

February 28, 2018

Board meeting minutes

7:04 pm - meeting called to order. Present: Clara Taylor, Michele Sparks, Jennifer Meltzer, Doug Priest, Clifton Lewis, Gillian Fischer

Motion: Michele moved to approve the minutes of the January meeting as presented. Clara seconded the motion.

Motion passed.

OPERATIONS (Doug)

Capital Improvement Plan – The master plan update should be ready for review prior to the March meeting. One of the last pieces of the plan is to calculate the water audit for the system by zone. That information will likely yield some recommendations or follow up investigation. 4B will provide draft copies for review before the March meeting for the board. They would likely present at the March meeting, take back comments or edits from that meeting and follow up with the final version shortly after.

Meter Relocation – The City is going to relocate a meter at the request of a customer at the corner of Broadview Ct and Echo Dr. possibly this week. Robert Winters house is located on Broadview Ct but his meter is located on the corner. The owner of the corner property want to improve his frontage, the meter and both service lines are in conflict, so a request for the relocation was made with Robert Winters permission. Wiedman owns the corner property and is paying for the City work to be done to get Winters meter off his property frontage. The two owners and David have worked out all the details and been working with us to do the relocate. The association will be seeing a bill for this work likely next month, that bill needs to be passed on the Mr. Wiedman. Upon completion of this work Robert Winters meter will now front his property and our water service and his water service will no longer be on the Wiedmans property.

Sanitary Survey – Survey went well, even though the county seemed somewhat disorganized. They worked off a previous survey. There were no significant deficiencies and no recommendations. The next survey will most likely be done by the state.

New Cartridge filter – Doug sent an email to Ed regarding this project and has not heard back as of yet. It does appear the association will need to buy a new cartridge filter (not slightly used) as they will not be done with the pilot project for Monmouth. The question to Ed is, does he have enough turbidity information to determine whether the association really needs a pre filter. **Motion:** Gillian moved to approve the option suggested by 4B Engineering, to install a new filter canister with a one micron filter up to a difference of \$10,000 to the original estimated/quoted price. Clara seconded. **Motion passed.**

OFFICE UPDATE (Staff)

Officers/Titles – The board nominated a slate of officers for 2018. President – Jennifer Meltzer; Vice-President – Clara Taylor; Secretary/Treasurer – Gillian Fischer **Motion:** Clara moved to approve nominations as presented. Michelle seconded the motion. **Motion passed.**

Motion: Jennifer moved to make Clifton Lewis and Michele Sparks as signers on the Columbia Bank checking account ending 2696. Gillian seconded the motion. **Motion passed.**

February billing/Account updates – The February billing was sent out with no issues. A newsletter will go out with the April billing. A possible newsletter topic could be the draining of Detroit Lake in 2022/2023. There are two more share transfers that need approval

1. Gwen DeGroot – 1791 37th Ave – this share originally belonged to Stella Kim and was revoked for non-payment
2. Chu to Gulick – no address, tax lot on Orchard Heights

Motion: Gillian moved to approve the share at 1791 37th Ave. Clara seconded the motion. **Motion passed.**

Motion: Gillian moved to transfer the share for the tax lot on Orchard Heights from Carl Chu to James Gulick. Jennifer seconded the motion. **Motion passed.**

Share Price – **Motion:** Jennifer moved to keep the 2018 share price at \$5,000, Cliff seconded the motion. **Motion passed.**

TREASURER'S REPORT (Staff)

Staff reviewed the January financials. Total assets for the association were \$1,269,266. Income for January was \$14,148. Total January operational expenses were \$8,664.

8:10 pm --Meeting adjourned, the next board meeting will be held at 7:00 pm on March 20, 2018.

Respectfully submitted

Mary Tucker

Strategy Management, LLC