

ORCHARD HEIGHTS WATER ASSOCIATION

MINUTES

April 22, 2014

Board Members: Jennifer Meltzer, Leo Woods, Clara Taylor, Teresa Hire

Employee: Annette Joyce

Monthly minutes dated March 18, 2014, were approved.

Treasurers Report, Leo Woods. Leo reviewed the March statement noting: Revenue & Assessments were over budget by \$281; Personal Services was over budget \$508; Total Materials & Services were over budget \$734 due to office computer update; Operation Expenses were \$126 over budget; and Total Expenses were \$126 over budget balance.

Reviewing the first-quarter end: Revenue & Assessments were under budget by \$443; Personal Services was over budget \$1907; Total Materials & Services were over budget \$26; Operation Expenses were \$256 over budget; and Total Expenses were \$2188 over budget balance.

General Cash balance was \$134,724 and Capital Cash balance was \$170,121.

Leo reported finding that, as expected, money market interest rates are minimal. After discussions, Leo will proceed with opening a money market account at Washington Federal to meet FDIC coverage of OHWA monies.

Office update, Annette Joyce. Late fees were reversed for minimal balances for Bender, Deenin, & Mackey. Shutoff notices issued to Diehm & Teets.

10-Day Shut-off to be issued to Teets.

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

Share Transfer: none.

New Share issued to Kolb (4307 Orchard Hts. Rd).

New & Continued Business. Though Beck's received subdivision approval from both Polk County & the City of Salem, OHWA is binded by our water agreement with the City to not sell them a water share for their subdivide property. The Becks plan to pursue directly with the City, their approval to purchase a water share from OHWA.

The Deardorffs provided 1987 documentation recognizing their property as 3 legal parcels, even though they have been combined as 1 for bookkeeping reasons. With this proof, OHWA can offer them a share.

Water Operations Report, Jennifer Meltzer. Discussion of list of items that need to be followed up with Doug: meter installations; system readiness for upcoming survey; time line for starting the City of Salem water connection; are there plans to test run the treatment plant just to keep it in operating condition or is the system obsolete; and telemetry unit needs to be transferred to Clare to list for sale.

CIP, Jennifer Meltzer. The original master plan was put into effect in 2004. A number of items have been completed, are obsolete, or have been reshuffled in order of priority. The board agreed to move forward with the CIP review and update by Ed Butts for a price ranging between \$2,000 and \$4,000.

Emergency Plan, Jennifer Meltzer. Jennifer talked with PGE & had our accounts flagged that we 'serve 200 accounts with water'. In the event of a power outage, it remains OHWA's responsibility to call in to PGE to remind them of our service responsibility to our customers.

Adjourned: 8:35 pm