

October 20, 2015

## **Board meeting minutes**

7:05 pm - meeting called to order. Present: Leo Woods, Jennifer Meltzer, Steve Riley, Teresa Hire, Clara Taylor, Doug Priest, Mary Tucker.

Mary Tucker introduced herself to the board and spoke about the transition.

***Motion:*** Leo moved to approve the September meeting minutes as amended. Clara seconded the motion.

***Motion passed.***

## **OPERATIONS** (Doug)

1. Update on ordering meters – the customer contact list has not been updated to include meter sizes. Mary will look into where the meter size information is kept and try and get an updated list to Doug. She will also make sure meters are updated in utility billing. Doug recommends ordering an excess of each meter.
2. Update on Power Supply – the power supply is now installed.
3. Doug explained the bill received from the City of Salem. The crew was unable to locate the water main for the Huntsinger's on the first try, so there are extensive personnel charges. Also, paving is not included in current bill and another bill is expected. The board decided to table the decision on which expenses to bill to the membership until more information is received. Doug will send an itemized list of expenses to Mary in order to pay the current bill.
4. Mary will provide a list of those still in need of a backflow test to Doug. The deadline for backflow tests is October 31<sup>st</sup>.
5. Natalie Green has paid \$5,000 for new service, David will install her meter. She has said she has not been sent a new member packet and has been assigned a share. Teresa will talk with her to see what exactly has and has not been done and let her know that she will be responsible for her side of costs, plumbing, back flow, etc. Mary will check on member shares and see if new shares have been issued.

## **OFFICE UPDATE**

1. Update on payroll overpayments – in reconciling the books some double payments of payroll taxes were found. Also, the payroll quarters are off by one month. Mary will contact Helen Bagley to determine the best/easiest way of getting things back on track.
2. The new association cell phone is ordered and on its way. The board discussed automatic payments for utility accounts.

**Motion:** Teresa moved to set up auto pay for PGE and cell phone. Clara seconded the motion. **Motion passed.**

Mary will send the account numbers, username and password to Leo for PGE, who will set up auto pay. Leo can also set up auto pay for the cell phone as well.

3. Newsletter – The board expressed their thanks to Teresa for creating the October newsletter. The goal is to send out a newsletter quarterly. The October newsletter fulfilled the requirement of the Annual Meeting notification.

4. Annual Meeting – will be November 10<sup>th</sup> at West Salem High School. There will be a short regular board meeting beforehand. Two new board members need elected at the Annual Meeting to replace Teresa and Leo.

5. Power point for annual meeting – Jennifer will start working on the power point presentation next week. Doug will review the operator report.

#### **TREASURER'S REPORT** (Leo)

Leo asked the bank about making Mary the new contact. Nothing needs to be done. Mary will change the password on Columbia online account.

**September Financials:** Total \$6,023 over budget for month

**Revenues & Assessments:** \$9,730 over budget for September 2015, due to increased water purchases for the season.

**Personnel Services:** \$2,013 over budget.

**Materials & Services:** \$146 over budget,.

**Operating Expenses:** \$3,800 over budget due mainly to high water purchases.

**Personal Services:** \$13,591 over for year, Doug will research extra hours for David and Kevin. Mary will begin sending Kevin's timesheet to Doug for review after it is submitted.

**Materials & Services:** \$8,018 under for the year

**Operation:** \$2,642 over for the year, mainly due to water purchases

**Total expenses:** \$8,213 over for the year

**Balances:** General checking/savings : \$117,450 Capital Improvement (& CD): \$261,450

There was general board discussion about bringing the budget back into line by the end of the year. Water purchases should drop off dramatically. With the transition, office expenses should get back under control, but the association may still be slightly over for the year.

**Second reading of 2016 Budget:** the board read through the proposed budget for 2016 a second time and adjusted balances to achieve a balanced budget.

**Motion:** Leo moved to accept budget. Steve seconded the motion. **Motion passed.**

Staff will send out the updated version of the budget to the board.

Staff had several questions on billing. There have been several members that have reported not receiving a bill this month.

10.07 pm --Meeting adjourned

Respectfully submitted by

Mary Tucker

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