



September 22, 2015

### **Board meeting minutes**

7:10 pm - meeting called to order. Present: Leo Woods, Jennifer Meltzer, Steve Riley, Teresa Hire.

Jennifer gave general update on the status of the office manager position. Victoire Felix resigned. Board discussed replacement options. Jennifer presented resume of Mary Tucker of Strategy Management, LLC. (She was search committee's second choice after candidate search last fall.) ***Teresa moved to offer position to Mary Tucker at rate of \$20/hour. Steve seconded. Motion passed. Jennifer will contact Mary Tucker to extend offer.***

Jennifer noted that the minutes of the revised July 21, 2015 minutes were approved via email on August 25, 2015.

***Leo moved to approve revised minutes of August 18th (revisions sent via email). Steve seconded. Minutes approved.***

### **OPERATIONS** (Doug absent, presented by Jennifer)

1. Update on Power Supply for PLC – The new Power Supply for the PLC has been purchased. David's credit card has a \$500 limit so he is only able to purchase one at a time. Once this one is paid for he will purchase the spare next month.

2. Update on ordering meters – Doug requested that Victoire update the customer contact list to include meter size. He has not heard back so he will go through old contact list to try and determine the amount of meters to purchase by size.

3. Dan Ebert complaint of "yellow water"- Resolved, David met with them and found that they were gone for several days. They have a very long old iron pipe service line that water just sat in for several days. David asked them to flush some and checked 2 days later and the issue was resolved. This is a common issue when water sits in iron lines for long periods of time.

4. Shane Moore Acct #MOO45503 – Service had to be moved because of tree roots. No update on whether the customer has plumbed his new service over to the new meter location at this time. Doug will have David check on it and try to get a time frame. Once done, City crew will abandon the old service line.

5. Gay Evans Acct #EVA52500, at 3654 Orchard Heights Place – They had increased water usage and requested to check if meter was read correctly? Resolved on OHWA part, David made contact with customer and checked for a leak. No leak was found and the meter read at 24. Doug sent email to Victoire and asked if the reading was a possible misread. Have not heard back yet.

6. Backflow testing compliance report – Doug fills out this report in January each year. He needs to have all copies of individual compliance certificates in order to complete. In the past, Annette (office manager), has kept certificates in a file for Doug as they come in. (Due by Sept. 30th). Doug sent Victoire an email asking

that she compile that paperwork and/or print out any she has received via email. If she does not, Doug can compare submitted reports at the board room to the current customer contact list.

**OFFICE UPDATE** (Jennifer for Victoire)

1. Mr. Alan Chu @ 3018 Orchard Heights Rd is eligible and is interested in purchasing share. New member packet sent. ***Waiting for him to submit \$5,000 fee before taking next step.***

2. Share transfer from Tyler Woods to Trevor Bodine on Echo Drive. ***Teresa moved to approve transfer, Leo seconded. Approved. Victoire to make up new share certificate for Bodine.***

3. Renter moved out of S. Rheinhardt's property (2368 Emerald Dr.); billing reverting back to the Rheinhardts.

4. Teets (2174 38th Ave.) and Winters (3515 Echo Dr.) accounts brought up to date after shut off notices issued.

5. Carole Shires (1980 Landaggard Dr.) repaired her leak. For her August billing, she paid for her usage up to the 3rd tier and sent a note to the board requesting consideration for bill reduction for the remainder. ***The Board reviewed her account and usage from same month in August 2014. Seeing how she used 60 units in 8/2015 above her 8/2014 billing, Leo moved to have Victoire bill Carole Shires for 12 units at tier 4 (7.64) = \$91.68 (she reached 4th tier in 8/2014), and the remaining 60 units at the tier 1 rate (3.28) = \$196.80. Total remaining bill will be \$288.48, representing a reduction of \$261.60. Steve seconded motion. Approved.***

6. Victoire reports that OHWA has received a refund back from the Oregon Department of Revenue on overpayment of payroll taxes. This was from a double-payment in the amount of \$96.70. Additionally, we received another Federal refund in the amount of \$978. Victoire assumes this is concerning Federal payroll taxes. ***Board discussed where over-payments may have occurred, payroll or Social Security taxes?, and decided that Leo will follow up with Victoire about these two items. We are hoping that a letter accompanied each refund so we may better ascertain where the mistakes were made.***

**TREASURER'S REPORT** (Leo)

**August Financials:** Leo transferred \$50,000 from the Capital Improvement fund (at Columbia Bank) to money market account (at Washington Federal) to keep CI fund under the FDIC insurance coverage amount (\$250,000).

**Revenues & Assessments** were \$3481 over budget for August 2015, due to increased water purchases for the season.

**Personal Services** were \$2336 over budget. Wages and insurance/workman's comp higher.

**Materials & Services** were \$2350 under budget,. Repairs and maintenance well below budget. Question as to why utilities so high for month. Leo will check into.

**Operating Expenses** were \$3245 over budget due mainly to high water purchases.

**Balances:** General checking/savings : \$115,293 Capital Improvement (& CD): \$256,962

*General board discussion about line items in monthly budget. Questions came up about where new share payments (\$5000) are getting recorded, as well as the new meter placement fees (\$1880). **Leo will check into that when he meets with Victoire.***

**First reading of 2016 Budget:** *the board spent considerable time going through the proposed budget for 2016. We found several errors and discrepancies with numbers matching up with the approved 2015 budget, current actual budget, and the year-to-date entries. Board still went through each line item and assigned initial values based on budget print outs from 2014 and 2015. **Leo will work with Victoire to draft the new numbers into a document for the second reading of the 2016 budget.***

**OTHER:** (all)

Communications: Board discussed newsletter items to go out for quarter with October billing. *Annual meeting notice, backflow testing reports due, OHWA during and after drought period, board president bio, board positions open. **Teresa and Jennifer will work to get document together for printing and mailing with billing.***

Annual Meeting date: Date was set for Tuesday, November 10th, 2015. **Jennifer will contact WSHS to see if a meeting room can be arranged. Otherwise she will contact Roth's.**

Larry Kolb (4307 Orchard Heights) requests written confirmation re: what type of backflow device he is required to install. **Teresa will email Doug and ask him to contact Mr. Kolb.**

Ad Hoc committee to review and update member packets: tabled for future meeting.

11:20pm --Meeting adjourned

Submitted by Teresa Hire