



January 19, 2016

Board meeting minutes

7:15 pm - meeting called to order. Present: Jennifer Meltzer, Steve Riley, Clara Taylor, Gillian Fischer, Doug Priest

BOARD OFFICER ASSIGNMENTS & MINUTES

Motion: Clara nominated Steve for the office of Treasurer/Secretary. Jennifer seconded the motion. **Motion passed.**

Motion: Jen nominated Clara for the office of Vice President. Steve seconded the motion. **Motion passed.**

Motion: Gillian nominated Jennifer for the office of President. Clara seconded the motion. **Motion passed.**

Motion: Steve moved to approve the minutes of the November meeting as amended. Clara seconded the motion. **Motion passed.**

OPERATIONS (Doug)

Meters – Doug has ordered the final 83 meters, that number includes some extra meters. Fifty three of the meters have been received, 30 more are still to be delivered. The meters should last 20 years or so. Toby will begin installing the new meters.

City of Salem Billing – The City of Salem billing has been received and Doug has broken out the expenses. The issue of how much cost to transfer to the members involved is tabled until February.

Backflow testing – All 2015 reports are in. Two reports for 2016 have been received. Doug will submit the Annual Summary Report to the State of Oregon by March 31st. The board will consider contracting with a tester to conduct all backflow tests and then just bill the members.

Greene meter - Natalie Greene's meter has still not been installed. She is trying to locate a plumber to complete repairs on her side of the meter. David will install the meter, if the well is kept separate she just needs a backflow device, if the well is still connected to the residence there needs to be a secondary device. David is aware of what she needs and will speak with the plumber she hires.

Possible leak – There is a possible leak in the OHWA system. David has attempted to find the leak but could not. The board asked Doug to get a quote from American Leak Detection to have them locate the leak, then the City of Salem crews will come out to repair if necessary.

OFFICE UPDATE (Staff)

Biberston account – The Biberston’s leak has been repaired. They were billed for all usage at the first tier rate. Their usage on the last billing was back to normal.

3600 Echo Dr, 3 sublots – it was determined that there were three sub-lots within the tax lot 700, the sub-lots were in existence before 2011.

Share certificates – all new share holders have their certificates.

Skirving/Deardorff leak – The Skirvings have paid off their bill and are up to date. Jenifer has spoken with the Deardorffs and explained that in the Associations point of view it was their responsibility to get the leak fixed. That is where it is left.

Rosenbalm, HAN90003 – The location ??? is using significant amounts of water and is not being billed. Doug will check to see if it is a city meter. Staff will look in previous notes and call Annette to determine the history.

Payroll tax update – Several discrepancies were uncovered in attempting to reconcile the 941 filings with employee W2s. The correct information has been determined and W2s should be complete by the end of the week. Amended 941 reports will also be filed. The 944 FUTA filing was paid for 2014, but never filed. That form will be sent in with the 2015 FUTA filing.

Balance Due Shut Off Notices – Three shut off notices were sent with the January 1st billing. Two accounts have paid on their balance, but have not paid it off completely. The third has not paid. Staff will contact by phone, further steps will be taken as necessary.

TREASURER'S REPORT (Staff)

Staff reviewed the December and end of year financials. The association ended the year \$27,240.01 over budget, mainly due to extra water purchases and excess salaries and wages.

The rates have been updated in the billing system and will be with the February 1st billing.

9.30 pm --Meeting adjourned

Submitted by
Mary Tucker
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