

ORCHARD HEIGHTS WATER ASSOCIATION
MINUTES
January 21, 2014

Board Members: Jennifer Meltzer, Leo Woods, Teresa Hire, Clara Taylor, Steve Riley
Employees: Annette Joyce

Monthly minutes dated November 12, 2013, were approved. Annual meeting minutes were reviewed without any noted changes.

Treasurers Report, Leo Woods. Leo reviewed the October, November & December statements. **October:** Revenue & Assessments were over budget by \$1177; Personal Services was over budget \$266; Total Materials & Services were under budget \$1190; Operation Expenses were \$1947 over budget; and Total Expenses over budget \$1000. General Cash balance was \$132,753 and Capital Cash balance was \$146,435.

November: Revenue & Assessments were under budget by \$749; Personal Services was under budget \$78; Total Materials & Services were over budget \$2818; Operation Expenses were \$645 over budget; and Total Expenses over budget \$3385. General Cash balance was \$134,682 and Capital Cash balance was \$150,566.

December: Revenue & Assessments were over budget by \$862; Personal Services was under budget \$71; Total Materials & Services were over budget \$539; Operation Expenses were \$843 over budget; and Total Expenses over budget \$1977. General Cash balance was \$133,388 and Capital Cash balance was \$155,129.

Leo also reviewed the unaudited year end noting: Revenue & Assessments were over budget by \$3350; Personal Services was under budget \$239; Total Materials & Services were under budget \$17,670; Operation Expenses were \$7508 over budget; and Total Expenses under budget \$8,430.

Bank signature card information has been updated with 2 board members left to sign at the bank.

Water Operations Report, Jennifer Meltzer (Doug Priest email). Meter replacement was put on hold due to December weather conditions. A leak was fixed on an unused 4" PRV valve at the corner of Orchard Hts. Pl. and Dahlia Way, cutting it away & replacing with main line.

Discussion about water issues at Teresa's residence following the tank cleanings.

Concern voiced about rain/snow pack shortages.

Office update, Annette Joyce. Late fees were reversed for minimal balances: December: Aguilar & Slauson; January: Schneider & Sellers.

Shutoff notices issued in December: Campbell, Diehm, Kryskalla & Stoebig; January: Teets & Weidman. Ten-day shutoff notice issued in January to Teets.

Liens in place for 2395 Doaks Ferry Road property (Groat/new owners) filed 4/2010 & 1971 37th Avenue (Kim-foreclosure) filed 12/17/12.

Share transfer: Elstad to Beck's Landing (3515 Echo Dr.) were approved.

Letters/calls/new business: It was noted that Royal Teets' son Stan has not supplied required paperwork for the inheritance of his fathers' property. The board agreed to address the past due bills & revisit the paperwork portion during or after payment is made.

A customer complaint concerning the post card billing system was brought to the board's attention. After discussion, it was decided that there are too few customer complaints about not receiving post cards to warrant changing to an envelope billing system that will incur a significant price increase.

Two customers incurred pipe issues during the December freeze. One letter was just received, the other is on the way, requesting a reduction in charges. The board agreed to refiguring the bills in the normal fashion & issuing credits to Breunle & Varga.

There was a possible issue with the January first payroll taxes. Annette will look into.

The February billing will include stuffers about water share availability, updated customer information, rate increases, annual meeting minutes & 2014 backflow reminders.

New Share Policy #5, first review. The policy was distributed with updated dates & numbers. The first review was completed without any changes. A letter of interest was received from Kolb, followed by a verbal inquiry from the Becks, about the availability of water shares. Upon the second reading of the policy, a letter of offering will be issued to the Kolbs.

Emergency Plan, Jennifer Meltzer. Jennifer touched bases with a representative from PGE concerning steps taken during a catastrophe. She was told that the power company prioritizes the situation based upon population density – the higher density areas are addressed first. Housing a water supplier, it may move our area up on the priority list.

Adjourned: 8:47 pm