Water Bill.
- One follow-up regarding a stock purchase.
- One request to be removed from regular mailing list.
- One suggestion that the corporation mailing address be added to the header of the newsletter. Those who receive the newsletter through their email do not have access to the corporate address.

WATER EMPLOYEE REPORT:

The Caretaker is on non-industrial disability and volunteers are handling the jobs in the park regarding water related tasks. Water testing is being done as scheduled by Aqua Labs. Water levels are being monitored daily and pumps run when necessary. We continue to be in compliance with regard to the Water License. The Board would like to thank all the volunteers that have helped to keep the park running! We recognize that this is not something we could expect on a long term basis but we appreciate your efforts during this period of time.

DIRECTOR REPORTS:

President - Kirk Knudsen informed the board that we will need to provide surveys to our water customers. We will work on distributing the surveys. We have had a total of six water breaks which have all been repaired.

There was a CCRC telephone meeting on December 18, 2013. The judge provided a list of things that need to be completed.

Vice President - Michael Lechner - Nothing to Report

Treasurer - Bill Ordwein - Current account balance as of December 31, 2013 is approximately \$101,381. The bills for the past month were reviewed and total approximately \$31,400. Michael Lechner made the motion to pay the bills. Heidi Ordwein seconded the motion which was then unanimously approved. The number of accounts with unpaid bills remain the same, approximately 40. The accounting process has changed. There is an accounting line item correction needed. Employee changes will be made to reflect time card entries. We continue to track to the budget.

Secretary - Wanda Lenhardt - There have been three new stock sales.

Human Resources - The caretaker is not currently working due to a non-industrial disability. Volunteers have been taking care of the immediate needs within the Park. We are in compliance with the water license.

Director of Capital Improvement - Bill Ordwein stated the Park valve survey is being completed. The water consultant is making progress. Efforts are being made to look into automating some of the current monitoring functions.

OLD BUSINESS:

Communications

- Next newsletter is slated for the week of 1/27/2014
- The July 2013 Minutes were reviewed and revised. These minutes misstated statements made by Bill Ordwein. Corrections have been made, and the corrected version of the minutes will be provided in the January Newsletter.

NEW BUSINESS:

- Next meeting will be held 2/8/2014
- Discussion regarding the water testing needs for January.

CLOSURE: Move to Executive Session to discuss personnel matters at 9:49.

Executive session ended at 10:17 a.m.

There were no decisions made in executive session.

The meeting adjourned at 10:18.



Sierra Park Water Company Board of Directors Meeting Minutes for July 20, 2013 **CORRECTED**

The meeting was called to order at 8:33 by President Knudsen. Board members present:

Kirk Knudsen
Michael Lechner
Heidi Ordwein
Yvonne Peter
Ray Coyle
Wanda Lenhardt

INVOCATION: Kirk Knudsen opened the meeting.

PRESENT:

John Bruggeman and Bill Ordwein

MINUTES OF BOARD MEETINGS: Minutes taken from the May 26th 2013 Organizational Meeting have been completed and are ready for Board of Directors' approval. Michael Lechner moved for the minutes from the Organizational Meeting to be approved, Ray Coyle seconded the motion, which was carried unanimously. Minutes from the June 15th Board of Directors Meeting are complete and have been provided to the board members for review. Michael Lechner moved to approve the minutes; Ray Coyle seconded the motion that was then unanimously approved.

NOMINATE AND ELECT CAPITAL IMPROVEMENT DIRECTOR: Kirk reported that we have obtained a temporary water permit through the Public Health Department (CDPH). We will have to show we can take care of the water system. The CPUC focuses on the cost of the water and CDPH focuses on the quality of the water, wanting it to be safe. It is very important that we meet the criteria established by both governmental agencies. Kirk Knudsen discussed some of the capital improvements that will be needed to sustain our water system. Water meters will be required by the year 2025. Our water system is very old and we will need to replace piping when we hook up to the meters. We need to have a board member appointed to look into how we can most effectively create and prepare for the Capital Improvement Plan that will be required by the CPUC and the Public Health Department.

