

**PLA-VADA COMMUNITY ASSOCIATION BOARD OF DIRECTORS MEETING
5:30 p.m. Thursday, Jan. 21, 2021**

PRELIMINARY AGENDA

- I. Call to order- KH calls meeting for order 5:31 pm
 - a. Board present: KH, BD, CD, EL, KW, AF
 - b. Members present: Brian Gebhart, Nancy Holt, Roberta Pearson, Bill and Nancy Costello, Scott Galati, Paul Wheeler
- II. Approval of Minutes:
 - a. Dec. 19, 2020 Board of Directors Meetings- **CD moves to approve, KH seconds, motion carried.**
- III. Owner Comments on Items not on the Agenda
- IV. Reports:
 - a. Operations Management (20 Minutes) BS
 - i. Operating Account \$336,982.29
 - ii. Reserve \$304,415.10
 - iii. Building \$70,771.96
 - iv. Administration
 - 1. Parking passes / Citations
 - a. KH- new parking passes are in effect and should be used. Old passes will result in towing.
 - b. BS- New parking passes are working well and members are responding
 - c. **KH-Citations will no longer be used, we will be moving directly to vehicles without parking passes being towed.**
 - v. Water Usage
 - 1. December:1,401,740
 - 2. Year:16,154,497
 - 3. Well 3: 0
 - 4. Well 4: 0
 - 5. Well 5: 1,401,740 Gal.
 - 6. Daily Average:
 - 7. Caltrans usage:118,200 December
 - vi. Sewer Inflows
 - 1. Daily Average:13,819, December 428,400
 - vii. Work Orders-update
 - 1. Well 3- not moving with the electricians, pushed out to 8/15
 - 2. House deck, postponed until 7/1
 - 3. Drainage ditch is on hold
 - 4. Paving is scheduled for 6/1
 - a. Will try to sync with our second waterline project to have it all paved at once if possible- will discuss
 - 5. Red Fir lateral replacement, scheduled 6/15/2021
 - 6. Filling road dips with AB until they can be patched or paved.
 - 7. Equipment maintenance- oil changes etc. done
 - 8. Problem at sewer plant, auto pump switch went out, replaced the part and it is working.
 - 9. Sewer aerator, cone came off, back on now and working fine.
 - 10. Sewer man hole plug, took about 2 hours to take care of, had already winterized the jetter so it took 6 hours total.
 - 11. Replace door handle on Chevy
 - 12. Replace battery on ford
 - 13. Clean up Conifer downed trees so that they don't interfere with the plowing.

14. Still some low hanging lines. Should be coming tomorrow to replace the down lines.

15. Will fix sheet metal on roof that is loose on warehouse.

b. President-KH

c. Treasurer-EL

i. California relief act came to Plavada, info sent to Brian, Brian worked on getting the application in for the grant. Have not heard if we will get it or not. They have reissued the PPP program and as a non profit we will be eligible to apply for that too. Two-year loan at 1% but can apply for forgiveness if money is utilized for payroll and other operating expenses. Also looking into ELID loan which may be able to be used for water- amortized over 30 years, estimates 2.75% fixed. **If any members have any knowledge please let us know as we could use the help to take advantage of potential loans or grants.**

ii. KH- Can Bob contact fire marshal about potential funding

d. Secretary-KW

e. ARC-EL/CD/AFD

i. EL- not a lot going on now, but after the tree damage there will be more going on.

f. Communications-KW

i. Website

V. Discussion Items-New Business, Updates, Committees

a. Budget

i. Projects

ii. Assessments

iii. Employee salaries, benefits, housing.

iv. BD- Changes on budget to be discussed

1. in the income area there is a third line item called "dues allocated to reserves" and that number should be a 0 or a minus. Budget currently says we have \$13,000 more expenses then income which would mean we will not be having any extra going to reserves.

a. KH- minus sign is not there but it is a negative. Excel format is not showing correctly but it is subtracted out.

2. BD had \$0 in for meetings, but there should be something in there if we are meeting in person. Fire department costs \$25 per month.

a. EL Had \$1,200 last year because we used to us Boreal Ski Resort which was more expensive for an annual meeting that we no longer hold there

3. KH- budget through 1/15, have two more months of phone bills to pay which was over \$4,000 which we had budgeted. Landline for water dialer and cell phones

a. BS-Office phone is a business phone and is estimated to be \$326 per month. CD says move to residential line, should be around \$40 per month

4. KH- line items will move around

5. Shop supplies; BS says we can go to \$6,000

6. Tools and Equipment was at \$4,000, now at \$6,000, BS- can go with \$5,000

7. Equipment repairs and maintenance at \$10,000 now at \$20,000. Last year to date is no where near \$10,000. CD- reduce to \$10,000

a. Moving forward we will drill down on the line items with the accountant ex. Maintenance and repair should be separated. Not bad or wrong, just something we can do better. Accountant is asking us to do it different as we transition to a new GM

8. Water sewer lab feeds was \$8,000 and was increased to \$8,500. BS- Water and sewer were not being separated before. Just had title 22 tests which ended up being \$3,900. Some years are less expensive, some are more but we have to do it every year.

