

**Pete's Mountain Water Company
MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF DIRECTORS**

DATE: May 24, 2018

TIME: 7:00 p.m.

PLACE: 2665 SW Schaeffer Rd.
West Linn, OR 97068

BOARD MEMBERS

PRESENT: David Pollack
Ken Roberts
Jim Battan
Bruce Tabor
Max LaBar
Kay Pollack
Dana Yip

BOARD MEMBERS

ABSENT: None

OTHERS PRESENT: Phillip Merrill of Merrill Water Systems by phone.

Call to Order

David Pollack acted as chair for the meeting and Mr. Battan served as secretary. Mr. Pollack convened the meeting, noting that the meeting had been called in accordance with the bylaws and that a quorum of board members was present.

Old Business

Mr. Tabor presented the Treasurer's report. Our Annual Meeting Report won't include a full fiscal year because our FY is July-June. We'll send a 1Q2018 3 month Balance Sheet and the P&L statement with the report. QuickBooks was moved to a Tabor PC to run. Mr. Tabor will prepare a report/budget on possible software replacements. The two US Bank accounts were combined this week. Mr. Tabor will complete a 2017 Economic Census. Ruth filed the 2017 Capital Expenditures Survey.

The Board reviewed the system manager monthly report. We discussed the seemingly high lost/unbilled amount of water (19%).

The Board agreed that Ruth will communicate directly with customers on delinquent bills and customers with apparent excessive water use.

Mr. Pollack reported that RH2's 90% design plan is coming next week.

Mrs. Pollack presented the draft Annual Report. Moved and seconded to approve annual meeting report. Passed with one abstention from Mr. Tabor. Mr. Roberts moved to amend the Bylaws to email the report with addresses provided by members. Seconded and passed.

The Board moved and seconded to have Mr. Tabor file the tax return for the old Inc company. Passed.

Mr. Merrill discussed his experience with billing software. Two recommendations for meter reading software that it should be compatible with. Lost/unbilled water is not uncommon, even up to 30%. Could be main leak, reservoir crack, or rogue taps. Never will get below 10%. Meters might be uncalibrated. We need a meter at each well head. He'll draft cross-connection rules.

The Board planned for the Annual Customer Meeting/Election. Mr. Roberts will chair the meeting and run the official business.

Mr. Yip reviewed customer usage data. We remain concerned about our limited groundwater, especially this year with our dry winter and spring. A list of the top 11 water users over the past two years was compared to the Board's individual usage. We can provide water conservation resources, and will make a targeted communication to people saying that we'll be looking closely at top users.

New Business

None.

There being no further formal business, the meeting adjourned at 21:50.

Respectfully Submitted,

Jim Battan, Secretary

