

April 18, 2017

Board meeting minutes

7:03 pm - meeting called to order. Present: Jennifer Meltzer, Clara Taylor and Gillian Fischer

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

OPERATIONS (Doug)

Meter replacement & relocation – One more meter has been replaced.

Capital Improvement Plan – The board discussed the new proposal from Ed Butts to update the Master Plan. Also discussed was the upgrade to the treatment plant. **Motion:** Gillian moved to upgrade the water treatment plant. Jennifer seconded the motion. **Motion passed.** Staff will contact Ed Butts and let him know to begin soliciting bids.

Motion: Jennifer moved to accept Ed Butts proposal for \$8,100.00 to update the master plan. Clara seconded the motion. **Motion passed.**

Backflow report – The backflow report has been submitted.

Water main leak – Tabled for a future meeting.

Update on booster pump – The booster pump was received, but not sure if it has been installed.

Gravel – Jennifer received a call from Robert Kelly who was upset because the truck delivering chemicals kicked up a lot of mud on the road to the treatment plant. He has requested some maintenance on the road. Doug and David will research bids.

OFFICE UPDATE (Staff)

April billing/Account updates – The April billing was sent out, no issues.

Addendum to City of Salem Water Agreement – The addendum has been signed.

Website – ABS, the makers of the utility billing software used by OHWA, suggested that the association open a dedicated bank account to receive online and automatic payments. **Motion:** Jennifer moved to create a new account for online payments and automatic billing. Gillian seconded the motion. **Motion passed.** Staff will contact Steve to open a new account.

TREASURER'S REPORT (Staff)

Staff reviewed the March financials. Total assets for the association year to date are \$1,256,932.10. Income for March was \$13,501.76. Total March operational expenses were \$11,309.64.

7:43 pm --Meeting adjourned, the next meeting will be Tuesday, May 16, 2017.

Respectfully submitted
Mary Tucker
Strategy Management, LLC