

March 15, 2016

Board meeting minutes

7:06 pm - meeting called to order. Present: Jennifer Meltzer, Steve Riley, Gillian Fischer, Clara Taylor, Doug Priest

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

Motion passed.

OPERATIONS

Meter Replacements – The invoice for the final meters has arrived. Toby installed a few meters in February and will install the others as the weather gets better.

Backflow Testing – Doug reported the State of Oregon has put the annual backflow summary report on Survey Monkey and that presents some challenges. He should have it submitted by the end of the week. Doug will check with the City of Salem to see who their top three backflow testers are and check those against the companies that have been performing the OHWA membership backflow tests. Staff will create a draft RFP for review at the next meeting.

Greene meter – Natalie Greene's meter has not been installed. She is aware that her meter box and line to the house are in conflict with setting the meter. She needs to remove the plumbing inside the box and install a backflow device. Once that's done the meter can be set. She has her paid new share fee, but has not paid the estimate for setting the meter.

System update – American Leak Detection was called in to locate the system leak. The leak was found on the connection to the water main on the new service to the Huntsingers. The city repaired the leak and has been asked not to bill OHWA for the repair.

Doug reported that the pump on Well #2 is not functioning. This pump was replaced approximately 6 years ago, so the pump will not be under any warranty. Doug will have Stettler Supply look at the pump and assess if the pump is repairable or needs to be replaced. If the pump cannot be repaired, Doug will get two to three quotes for a replacement pump.

A fence post in front of the Board Room/shed is bent. There is no information on who did it. David has volunteered to replace the fence post, if he cannot get to it in the next couple months other arrangements will be made.

Doug received the Hazardous Materials report which he will complete and send in after checking to verify all the appropriate chemicals are listed.

Contact Ed Butts – Updating the Capital Improvement plan will be tabled for a future meeting.

New City of Salem billing - A new billing from the City of Salem has been received for \$938.88. The charges should all be applied to repairs and maintenance, no new services were set.

OFFICE UPDATE (Staff)

March Billing/Account updates - Ron Speck has been approved by the board for a new share and informed of the new share price and the estimate to set the meter. His payment has not yet been received. **Motion:** Gillian moved to ratify the email vote to approve Ron Speck's membership. Steve seconded. **Motion passed.** Invoices have been sent to members Huntsinger, Allen and Kolb for their new service installations, no payments have yet been received.

Sarah Deumling, OHWA member, has asked for someone to attend the Friends of Polk County Annual Meeting and give a short 10-15 minute presentation on small water utilities. Doug will ask David if he is interested. Clara suggested the board look into water shed groups for possible funding sources for capital improvement. Doug will ask David if he knows any water shed groups in the area.

Staff will be on vacation from April 12th through April 18th. The Post Office will hold the mail and a message will be put on the phone indicating when normal office operation will resume and to call David in case of an emergency. The next board meeting will be re-scheduled to Tuesday, April 26th. Doug will check to see if he is available.

HAN90003 Update – Staff was unable to locate any records either in Sage, the accounting software, or in hard copy indicating when the last credit was put through. The only records found so far relate to the 2006 and 2009 credits. Doug will approach Gary Keller about the last time the credit was issued and see if an alert can be put on the account to initiate a credit to OHWA on a more regular basis. The board discussed the possibility of bringing the account back into the OHWA membership. The tax lots are annexed into the city and there could be an issue in taking the property back into the association. OHWA would not charge the current occupants for a membership share, but would like to have them begin paying the membership and capital improvement fee. The board will continue to discuss the issue at a future meeting.

New Member Packet update – Tabled to a future meeting.

OHWA bylaws – The board discussed Bylaws 1-6. Clara volunteered to check with the assessor's office to see if there is a way the association can be notified of house purchases. Currently, the new owners are usually the ones who notify the association to change the account to their name. The board is requested to review articles 7-10 for the next meeting.

TREASURER'S REPORT (Steve)

Steve reviewed the February financials. Both income and expenses are under budget for the first two months of the year. The board discussed the possibility of disconnecting the board room phone to decrease the expense in the telephone line item. Staff will contact David to see if he ever uses the board room phone.

Gillian needs to be added as a check signer, and Leo and Teresa needs to be removed. **Motion:** Jennifer moved to add Gillian Fischer as a signer on the Columbia Bank checking account. Clara seconded. **Motion passed.**

8.56 pm --Meeting adjourned

Respectfully submitted
Mary Tucker
Strategy Management, LLC