

## **OTEMWC Board of Directors Meeting Minutes November 13, 2019**

The meeting was held at the home of George and Marian Silva, 3000 Woodstock Road. George Silva called the meeting to order at 4:35 PM. Board members present: Nancy Eckhous, Hank Cook, Dennis Jorgensen, Mike Rhodes and George Silva. David Mexico, the OTEMWC watermaster, also participated.

**Meeting Minutes** Minutes for the September 18, 2019 meeting were reviewed and approved after one correction was made.

**Treasurer's Report** Nancy Eckhous provided a statement of income and expenditures YTD through October 31, 2019.

First Bank checking:	45,282.24	Budget Allocation:	Operating Fund	20,000.00
First Bank CD's	179,773		Reserve Fund	<u>205,055.84</u>
Total Bank Balances:	\$225,055.84		Total:	\$225,055.84

Total cash collected was \$141,721.98, which is unfavorable to budget by \$4,996.53. Nancy noted that this deficit is due, in part, to a delay in accounting updates. Expenditures have been less than budget resulting to an overall favorable income over expense of \$3,232.04. Nancy also reported that:

- A/R report shows no significant outstanding accounts,
- Water usage for year-to-date is 8% less than last year

Nancy then led a brief review of line items to form our 2020 budget. Several clarifications were made regarding invoice status and work planned for 2020. In this regard, Dave will submit a proposal, with spending options, for the installation of new ultrasonic meters for all shareholders during 2020. This will be reviewed at the board's next meeting. Finally, Nancy recommended that we include a reminder to shareholders in our next billing cycle that the 4% annual increase to water rates will be in effect and shareholders should be aware that billing disputes must be advanced within 90 days of invoice. Mike will provide the accountants this information.

**Watermaster Report** For the period 19Sep19 through 13Nov19 Dave summarized the following:

- All bacti tests have passed during this period.
- (11/6) Well #4 leaked at the interface of the 8 inch plastic/steel pipe fittings, a new valve was also installed to repair the damage.
- (11/7) The 8 inch connection for two lots was shut down from 9AM to noon in order to repair a leak, a new 8 inch valve was also installed.

Dave recommended that we upgrade the current (1 day) battery for the cistern communication system to a backup battery capable of providing power for 5 days. PG&E has alerted their customers that power may be suspended occasionally for up to 5 days.

**Old Business** Lot 45 Billing Dispute The board has received test results for the water meter taken from Lot 45 (see Board minutes over the past several months). Tests indicate that the meter measures lower than actual water flow at all flow rates. In particular, at flows less than 2 gallons per minute, no flow is reported at all. A copy of the third party test report has been given to the shareholders. With this in hand, a motion was advanced by Nancy, seconded by Hank to close this matter with no further action to be taken by the board. This motion was passed unanimously and George will send a letter to the Lot 45 shareholders to conclude this dispute.

Emergency Plan Due to time, the board's discussion regarding a standard emergency plan has been deferred to a subsequent meeting.

**New Business** Hank reported that he has received a shareholder request that we move, cover or make less visible in some manner the emergency generator. After a brief discussion the board asked Dave to see what might be done to find a smaller trailer for the generator. This might reduce the visible height of the generator and simplify its movement if warranted.

**Adjournment** There being no further business to come before the board, the meeting adjourned at 5:32PM

Respectfully submitted,

Mike Rhodes, Secretary