



SIERRA CEDARS COMMUNITY SERVICES DISTRICT

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Unadopted Minutes

January 9, 20223

Mike LaRue's residence, Shaver Lake, CA

SPECIAL BOARD MEETING

(replaces the regularly scheduled January 2, 2023 meeting which was not held)

Item #1 President Mike LaRue called the meeting to order at 1:05 p.m.

Directors Present: Vicki Collier-McDonald (via phone after Item #3), Phil Erdman, Dave Finley (via phone after Item #3), Jeff Hixon, Mike LaRue

Directors Absent: none

Others Present: Todd Bristol, Laurie Hixon, Art Terrell

Item #2 ADOPT AGENDA

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

Item #3 APPROVAL OF MINUTES

M/S/C **Phil E./Jeff H.** to approve the minutes of the Regular Board Meeting of December 5, 2022 as presented (3/0).

Item #4 WATERMASTER'S REPORT – Nick Zaninovich (via phone)

Nick produced a couple of water graphs for the board. They showed each well's production and water level.

Lateral Well – water level at 6.9 ft, 28.4 gpm production

Meadow Well – water level at 18 ft with 3.8 gpm production

Well #5 – water level exceeds 200 ft with 2 gpm production

The meadow well has a MCL exceed on Iron and Manganese. No action was taken at this time; however, these issues will have to be addressed eventually.

Nick has submitted his letter of resignation effective January 31, 2023. The board expressed their appreciation for his service to Sierra Cedars and wished him well in the future.

Phil E. asked about continuity between him and new water operator. Nick said he would work with the new person to make sure the district was covered.

M/S/C **Jeff H./Phil E.** to approve the Watermaster's report as presented (5/0).

After Nick's report, the board discussed the three Water System Operator interviews that Mike L., Dave F., and Todd B. held.

M/S/C **Phil E./Vicki C.** to extend a Water System Operator Contract to Jason Sherrell of Central Cal Water Works, subject to successful contract negotiations with Sierra Cedars Community Services District.

Item #5 PUBLIC PARTICIPATION – none

Item #6 GENERAL MANAGER’S REPORT - Todd Bristol

Items reported as shown below:

a. Ownership Transfers:

42296 Blue Meadow Lane: New Owner – Casey and Anne Brown, Previous – Bessey

b. Todd reminded board members of their Oath of Office and Ethics Training Certificates that some still need to turn into the district.

c. At the request of the board, Todd contacted the district’s attorney, Meggin Boranian, regarding a couple of issues. The board received clarification regarding if, and when, an ad hoc committee was subject to the Brown Act, and the legal parameters on notifying homeowners in emergency situations with our present Emergency Notification Plan.

The board decided to update the Sierra Cedars Community Services District Emergency Notification Plan to include the idea that homeowners need to notify their renters of emergency situations. The Notification Plan is shown below. If you would like to read all of the Emergency Action Plan, please visit our website at www.sierracedars.com.

Notification Plan

Our community is small and since most of the homeowners are part-time residents, the most efficient means of notification during an emergency is through the Sierra Cedars Community Services District mass email platform. The General Manager is to be contacted to enact an email message to all homeowners. Then, homeowners need to immediately notify their renters, or people staying in their cabins, of the emergency. Besides the mass email notification, if the emergency requires, the weather is manageable (snow, etc.), and personnel are available, the residents perceived to be home in Sierra Cedars may be notified by a handbill/flier placed on their doorstep. This procedure takes at least four hours.

M/S/C Vicki C./Phil E. to add the sentence “Then, homeowners need to immediately notify their renters, or people staying in their cabins, of the emergency.” to the Emergency Notification Plan (4/0).

M/S/C Dave F./Phil E. to approve the General Manager’s report as presented (4/0).

Item #7 FINANCIAL REPORT - Todd Bristol

Account Balances as of December 31, 2022

5 Star Bank Money Market	134,299.12
IntraFi Network Deposit	104,628.95
CVCB Money Market	10,000.73
CVCB Checking Account	61,919.44
Total Savings & Checking	\$310,848.24

Accounts Receivable	0.00
Total Current Assets	\$310,848.24
Fixed Assets	\$1,054,547.00
Total Assets	\$1,459,837.29

Accounts Payable	3,428.20
Cal OES Allocation	0.00
Total Liability	\$3,428.20

Todd B. answered questions the board had regarding the financial statement, especially the total cost of the back-up power generation project. Todd expressed concern with the decline in the district's reserves and the ever increasing operating costs.

M/S/C Phil E./Jeff H. to approve the December 2022 financial report as presented (4/0).

Item #8 OLD BUSINESS

A. Community Leach Field – no report

B. Cal OES Project – Backup Power System Report – The Back-up Power Generation project has been completed and an annual maintenance contract has been set up with WESTEC in Clovis, CA.

C. Sierra Cedars Well and Infrastructure Drought Relief Project - This is a multi-year project with completion date dependent upon when the funds become available. The project has four main parts: Well Drilling, Water Tank Replacement/refurbishment, Water Main Pipes and Valve Replacement, and a SCADA System that will remotely monitor and control production and distribution of water.

The district is working to enact the \$622,000 grant they received from the CA Dept. of Water Resources Small Community Drought Relief Program. The board is considering the idea of hiring a project manager. Todd B. has located a person who is interested and he has submitted a proposal. No action was taken and this agenda item was tabled until next meeting.

Item #9 NEW BUSINESS - none

Item #10 BOARD MEMBER REPORTS - none

Item #11 NEXT AGENDA REQUEST - none

Item #12 ADJOURNMENT

M/S/C Vicki C./Jeff H. to adjourn the meeting at 3:58 p.m. (4/0).

Next Meeting: Regular Board Meeting - Monday, February 6, 2023 at Mike LaRue's residence, 42325 Blue Meadow Lane, Shaver Lake, CA. Time: 9:00 a.m.

Minutes submitted by Todd Bristol, General Manager