

April 26, 2016

## **Board meeting minutes**

7:07 pm - meeting called to order. Present: Jennifer Meltzer, Steve Riley, Clara Taylor, Doug Priest, Gillian Fischer arrived at 7:45

**Motion:** Clara moved to approve the minutes of the March meeting as presented. Steve seconded the motion.

**Motion passed.**

## **OPERATIONS** (Doug)

*Meter Replacements* – Toby is progressing, but no new meters were installed in April.

*Greene meter* – Natalie Greene’s meter has been installed. Staff will ask David how much time was spent installing the meter to determine how to invoice Natalie. Her backflow test has been completed.

*City of Salem credit* – The City of Salem has issued a credit to the Emerald account for \$1,032.53. The last credit was issued to the account in December of 2014. The current credit covers the 15 months since then. Future credits will happen automatically on a yearly basis around February. Doug will double check on what we are being credited, whether it is the wholesale or retail price and will check to see if the City has checked for a leak at that property which is resulting in the large water usage.

The initial response from the City was ‘no’ to annexing. The board will pursue the issue with the City and petition them to allow re-absorption of the property into the association. The board feels it is under an obligation to pursue this with the City. Jennifer and Clara will speak with Peter Fernandez, Public Works Director.

*Contact Ed Butts* – Tabled until the fall.

*Update on pump* – Stetler’s inspected the pump on Well #2 and determined the motor drive is bad, possibly due to a power surge. The pumps on Well #1 and the Lafayette well have been replaced, but there is no record of a pump replacement for Well #2. The pump has a one hp motor with 1 hp pump. The pump is still good, but the motor needs to be replaced. Doug recommends replacing both the motor and the pump with ¾ hp for \$1,000. The new pump and motor will have surge protection. Board decided *by consensus* to replace the motor and pump with ¾ hp versions.

*Speck meter* – Brad from the City of Salem has spoken with Ron Speck about his meter installation. Ron will contact either Brad or David when he is ready to set the meter. He first needs to clear some trees from the location where he would like it set.

*Backflow device report* – The 2015 report has been submitted to the state. The report to the Fire Marshall’s office has also been submitted. In looking through the backflow reports, Advanced Backflow seems to be the dominant tester in the Orchard Heights area and should probably be contacted with regard to contracting with the association to perform annual testing. Doug will check the City’s records to see who their leading testers are.

*Two system leaks* - Two system leaks were found in April, one on Best Rd. and one near Malcolm Snider's residence. City of Salem crews have been contacted to repair both. The leak near the Snider residence is caused by a curb stop leaking at the meter. There is iron pipe on the association's side of the line that goes under the road to the main, which is on the other side of the road. Doug recommends replacing the iron pipe with copper rather than just repairing the curb stop due to the difficulties of working with old iron pipes. The City has estimated the repair and replacement of line to be around \$2,000. **Motion:** Jennifer moved to authorize \$2,500 for the replacement of the iron pipe with copper. Any additional cost will need review. Steve seconded the motion.

**Motion passed.**

**OFFICE UPDATE** (Staff)

*April Billing/Account updates* – All outstanding charges for the setting the three services in the summer of 2015 have been paid.

The ABS software server was updated and caused some issues with April's billing. The email statements were not sent until the 11<sup>th</sup>.

Carol Stoebig was a member of the association, but is now deceased. Her estate is not receiving mail at the service address and the bills are not being forwarded. The account is continuing to be billed the membership and capital improvement fees. There is no water usage at the service address. Staff will check with David to see if the water is actually turned off. Clara will look into the status of property and see if she can find an address or responsible party. Gillian will contact Polk County to see what direction we should take.

The board reviewed the account of Justin Martin, who had a substantial leak that has since been repaired. **Motion:** Jennifer moved to lower the billing rate for Martins account to the Tier 1 rate. Gillian seconded the motion.

**Motion passed.**

*New Member Packet update* – Tabled for a future meeting, the board will review the new share letters.

*OHWA bylaws* – The board discussed Bylaws 7-10. Changes were noted in the bylaws. The board is requested to review articles 11-17 for the next meeting.

*990 and financial review* – Staff has a box of financial records ready to drop off at Hoots, Baker and Wiley. Staff has been in contact with Helen Bagley and the 990 will be filed by May 15<sup>th</sup>.

**TREASURER'S REPORT** (Steve)

Steve reviewed the March financials. The \$5,000 for Ron Specks new share was received, so the YTD income is currently \$1,666 under budget, mainly due to lower water sales than anticipated. Expenses were under budget for the year by \$4,522.52, but there are upcoming repairs to the system which may change that.

9.14 pm --Meeting adjourned

Respectfully submitted

Mary Tucker

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