9. Road repair, dropped from \$66,500 to \$55,000. CD- add \$10K from equipment maintenance back to road repairs- **later in meeting reduced back to \$55,000 to keep us in the green**
 - a. KH- we currently have a bid to fix roads. Will hit next year. Can put it in reserves then pull it out or just budget for it. Current bid is at \$55,000.
10. Bristlecone drainage moved from \$15,000 to \$10,000 so we have an extra \$5,000 there.
 - a. KH- we are facing a huge water line issue over the next 10 years so we need to put as much aside as we can to fix that issue. Bristlecone drainage will probably make us do some sort of study in order to get the project done. So, do we want to budget that money for bristlecone this year when we are dealing with waterlines, or should we cut our losses and focus on the water lines
11. \$150,000 for major repairs and has now moved to \$200,000
 - a. If we keep moving up Conifer, we do it spring summer, then do the paving and we will keep stockpiling money in the budget each year to keep fixing it.
 - b. KH-We will have to create a budget tonight to send a budget to membership so we can vote next month. Then we will have to look at the reserve study and we will have to amend our budget according to the reserve study. If we raise dues according to what we talked about, budget becomes \$704,445. We haven't talked about discounts, but the discount we gave in October cost is \$22,000. If we skim down on everything, we can generate \$200,000 in our operating to put toward major repairs for the waterline. For 720 feet of conifer, next big section is \$250,000. Bridge section which Brian says is as important as Conifer is an additional \$154,448.
 - i. BD-Bridge work will cost more money because we also need to hire an engineer.
 - ii. CD- contractor should hire engineer
 - iii. EL- we hired an engineer a few years back and it was sound, thinks contractor is just doing a CYA on the estimate so he is not held liable
 - iv. BS- his concern is the reattachment of the waterline because of the weight, attachments to the railing because it is a bigger line. Attaching to railing could cause problems and we may need new railing. Also talk of going underneath the bridge but that could cause problems too. Brian thinks this will be an issue moving forward.
 - v. KH asks Brian where we should put out money
 - vi. BS- Conifer seems to be the main problem right now. Brian says from where we started, we should move back on Conifer towards Tamarack Crescent.
 - vii. AF- 720 feet from where he stopped last year will take us from tamarack crescent for the most recent repair.
 - viii. EL- on new estimate for Conifer it is 100 feet longer but price is a lot higher per foot than before
 - ix. BS- there are twice as many valves (2 last year, 5 this year), double laterals, has 720 foot of main line (6"), 270 more of lateral (averaged at 30ft). So, there is a lot more digging, trenching and back filling. Brian will double check on this. Materials have gone up in price. Price before per square foot was \$240. New price per square foot is \$341. \$121 more per foot. Previous repair is 620 feet, \$150,000, this is 720 feet for \$250,000.

- x. CD- we need to take this out to bid.
- xi. EL- he may be padding it a bit this time because of the blasting we had to do last time. We could take it out to bid but it will be a challenge to find any one else to do it. We need to at least ask Phebus why it is so much higher.

12. Reserves to allocate are \$304,000.

- a. CD- Bridge and dumpsters
- b. KH- anything not in the reserve study should not have reserves allocated to it
- c. AL- should all go to water and road repairs
- d. KH- can't do that, need to spread it out
- e. AL and CD- \$100,000 into water expense and \$78,000 into bridge**
- f. Dues raised by full 20% \$2160 cabin, Lot \$1104. Reserve study projects reserves increasing over next several years.

13. EL moves to accept budget, BD seconds, motion carried.

- b. ARC procedures / Committee.
 - i. EL: need to find a way to streamline the process and keep track of the process as it moved along. Last year there was a lot of work to be done and Eric anticipates a lot more work to be done. Looking to expand number of people of the committee. Brian now being in the office will be receiving the applications. Looking for three more people to allocate projects out to. Brian keeps it in a spreadsheet. People who have active projects will be required to check in at the meetings to update the committee on where the project is at. Anne Flore is off the committee so we need at least two more. Craig will stay on committee.
 - ii. BS- Eddie is on the notes from last month to have employee keeping their eyes on the projects so they can report back.
 - iii. KH We will talk about names gathered next week.
- c. Conifer drainage project
 - i. AF- still investigating with the county on what they want but we have locked in the budget for the next year and will not be going above budget. We will get bids from an engineer and on permits and reports so we can come to a conclusion on how much the project will actually cost- permits and professionals needed to actually get us there.
 - ii. KH- would like to have the numbers so we can at least know what it will cost to get it done.

VI. Action Items

- a. Job Descriptions
 - a. KH- voted on salaries, backdated to January. Need to officially vote on descriptions
 - b. KH moves, AF seconds, motion carried.
- b. Election policy
 - a. Made changes to policy to comply, need to approve
 - b. KH moves to accept as written, BD seconds, motion carried

CD moves to adjourn to executive session, BD seconds, motion carrier. Move to exec 7:pm

VII Executive Session (Thursday 1/28/21)

- d. Member letters

VIII. Adjournment

Director Responsibility:

Roads: EL	Water: AF	Architecture: CD/EL
Sewer: AF	Communications: KW	Maintenance/Operation Liaison: EL/BD

Possible future meeting dates: 2/18 (Thursday), 3/18, 4/17, 5/15, 6/26