

FINAL
SVSLB HOA BOARD MEETING MINUTES 2/18/2022

Meeting held via ZOOM

Present:

Tim Hillman
Bob Winquist
Karen Johnson
Norm Ledbetter
Cheri Filion
Richard Townsley
Nathan Ware

Rick called the meeting to order at 11:03 am.

I. Secretary's report: Cheri Filion

Cheri submitted minutes from September 7, 2021, January 8, 2022, and February 6, 2022.

It was moved and seconded to approve the minutes from those dates. After opportunity to discuss, the minutes were unanimously approved.

II. Treasurers report:

Treasurer's Report: Karen Johnson

A. Financial Report

King Water will finish accounting tasks for 12/31/2021 sometime this month
Draft statements will follow – estimate before mid-March
Norm will be able to convene audit committee after draft circulated to Board for review

Draft Financials for year-to-date November 30, 2021

- a) Balance Sheet and 11/30/2021 Accounts Receivable detail
- b)

As a Board we have designated hookup fees as additions to our Reserve fund for system and infrastructure purchase and replacement. We had one hookup fee in 2021 – Giswold. To my knowledge they have not yet requested actual connection to our system.

Accounts Receivable – about \$4,600 outstanding and a bit late. However, no problems with payments are expected.

c) Income statement

Usage revenue is slightly lower than planned or budgeted (\$30,000), but similar to prior years.

Revenue by quarter is attached with the statements and does reflect the entire 12 month period of 2021. This year's revenue is fairly consistent with prior years.

Total expenses are in line with plan. There are no material variances.

Scheduled or planned repairs consisted primarily of:

- Cleaning reservoir
- Installation of level loggers

Revenue exceeds expenses which is healthy. When depreciation is recorded and other year end adjustments, the \$41,000 will be reduced to more like \$18,000 as an approximation.

B. Insurance

Directors and Officers policy renews 3/15/22. Quote and coverage are basically the same as for the last several years. The premium is \$640. Paperwork has been submitted.

General Liability policy renews 5/15/22. That questionnaire is in progress and will be submitted by end of month. We will then get a premium quote and terms. I expect that to be routine, premium of about \$2,500 and terms essentially the same as in prior years.

C. Banking – changes going forward

1) Update of accounts at Heritage Bank:

We have 3 accounts with Heritage bank: Business Savings, Checking and Money Market

Records and Signature cards must be updated for change in Officers. The board agrees that the two authorized signers will be Karen Johnson, Treasurer and Cheri Filion, Secretary. Johnson will serve as account administrator for banking purposes.

2) We will establish a new account with USNB.

The purpose is to reduce funds on deposit with Heritage to less than the FDIC insured limit. Monies deposited will be part of the Board designated funds for purchase and replacement of equipment and infrastructure. This account will be a business savings account, allowing flexibility to establish a CD or Money Market account if interest rates increase

The board agrees that the two authorized signers will be Karen Johnson, Treasurer and Cheri Filion, Secretary. Johnson will serve as account administrator for banking purposes.

III. Finance: Norm Ledbetter

He needs to set up audit committee meeting and awaits information from Karen to do so. He is also working on the budget.

IV. Operations: Tim

The system is working well. The filtration upgrade is getting closer. He has no price yet for a filter and valves. He hopes to get from King water next week. He estimates \$30,000 to 40,000. Parts manufacturing are delayed 6 – 8 mo.

Wells should be cleaned once /year.

Generator # 1 is getting old and using a lot of oil. It is hard to get contractor bids. He wants to upgrade the bids. Beck has bid to replace but not to upgrade the system. It is a bid for an outdated system. Beck also does the maintenance, but if we can upgrade then likely we will need less servicing and can use a smaller generator. Our current generator works.

V. Compliance – Nathan

He wants to get the cross connection survey cut down to fit on one page. This will cut down on printing and mailing costs. This will get mailed with notice of annual meeting.

He posts conservation information on the website. If anyone has information we can post it if they let us know.

VI. Conservation: Rick

He is concerned about our capacity in all conditions. We use half of our capacity in winter, but at near max in summer. Tim replied that we have enough capacity and are not in danger yet. He said if 2 lights are on at the

pump house, we are running both wells. This means they are running in unison, but not necessarily at max.

In May we need to check back flow meters to make sure all coordinated. Nathan has that list. May need to get information from John to coordinate with the inspector. Bob will follow up with the inspector.

VII. Governance – Bob

We have two vacancies on the board. He proposes John Lovie's remaining term be replaced by Barbara Bennett. He proposes Thomas Kraft's remaining term be filled by Ed Sheets.

It was moved and seconded to fill John Lovie's remaining term with Barbara Bennett.

After discussion, the motion was approved unanimously.

It was moved and seconded to fill Thomas Kraft's remaining position with Ed Sheets.

After discussion the motion was approved unanimously.

The annual meeting is scheduled for August 6, 2022 at 10:00 am. We are delaying once again in the hopes we can hold it in person.

Bob will check with the Senior Center to see if we can reserve that time.

Under article 3 subsection 13 of the bylaws 3 are up for election. Cheri will follow up with who is up for election this year.

VIII. There was no new business.

The meeting was adjourned at 12:09pm,.