

ORCHARD HEIGHTS WATER ASSOCIATION

MINUTES

September 16, 2014

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

Employee: Annette Joyce

Monthly minutes dated August 18, 2014, were approved with 'prepared' corrected to 'repaired'.

Treasurers Report, Leo Woods. Leo reviewed the August statement noting: Revenue & Assessments were above budget by \$1,570 due to seasonal water sales; Personal Services was over budget \$284 due to survey preparations; Total Materials & Services were under budget \$2,752 due to Repairs & Maintenance; Operation Expenses were \$128 over budget; and Total Expenses were \$2,340 under budget balance.

General Cash balance was \$122,538 and Capital Cash balance was \$208,591.

Water Operations Report, Jennifer per Doug. The Sanitary Survey is scheduled for September 25<sup>th</sup>; Doug & David will meet prior to then to finalize preparations.

There was a main line leak close to Robert Kelly's driveway. The City crews were dispatched after hours to repair the line & then followed up later to return the job site to its original condition. The cost of the initial repair is approximately \$2,000, with additional costs associated to the clean-up. There have been a number of complaints in the Broadview area about increased pressure; the operators are looking into the pressure reports. Toby is back from vacation & ready to begin meter replacements on the weekends. Doug will have the new employee paperwork completed & turned in to the office.

Office update, Annette Joyce. Late fees were reversed for minimal balances for Chu, Cravinho, Diehm & Puentes.

Shutoff notices issued: Shutoff notices were issued to Elliott, Teets, & Deumling for outstanding charges.

10-Day Shut-off: A 10-day shut-off notice will be issued to Elliott for a \$150 payment made against an outstanding balance of \$450.

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. A reminder notice was enclosed with 44 customer statements for outstanding Backflow Reports.

A membership inquiry was relayed from Clothier's concerning a property adjacent to 3127 Orchard Heights Road. The Clothier's are still reviewing their options for water at this time.

David requested that I reissue the letter addressing the water leak to Don Wyant.

2015 Budget, 1<sup>st</sup> draft review. After review of the Budget, Repairs/Maintenance, Salaries/Wages, Utilities, & Water Purchases are the accounts that can be more closely reviewed to pull the budget into balance. At Jennifer's request, the expenses for the Repair/Maintenance account will be reviewed from the past 10 years. Though at first look Salaries/Wages appears high, it will remain as is to include Toby's additional wages. Water Purchases are to be reduced to \$31,000 due to 2014 being a consistently warm summer season. Adjusted budget will be reviewed at the October meeting.

Master Plan Document review. Doug will supply Ed with the needed information. Tentatively, by the October meeting, Ed may be ready to approach the board of directors with his notes. If October isn't possible, due to the approaching Annual Meeting & the Holidays, the next available meeting will be January 2015.

Annual Meeting. The meeting is tentatively scheduled for Monday, November 10<sup>th</sup>, at Roth's. Annette will follow up with Steve & Doug about their availability, in addition to the availability of a Roth's meeting room.

Adjourned: 8:30 pm