



## SIERRA CEDARS COMMUNITY SERVICES DISTRICT

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Unadopted Minutes

Regular Board Meeting

March 4, 2019

Pete Conrad's residence, Shaver Lake, CA 93664

### ARCHITECTURAL CONTROL COMMITTEE MEETING

President Pete Conrad called the meeting to order at 6:08 p.m. Members Present: Pete Conrad, Phil Erdman, Dan Mockbee

Members Absent: Vicki Collier-McDonald, Bill Paloutzian

Others Present: Todd Bristol, Laura McMillan, Dave Finley

Pete presented to the committee proposed plans for a garage and living area above the garage at 42066 Saddleback Rd. The committee looked over the plans and invites public input on the proposal. If anyone would like more information or wants to take a look at the plans contact Pete. His contact information can be found on the district's website.

The committee will take a vote on the proposal April 1 prior to the monthly board meeting.

Meeting Adjourned at 6:13 p.m.

### REGULAR BOARD MEETING

**Item #1** President Pete Conrad called the meeting to order at 6:15 p.m.

**Directors Present:** Pete Conrad, Phil Erdman, Dan Mockbee

**Directors Absent:** Vicki Collier-McDonald, Bill Paloutzian

**Others Present:** Todd Bristol, Laura McMillan, Dave Finley

**Item #2 ADOPT AGENDA**

**M/S/C Dan E./Phil E.** to adopt the agenda as presented (3/0).

**Item #3 APPROVAL OF MINUTES**

**M/S/C Phil E./Dan M.** to approve the minutes of the Regular Board Meeting of December 3, 2018 as presented (3/0).

**Item #4 WATERMASTER'S REPORT** - Laura McMillan

The month of December was a quiet month. In January, Well #5 tested positive for chloroform (bacteria). The state was notified and they directed Laura to chlorinate the well and test again. The test came out negative.

In February, the New Meadow Well and Well #5 were having issues and not running at times. The problems are being resolved. Some heavy users were noted from Feb 16 - 28. Also, some leaks were detected and water turned off at some residences until issues are resolved.

On Saturday, March 3, the company replacing a utility pole hit a water service line on Saddleback while digging. Water was turned off to residences at the end of Sierra Cedars for a few hours until repair was made.

After the storm last Saturday, the water tank level sensor unit quit working. Initially it looked like the district was able to get it back in operation, but only lasted for a couple of days. District is now looking at a couple of options for replacement.

Watermaster will look into obtaining a reserve supply of plumbing fittings so minor repairs can be made more efficiently.

**M/S/C Phil E./Dan M.** to approve the Watermaster's report as presented (3/0).

**Item #5 WATER LINE MAINTENANCE PROJECT** - Nothing new to report. Top priority is to replace some of the main water valves in the street next summer.

**Item #6 PUBLIC PARTICIPATION**

Homeowner Dave Finley questioned who the crew was replacing the telephone poles. Hotline is a subcontractor for SCE. They appear to be under some pressure to get poles replaced ASAP.

**Item #7 FINANCIAL REPORT** - Todd Bristol

**Account Balances as of February 28, 2019**

CD-5	\$69,330.44
CD-6	220,710.37
CD-7	178,853.24
Money Market	203,872.01
Checking Account	11,868.48
Total Savings & Checking	\$684,634.54

Accounts Receivable	0.00
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Total Current Assets	\$684,634.54
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Fixed Assets	\$811,682.00
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<b>Total Assets</b>	<b>\$1,496,316.54</b>
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Accounts Payable	0.00
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<b>Total Liability</b>	<b>0.00</b>
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Todd B. reviewed the December, January and February financial statements with the board.

**M/S/C Dan M./Phil E.** to accept the December 2018 financial report as presented (3/0).

**M/S/C Phil E./Dan M.** to accept the January 2019 financial report as presented (3/0).

**M/S/C Dan M./Phil E.** to accept the February 2019 financial report as presented (3/0).

**Item #8 GENERAL MANAGER'S REPORT** - Todd Bristol

a. Ownership Transfers:

42663 Rockledge Rd. (?): New Owner - Stephen and Becky Graves, Previous Owner - Knapton

b. Todd reported that all resolutions, ordinances, minutes, historical documents, and other important papers of the district have been scanned (pdf) for backup purposes. They have been preserved on several flash drives. Flash drives were given to Pete, Phil, and Todd to archive. A copy will also be given to Meggin Boranian, the district's attorney.

c. A homeowner contacted Todd regarding the idea of having a speaker phone and call in option available at the monthly meetings. The board felt the present options for the community to communicate with the board to be satisfactory and did not take any action. The public is always welcome at any district meeting. If you have a question or would like some issue addressed you can

contact board members by phone, text, or email. Contact information is available on the district website at [www.SierraCedars.com](http://www.SierraCedars.com).

d. Todd reminded board members of their duty to file the annual Form 700 with the state and to complete required ethics training. Most board members have already completed these requirements.

e. Website Compliance - Todd reported that changes were made to the district's website ([www.SierraCedars.com](http://www.SierraCedars.com)) to bring it into compliance with state regulations. Now the website will post the monthly agenda, minutes, and other items required. The minutes and agendas will continue to be mailed out to those on the district's email list.

**Item #9 OLD BUSINESS**

a. Tree Removal - Trees are still being removed even during the winter months.

b. Road Repair Update - nothing to report

c. Fiber Optic Installation - nothing to report

d. Financial Investments - Todd has been in contact with CalTrust an organization sponsored by CSDA (California Special District Association). Arrangements will be made to have individuals from both these organizations come to the board meeting on April 1 and report on what can be done for our district regarding investment of reserve funds and changing to landowner - voter representation.

**Item #10 NEW BUSINESS**

a. Landowner - Voter District Transition Inquiry - nothing to report

**Item #11 BOARD MEMBER REPORTS**

Phil E.: The roads in the district are in bad shape due to all the tree removal, and other projects that have taken place. When summer comes the district will have to coordinate with the county to see what can be done to repair.

**Item #12 NEXT AGENDA REQUEST - none**

**Closed Session** - The board did not go into closed session.

**Item #13 Discuss Personnel Matters**

**Resume Public Meeting**

**Item #14 Public Report on action(s) and vote(s) taken in Closed Session**

**Item #15 ADJOURNMENT**

M/S/C **Phil E./Dan M.** to adjourn the meeting at 7:41 p.m. (3/0).

Next Meeting: April 1, 2019, at 6:00 p.m. at Pete Conrad's residence. Address is 42315 Blue Meadow Lane, Shaver Lake, CA

Minutes submitted by Todd Bristol, Record Keeper