



June 20, 2017

### **Board meeting minutes**

7:12 pm - meeting called to order. Present: Jennifer Meltzer, Clara Taylor, Gillian Fischer and Doug Priest

**Motion:** Jennifer moved to approve the minutes of the May meeting as amended. Clara seconded the motion. **Motion passed.**

### **OPERATIONS** (Doug)

*Capital Improvement Plan* – Ed is ready to start on updating the Master Plan. Doug will provide him with the information he needs. Staff will provide a projection of new shares using the past five years of data.

*Water main leak* – Tabled for a future meeting. There is a leak at the board room water valve box. Doug and David will repair.

*Gravel* – Still in progress, Polk County has some ownership of the road, David will ask them to trim some trees back.

*Filter System* – Doug distributed an email from Ed Butts. The board would like the pilot system to be installed in January/February 2018, the cost would come out of next year's budget. There will be a savings in cost going with a the pilot system instead of buying a new system. The board still needs to make a decision on whether OHWA will have a pre-filter or not. There will need to be some upgrades to the structure of the spring well when installing the filter system. The diatomaceous earth system will be completely removed.

*Locator* – David's pipe locator is broken and unrepairable. The locator is needed to locate pipes and mark mains before members can have contractor excavation work begin. **Motion:** Clara moved to purchase the locator for up to \$1,000. Gillian seconded the motion. **Motion passed.** Doug will order the locator, it should arrive within a week.

### **OFFICE UPDATE** (Staff)

*June billing/Account updates* – The June billing was sent out with no issues.

*New Share* - **Motion:** Jennifer moved and Clara seconded to approve a new share for Charlton Chu. **Motion passed.**

*Newsletter/Water Quality Report* – Included in the board packet. The newsletter will be updated to include information about the City of Salem CCR. The mailing will go out in the next couple days. Links will also be posted on the website.

*Insurance Renewal* – The insurance is due to renew. There will be more information at the next meeting.

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

Staff reviewed the May financials. Total assets for the association year to date are \$1,250,871.99. Income for May was \$14,599.87. Total May operational expenses were \$12,222.07.

8:00 pm --Meeting adjourned, the next meeting will be Tuesday, August 15, 2017.

Respectfully submitted  
Mary Tucker  
Strategy Management, LLC