



October 18, 2016

### **Board meeting minutes**

7:17 pm - meeting called to order. Present: Jennifer Meltzer, Clara Taylor, Steve Riley, Gillian Fischer

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

**Motion passed.**

**OPERATIONS** (Doug not present, Jennifer gave report)

*Meter Replacements* – Toby has about 39 meters left to replace. He is getting to the ones that are more difficult and may need help from city crews to complete them.

David will be unavailable in November due to surgery, Kevin and Doug will cover for him.

*Rosendranz annexation* – Jennifer sent a letter to Margo Williams at the City of Salem to get the ball rolling on a meeting with Peter Fernandez.

*Backflow device report* – Staff will work on RFP to send out to vendors before the next meeting.

*Contact Ed Butts* – Tabled until January.

*Water Updates* – David reported Well #2 had gained about 8 feet which is still well below normal. He recommends talking with Ed Butts early next year when reviewing the capital improvement plan.

*Water main* – The leak has not yet been repaired and will not be done until David gets back.

**OFFICE UPDATE** (Staff)

*October Billing/Account updates* – Staff reported there were 44 members who were delinquent on their backflow test results. All were given a reminder call and several results have been submitted. There are still a few delinquent members who will receive a shut off notice with their November billing.

The newsletter will be sent out with the November billing, it will contain the Annual Meeting notice. The Annual Meeting is scheduled for November 15<sup>th</sup> at West Salem High School in the Titan room.

There were several leaks reported in September, but none of the members reporting leaks have yet petitioned the board for a credit.

*OHWA Policies* – Board reviewed policies 6-10. Changes are noted in the policies.

*2017 draft budget* – The board reviewed the draft 2017 budget. **Motion:** Gillian moved to approve the 2017 budget. Clara seconded the motion. **Motion passed.**

**TREASURER'S REPORT** (Staff)

Steve reviewed the September financials. Total assets for the association year to date are \$1,231,851. Income for September was \$16,225, expenses were \$11,928.

The board agreed *by* consensus to move \$50,000 from the Columbia Capital Improvement account to the Washington Federal Capital Improvement account to keep funds below the FDIC maximum.

9.26 pm --Meeting adjourned

Respectfully submitted

Mary Tucker

Strategy Management, LLC