

January 17, 2017

## **Board meeting minutes**

7:07 pm - meeting called to order. Present: Jennifer Meltzer, Clara Taylor and Steve Riley.

**Motion:** Jennifer moved to approve the minutes of the November meeting as presented. Steve seconded the motion. **Motion passed.**

**Motion:** Clara moved to approve Jennifer as President, Clara as Vice President and Steve as Treasurer/Secretary. Steve seconded the motion. **Motion passed.**

## **OPERATIONS** (Doug)

*Meter Replacements* – No report.

*Contact Ed Butts* – Doug will contact Ed Butts in December to assess well #2. Ed will be invited to the board meeting in February. Questions for Ed:

1. Assess Well #2 – what is the problem, what are the options, cost estimates
2. Assess well ‘in vicinity’ of Lafayette well, review contract
3. Review Master Capital Improvement plan – what is needed to move forward
4. Spring well – factoring viability of continuing to use well, cost of filtration

*Backflow report* – All members have submitted backflow test results for 2016. The notebook containing all the results is in the board room. Doug will complete the report due to the state at the end of February.

*Water main leak* – No report.

## **OFFICE UPDATE** (Staff)

*January Billing/Account updates* – There were two accounts with large usage in December. One had left a hose running for livestock, the other had a leak that has been fixed but has not submitted a request for a credit.

Share 193 at 3400 Echo Dr NW has been transferred from Thomas and Melinda Wilde to Colleen Houck.

**Motion:** Clara moved to ratify the email approval of Les Eddy’s membership. Steve seconded the motion. **Motion Passed.**

**Motion:** Jennifer moved approve Becky O’Brien/Brian Gardinier’s membership. Steve seconded the motion. **Motion Passed.**

*Backflow RFP* – The board reviewed three proposals for backflow testing. **Motion:** Jennifer moved to approve Tom Hempel’s proposal for \$4,071.00 for one year. Clara seconded the motion. **Motion passed.**

**Motion:** Steve moved to bill members for \$24 for backflow tests in the summer to cover OHWA’s cost. Clara seconded the motion. **Motion passed.**

*Addendum to City of Salem Water Agreement* – The board reviewed the proposed addendum to the City of Salem Water Agreement that would allow OHWA to bill the City for membership and capital improvement fees for any property the City had annexed, but were billing but were still using OHWA pipes. This covers the loop hole of the Rosendranz property. The board asked for clarification on who is responsible for system repairs. The agreement will be reviewed again at the February meeting.

*Lafayette contract* – Robert Kelly has asked the board to review the contract he has with OHWA for water purchases from the Lafayette well. He has requested the board meet at a venue he is able to access. Jennifer will contact Robert to discuss his issues.

**TREASURER'S REPORT** (Staff)

Steve reviewed the end of year financials. Total assets for the association year to date are \$1,239,561.81. Income for 2016 was \$196,397. There were three new share purchases in 2016. Total 2016 total expenses were \$178,264.

Steve reported he has switched the Authorized Officer for the Umpqua credit card to his name.

8:39 pm --Meeting adjourned

Respectfully submitted  
Mary Tucker  
Strategy Management, LLC