

**OTEMWC Board of Directors Meeting
Minutes November 10, 2017**

This meeting of the OTEMWC Board of Directors was held at the home of George and Marian Silva, 3000 Woodstock Road. George Silva called the meeting to order at 4:31PM. Board members present included Carol Robinson, Hank Cook and Nancy Eckhous. Mike Rhodes was unable to attend. David Mexico, the Watermaster also participated.

Meeting Minutes:

The minutes of the September 8, 2017 meeting were not reviewed.

Treasurer's Report

Carol provided a detailed account of the company's finances as of October 31, 2017, summarized here:

Bank Balances		Budget Allocation:	
First Bank checking:	182,429.62	Operating Fund	20,000.00
First Bank CD's	<u>128,802.98</u>	Reserve Fund	<u>291,232.60</u>
Total Bank Balances:	\$311,232.60	Total:	\$311,232.60

Carol alerted the board that CD #1239 expires December 1, 2017. Carol further reported that the balance is \$76,174.63 and the current rate is .20%. She researched rates and found the best currently available is a 13 month CD at 1.25%. Carol stated that \$140,911.60 is cash available to invest. Discussion about re-investing the maturing CD ensued. A decision was made to invest \$100,000 in a CD at a rate of 1.25%. This balances ensures we have cash available for 2018 capital expenditures forecasted at approx. \$60,000 and the current year expenditures for well #7 remaining to be paid in 2017 (est. to be \$97,000).

The A/R Aging summary indicates billing receipts ahead of actual statements issued. Well #7 expenses remain within budget. Water usage for 10 months of 2017 totals 6,075,400 cubic feet and is 9% over the same period last year.

Carol raised the issue that the association is required to have an independent financial review by a CPA firm. Carol provided a preliminary engagement letter from Johnson and Johnson , CPA's, the company that provided the last financial review. Carol reported that Johnson and Johnson estimated the cost of the review to be between \$1500 and \$2500. The board asked Carol to consult Suzanne Jakkola to determine if her company could provide the review.

The financial statement was reviewed noting that actual revenue is greater than budgeted revenue by \$8,759 YTD; and actual expenses are less than budgeted expenses including lower reserve spending by \$94,138. Carol and George said they will provide a forecast of cash available at the end of December, 2017.

Watermaster's Report

Dave Mexico reported that on 9/14/17 he was contacted by a homeowner on Spring Canyon about dead fish in his pond. The homeowner suggested there might be too much chlorine in our system. Dave tested the chlorine residuals at 4 locations and they ranged from .46 - .87 ppm (.46 was at his house backflow). Dave targets to keep the residual between .5-1.5 ppm. The maximum allowed is 4 ppm.

On 9/28, Dave received a call about a leak on Woodstock. He found a broken hose bib by an owner's backflow. Dave turned off their water and notified them.

Dave reported that the yearly backflow testing will start next week. All bacteria tests passed. In addition, Dave sent requested reserve study information to Stone Mountain and to George.

Dave reported that last week he received the PGE build packet for Well #7. Fisher Pump is installing electrical equipment and Dave will install conduit the following week. Dave hopes to have the well hooked up and online by the end of this calendar year. A deposit of \$2500 was given to PG&E for the hookup. The actual cost is estimated at \$1900 resulting in a refund of \$600 to the association.

Old Business

George reported that Chris at Stone Mountain is collecting information to produce a new reserve report. George expects the report to be available by the end of Nov., or early December. George and Carol will project revenue and expenses for the balance of the year, which is a critical piece of information needed to complete the report.

Adjournment

There being no further business to come before the board, the meeting was adjourned at 5:00PM.

Respectfully submitted,

Nancy Eckhous, VP