Yvonne Peter made a motion to nominate Bill Ordwein to the Board of Directors to be a Capital Improvement Director. Michael Lechner seconded the motion, which was then approved unanimously. Bill accepted the appointment to the board. Bill will be in charge of creating a Capital Improvement Plan that will meet the requirements of the CPUC and the Public Health Department.

CORRESPONDENCE

Email: The following correspondences were received:

Wanda Lenhardt reported that there were seven address updates and one property owner misplaced their shareholder certificate and needed a replacement. One correspondence was received informing the Sierra Park Water Company that the sender no longer owned their property. Two correspondences were received stating that assessments were too high. Two correspondences were received indicating that they were being charged for a developed lot when their lots had no structures on them.

Michael Lechner reported that Daryl and Pat Clark have purchased a lot that joins their existing lot. The lot was developed at one time but the cabin on it was removed years ago. The Clarks are requesting the water bill be adjusted to the level of an undeveloped lot. The Board of Directors agreed to bill this as an undeveloped lot.

Joyce Ashton contacted Michael Lechner and praised Mark Higgins for the professional way he handled the last water breaks. She said she is on a fixed income and would appreciate the water bills remaining as low as possible.

Complaints about the water rates were discussed. Bill Ordwein discussed the current condition of our water system. The Park's focus has been on maintaining water quality, maintenance and fixing breaks in the system. Assessments and reviews by water consultants have been completed which suggest some upgrades and changes should be made. The review and assessment information will be used to help develop a Capital Improvement Plan. Bill will be forming a committee to assist him in creating the Capital Improvement Plan.

WATER EMPLOYEE REPORT: Heidi Ordwein reported that Kirk Knudson is now getting reports from the caretaker, Mark Higgins, regarding water usage on a regular basis. Heidi reported that the gate going to the water tank has been completed. The roads to the two main tanks needed to be graded and this has been completed.

DIRECTOR REPORTS:

President - Kirk Knudsen reported that the process with the TMF is moving forward. The water usage between May 16, 2013 and June 29, 2013 was 1,580,000 gallons. The manganese levels will now be monitored on a quarterly basis. It was found to be slightly elevated at one point, but the manganese levels were never in an unhealthy range. Increased monitoring will help to ensure ongoing safety.

Vice President - Michael Lechner - none

Treasurer - Ray Coyle - There are currently 93 shares sold for the corporation. Bill Ordwein stated that the current bills that need to be paid come to \$14,489. Yvonne Peter made the motion for the bills to be paid. Michael Lechner seconded that motion which was approved unanimously. Bill further mentioned that a little over one third of all the water assessments have been received. As of July 17, 2013 the bank balance was \$78,958.94. After the bills are paid the bank balance will be approximately \$64,900.00.

Secretary - Wanda Lenhardt Stocks have been prepared and were brought to the meeting for signatures.

Human Resources - Heidi Ordwein - Mark Higgins' hours continue to be monitored, including any overtime needed. This is a busy time of year with a lot to get done before winter sets in, so the part time employee is also working an average of 4 days a week. Mark Higgins' Fidelity Plan will be implemented before August. Five hundred dollars had to be accrued in the account before the plan could be established.

OLD BUSINESS : There is no old business for this meeting.

NEW BUSINESS:

