



January 21, 2020

## **Board meeting minutes**

7:08 pm - meeting called to order. Board members present: Jennifer Meltzer, Michele Sparks, Clifton Lewis, Gillian Fischer, Clara Taylor.

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

## **OPERATIONS**

*Master Plan Update* – The seismic study has the go ahead, the engineering firm conducting the study will be MSC. Once the study is done, that should complete the master plan update.

*Filtration Plant* – Ed is still in the process of justifying the pump to OHA. Doug has emailed Ed for a progress report.

*Land Purchases* – County approved the lot line adjustment and it is scheduled for surveying. Don Wyant has completed the purchase from Brian Kelly.

*Orchard Heights Water Repair* – the pressure issue on Orchard Heights Road has been repaired.

*Easements* – Hatchette's would like to have an easement agreement for the access road to their rental. After discussion the board agreed to a reciprocal easement and to share maintenance costs as they come up. There is another possible need for a utility easement on Dalia way.

## **OFFICE UPDATE** (Staff)

*January billing/Account updates* – Salem Electric will be replacing the connection from the meter to their structure at the sub-station. They will need a passing backflow test before their water can be turned back on.

*Year End Update* – W2s and 1099s have been delivered, quarterly reports are complete and paid. The only outstanding end of year task is actual submission of forms to the feds and state.

*Digitizing records* – possibly digitizing records in shed to free up some space and make searching old documents easier. **Motion:** Jennifer moved to digitize records and hire Zack Tucker and hourly minimum wage to scan and shred old documents. Gillian seconded. **Motion passed.**

## **TREASURER'S REPORT**

Year end financial report:

Total expenses for 2019 were \$147,461, income was \$206,812. Total assets are \$1,315,912.

8:05 pm -- Meeting adjourned, the next board meeting will be held at 7:00 pm on February 18, 2020.

Respectfully submitted

Mary Tucker

Strategy Management, LLC