

ORCHARD HEIGHTS WATER ASSOCIATION

MINUTES

May 21, 2014

Board Members: Jennifer Meltzer, Leo Woods, Steve Riley, Clara Taylor

Employee: Doug Priest, Annette Joyce

Monthly minutes dated April 22, 2014, were approved with note that Teresa Hire was not in attendance.

Treasurers Report, Leo Woods. Leo reviewed the April statement noting: Revenue & Assessments were over budget by \$5,360 due to share sale; Personal Services was over budget \$1,034 due to new computer program & valve exercising; Total Materials & Services were over budget \$636; Operation Expenses were \$1,312 under budget; and Total Expenses were \$357 over budget balance.

General Cash balance was \$137,334 and Capital Cash balance was \$174,590.

Leo initiated the process of opening an account at Washington Federal to house monies in excess of FDIC insurance limits in one bank. Upon completion of all board members paperwork, their signatures will be recorded on file at the bank.

Water Operations Report, Doug Priest. At the request of the board, Doug will schedule Ed Butts to attend the next meeting to discuss the update of the 20-year CIP Master Plan.

Doug brought the telemetry unit so that Clara could list it for sale on eBay.

There appears to be a leak, maybe 2, on Dahlia Way that needs to be repaired. The City crews will fix the higher elevated leak & monitor to see if lower elevation spot disappears or continues, in which case they will also repair.

The System Survey by Oregon Health is scheduled for August.

Doug suggested that the board consider lining up a COR (contractor on retainer) to complete the meter replacement program. A 'scope of work' would need to be drawn up prior to pursuing a COR.

David will continue to start the Treatment Plant once a year to make sure that it functions. The City connection has not been turned on as of yet, but manual operation for the season will be discussed with David.

Office update, Annette Joyce. Late fees were reversed for minimal balances for Adams; and for late delivery for Snider.

Shutoff notices issued to Elliot.

10-Day Shut-off to be issued to Elliot & 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 & Continued Business. The Deardorffs are out of the country until mid-June. Upon their return they will review if they are still interested in purchasing a share.

Clare reviewed documentation provided by Wayne Simmons for his Trust properties. She devised from the paperwork provided that the shares are to be made out to Wayne & Allen Simmons, but suggested checking the Polk County Assessors records to verify who is paying taxes.

Emergency Plan, Doug Priest. Doug will update our current plan & add/subtract as needed for a simplified document.

Adjourned: 8:12 pm