1. The Water Company Newsletter was discussed. It is anticipated that the newsletter will typically be sent out quarterly, unless there is special news to report. Newsletters will contain the minutes from the meetings, year to date financial information, a message from the president of the Water Company, and seasonal information.
2. Carlson will be sending a second bill to property owners who have not paid their water bill. On September 1, 2013 unpaid bills will be considered delinquent. CPUC policies regarding delinquent bills will be followed.
3. Heidi Ordwein is working on a list of Rules and Regulations that apply to the caretaker's position. Mark will not be able to provide services to property owners who have a problem with the water on their property. He will only be able to deal with problems that occur as a result of an issue with the Water Company equipment/pipes. A list of rules will be published in the near future. If Mark's services are requested for issues that are the property owner's responsibility, the property owner will be billed for those services.
4. The Park's phone will continue to take messages. Wanda Lenhardt will now be responsible for picking up messages and distributing them to those to need to receive them. Bill Ordwein said that there is a way the voicemail can be set up in a message tree system so messages can be saved for the appropriate corporation.
5. The August meeting will be moved to August 10th at 8:30 a.m. Bill Ordwein pointed out that the Financial Statements are created at the end of the month and are therefore somewhat outdated by the time a meeting occurs on the 3rd Saturday of the month. The September meeting will occur on the 3rd Saturday of the month, but all subsequent meetings will be held on the second Saturday of the month.

The meeting ended without an executive session at 10:13 a.m.

SIERRA PARK WATER COMPANY, INC.
BUDGET REPORT
PERIOD ENDED DECEMBER 31, 2013

<u>REVENUE</u>	SEVEN MONTHS ENDED 12/31/13	2013-2014 BUDGET	<u>VARIANCE</u>	<u>% OF BUDGET EXPENDED*</u>
WATER INCOME	\$ 306,843	\$ 343,800	\$ (36,957)	89.25%
TRANSFER FEES	\$ 300		300	
MISCELLANEOUS INCOME	1,915		1,915	
TOTAL REVENUE	309,058		(34,742)	
<u>ADMINISTRATION AND FEES</u>				
ACCOUNTING	9,084	16,173	\$ (7,089)	56.17%
BANK CHARGES	12		12	
CONSULTING	8,028	12,875	(4,847)	62.35%
CREDIT CARD CHARGES	1,554	1,500	54	103.60%
EMPLOYEE BENEFITS	6,098	7,643	(1,545)	79.79%
EMPLOYEE PAYROLL	40,090	44,960	(4,870)	89.17%
EMPLOYEE PAYROLL TAXES	3,641	4,496	(855)	80.98%
INSURANCE	21,429	21,270	159	100.75%
LEGAL CONSULTING/PROFESSIONAL SERVICES	34,642	30,900	3,742	112.11%
MEMBER COMMUNICATION	521	3,499	(2,978)	14.89%
OFFICE SUPPLIES	1,014		1,014	
OUTSIDE SERVICES	15,127		15,127	
TAXES AND LICENSE	1,894	3,708	(1,814)	51.08%
MISCELLANEOUS		5,000	(5,000)	0.00%
WATER ADMIN CONSULTING		36,000	(36,000)	0.00%
<u>OPERATION AND MAINTENANCE</u>				
EASEMENT LEASE FOR GROUND	500	39,600	(39,100)	1.26%
EASEMENT LEASE FOR WATER	49,017	39,140	9,877	125.24%
MAINTAIN WATER SYSTEM	7,618	6,500	1,118	117.20%
MAINTAIN WATER SYSTEM - CAPITAL RESERVES	4,882	20,000	(20,000)	0.00%
TOWERS AND ACCESS		5,000	(5,000)	0.00%
WATER EQUIPMENT MAINTENANCE		12,155	(12,155)	0.00%
WATER FUEL		1,391	(1,391)	0.00%
WATER SUPPLIES		910	(910)	0.00%
WATER TANK CHECK VALVE		9,000	(9,000)	0.00%
WATER TESTING	1,800	8,240	(6,440)	21.84%
WATER UTILITIES	4,825	13,699	(8,874)	35.22%
<u>REPAIR AND REPLACE</u>				
TANK REPAIRS				
WATER LINE REPLACEMENT				
WELL REHABILITATION				
TOTAL EXPENSES BEFORE DEPRECIATION	211,776	\$ 343,659	\$ (131,883)	
DEPRECIATION	322			
TOTAL EXPENSES	212,098			
NET INCOME FROM OPERATIONS	\$ 96,960			

CHECKING ACCOUNT \$101,381