

# Sierra Park Water News and Updates

Phone 209-586-3098

Volume 1.5

December 2013

## 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

## Inside this Issue

October Meeting Minutes	Page 2
Winterizing Tips	Page 3
Financial Statement	Page 4

[www.sierraparkwater.com](http://www.sierraparkwater.com)

## President's Message

### Season's Greetings!

Winter has officially arrived, and the number of water leaks occurring on private property continues to increase. In the last several weeks four breaks have occurred. In addition to the efforts of the caretaker, a few others have volunteered to help locate the water boxes.

It's the responsibility of the caretaker to maintain the water delivery system only until it reaches the valve on the street. From there, it's the homeowner's responsibility to maintain the line on his or her own private property. Hours of time have been wasted digging into the snow to locate these water boxes. **Please make sure there is a pole, flag or some sort of marker** to indicate - even with snow cover - where your water box and shut off valve are.

It's unfortunate that these breaks occur, and it's more unfortunate that so many hours are wasted working to shut the water off. If you are uncertain of how to make your water line winter-safe, please see the winterizing tips on page three, repeated from the October Newsletter.

Have a safe New Year's.

-- 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 293 MiWuk Village, CA 95346



# Sierra Park Water Company Board of Directors Meeting Minutes for December 14, 2013

The meeting was called to order at 8:34 by President Knudsen.

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

**SHAREHOLDERS PRESENT:** None

Others Present: None

**MINUTES OF BOARD MEETING OF November 9, 2013:** Bill Ordwein made a motion to approve the minutes from the October 12, 2013 Board of Directors meeting. Michael Lechner seconded the motion which was then unanimously carried.

## **CORRESPONDENCE**

### **Email:**

- One address check from a Realtor.
- One email to Kirk regarding a bill.
- One from a new property owner inquiring how to join the corporation.
- One request to be added to the United States Postal Service Mailing List.
- Information was receiving regarding the foreclosure of a property that is in the process of being sold.

**WATER EMPLOYEE REPORT:** Heidi Ordwein - Yvonne Peter had met with the Fire Department representatives who have asked that all hydrants and stand pipes have identifying poles so that they may be seen/found in the snow. At this time Yvonne has gotten 50 poles and has ordered another 90. Mark Higgins is to place and mark the poles when some of the snow gets clear and the pipes can be found.

## **DIRECTOR REPORTS:**

President - Kirk Knudsen spoke with the California Department of Public Health on Tuesday and everything is in order. Our water permit has been extended to March 14, 2013. We continue to wait on the CPUC. A meeting is scheduled for Wednesday, December 18, 2013 at 2:00.

Vice President - Michael Lechner - Nothing to report.

Treasurer - Bill Ordwein - Current account balance as of November 30, 2013 is approximately \$132,485. The bills for the past month were reviewed and total approximately by \$5,907. Michael Lechner made the motion to pay the bills. Yvonne Peter seconded the motion which was then unanimously approved. There are 46 homeowner bills that are outstanding and have not been paid.

Secretary - Wanda Lenhardt - There have been no new stock sales.

Human Resources - Heidi Ordwein - Continuing to meet with Mark Higgins regarding his "To Do" list. During the winter months, most of the work is either on keeping the roads clear or on other winter projects.

Director of Capital Improvement - Bill Ordwein

## **OLD BUSINESS :**

### **Communications:**

- Next newsletter is slated for the week of 11/25.

## **NEW BUSINESS:**

Next meeting will be held 1/11/2014

**Closure** - Move to Executive Session to discuss Personnel Matters at 9:06.

Executive session ended at 9:46 a.m.

There was nothing to report from executive session.

The meeting adjourned at 9:47.

## Is your house ready for winter?

Here are 7 helpful tips to get you started:

1. Clean out gutters - this is the best way of saving both them and your roof.
2. Block air leaks - winterize your house by checking all windows, doors and outlets for cold air drafts.
3. Insulate your property - check pipes in your basement or crawl space and outside area to make sure that they are insulated.
4. Check your heating source - have you properly serviced your heating units?
5. Chimney maintenance - has your chimney been swept in the last couple of years?
6. Reverse your fans - if you use ceiling fans in summer to circulate air, reverse them so they push the warm air down.
7. As winter approaches, please take precautions for winterizing your property, and **turn off your water supply while the house is vacant**. Leaving on a dripping hose is a waste of water. Turning off the water at your main or at the entrance to your property is the responsible way to prevent cracked pipes.

SIERRA PARK WATER COMPANY, INC.  
 BUDGET REPORT  
 PERIOD ENDED NOVEMBER 30, 2013

	<u>SIX MONTHS ENDED 11/30/13</u>	<u>2013-2014 BUDGET</u>	<u>VARIANCE</u>	<u>% OF BUDGET EXPENDED*</u>
<b><u>REVENUE</u></b>				
WATER INCOME	\$ 306,261	\$ 343,800	\$ (37,539)	89.08%
TRANSFER FEES	\$ 300		300	
MISCELLANEOUS INCOME	<u>1,915</u>		1,915	
<b>TOTAL REVENUE</b>	<b>308,476</b>		<b>(35,324)</b>	
<b><u>ADMINISTRATION AND FEES</u></b>				
ACCOUNTING	8,312	16,173	\$ (7,861)	51.39%
BANK CHARGES	12		12	
CONSULTING	8,028	12,875	(4,847)	62.35%
CREDIT CARD CHARGES	1,475	1,500	(25)	98.33%
EMPLOYEE BENEFITS	5,505	7,643	(2,138)	72.03%
EMPLOYEE PAYROLL	34,765	44,960	(10,195)	77.32%
EMPLOYEE PAYROLL TAXES	3,234	4,496	(1,262)	71.93%
INSURANCE	20,928	21,270	(342)	98.39%
LEGAL CONSULTING/PROFESSIONAL SERVICES	16,006	30,900	(14,894)	51.80%
MEMBER COMMUNICATION	521	3,499	(2,978)	14.89%
OFFICE SUPPLIES	878		878	
OUTSIDE SERVICES	14,565		14,565	
TAXES AND LICENSE		3,708	(3,708)	0.00%
MISCELLANEOUS		5,000	(5,000)	0.00%
WATER ADMIN CONSULTING		36,000	(36,000)	0.00%
<b><u>OPERATION AND MAINTENANCE</u></b>				
EASEMENT LEASE FOR GROUND	500	39,600	(39,100)	1.26%
EASEMENT LEASE FOR WATER	48,183	6,500	41,683	741.28%
MAINTAIN WATER SYSTEM EASEMENT FOR PIPE	6,226	39,140	(32,914)	15.91%
MAINTAIN WATER SYSTEM - CAPITAL	4,882		4,882	
RESERVES		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	4,601	13,699	(9,098)	33.59%
<b><u>REPAIR AND REPLACE</u></b>				
TANK REPAIRS				
WATER LINE REPLACEMENT				
WELL REHABILITATION				
<b>TOTAL EXPENSES BEFORE DEPRECIATION</b>	<u>180,421</u>	<u>\$ 343,659</u>	<u>\$ (163,238)</u>	
DEPRECIATION	<u>276</u>			
<b>TOTAL EXPENSES</b>	<u>180,697</u>			
<b>NET INCOME FROM OPERATIONS</b>	<u>\$ 127,779</u>			

CHECKING ACCOUNT      \$132,485