



April 21, 2020

## **Board meeting minutes**

7:05 pm - meeting called to order. Board members present: Jennifer Meltzer, Michele Sparks, Clifton Lewis, Clara Taylor.

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

## **OPERATIONS**

*Master Plan Update* – Ed submitted the final master plan for the board to review. Jennifer submitted some comments, if there are no other comments, Doug will give back to Brooke.

*Filtration Plant* – Doug checked with OHA to see if Ed submitted as-built plans, has not heard back from OHA. Doug and David believe the filtration plant is ready for usage, so as usage increases into summer, the plant will be brought online according to OHA's required procedures.

The pump house by the spring well is rotting out and needs to be replaced. **Motion:** Jennifer moved to approve funds up to \$1,500 for David to repair the pump house. Clara seconded the motion. **Motion passed.** David has also repainted the filtration tank.

*Land Purchases* – still trying to get survey done.

*Easements* – still working out the easement for the Hatchette's.

*System Survey* - OHA has a system survey scheduled for August 19<sup>th</sup> barring any updates due to the covid pandemic.

## **OFFICE UPDATE** (Staff)

*April billing/Account updates* – No issues.

*Radio tower rent* – spoke with Richard Grabotin of the HMF repeater group. The formal agreement with them expired in 2016. We may be able to use the tower for telemetry.

*Digitizing records* – Is still in progress, in scanning phase.

*Hardship Policy* – only one call for hardship request. The board discussed suspending late fees. **Motion:** Jennifer moved to suspend late fees for 6 months. Clara seconded. **Motion passed.**

*American Water Resources* – Alicia Bonesteele called in about a letter she received from American Water Resources, this is most likely some sort of scam. Alicia said she would send in a copy of the letter to the OHWA office for our review. Possibly include warning in next newsletter about this mailing.

*Hernandez Leak* – Julian Hernandez had a leak in the winter due to a broken pipe. Staff did ask him to send in the usual request for a credit, but there is a language barrier, so staff explained the situation to the board. **Motion:** Jennifer moved to approve leak adjustment to the Hernandez account according to usual usage. Clif seconded. **Motion passed.**

## **TREASURER'S REPORT**

Total expenses for March were \$8,753, income was \$15,602. Total assets are \$1,346,317.

7:56 pm -- Meeting adjourned, the next board meeting will be held at 7:00 pm on May 19, 2020.

Respectfully submitted

Mary Tucker

Strategy Management, LLC