

Welches Water Company
Board Work Session
Sunday, March 2, 2025: 2:00 – 4:00 p.m.
27260 E Elk Park Rd (Skenderian/Schuberg's home)

Minutes

Roll Call: Maggie Skenderian, Randy Stephens, Lucas Moore, Jaye Miller

Treatment Building Workplan

It should be at least another 4 weeks before we get loan approval. Matt from OHA asked for more information.

Jeremy said the tanks are going to cost more than we expected. Maggie has requested that Jeremy share the bid for tanks and delivery so that we do our due diligence before paying Jeremy to pick tanks up from California.

Maggie will provide the project work plan so that we can track progress and so that she can be sure that tasks that need to be put in motion are on track.

Birdie Lane Water Membership

Ron Kipp believes he still has one WWC membership. He will provide us with any documentation if he can. We will put the billing on pause. On Feb. 1st AR Aging summary Kipp's balance was \$-400.00. Maggie will follow up with him and we'll determine a path forward once new documentation from Kipp has been received.

Membership/Meter inventory

We need an inventory of the metered property and non-metered properties with WWC membership. Randy and Jaye will work on compiling the information we currently have so we know if we can identify all the memberships.

Decision on handling unmetered properties

Jaye motioned: The missing meter on Birdie Lane (Emmerling property) will be installed when we upgrade the main and other meters in this area. Until then we will use the district average for billings this member. Randy - 2nd. Unanimously approved.

Randy motion: The covered and missing meters at the E. Welches Road, Kaster properties (26711 and 26701 E. Welches Road) will be billed at the district average until we are able to install/access meters. The rental property meter (26701 E. Welches Rd) will be installed. Jaye-2nd. Unanimously approved. Future information, the water line for the residential meter is under a rock wall and on Welches Road.

Maggie will contact Jayme about a proforma letter for the district average. If one is not available, the board will write one. Randy will work with Jayme to calculate the district average.

Maggie will contact our attorney Steve to be sure that there isn't an issue with us charging an average and that we aren't obligated to provide a meter if we are charging for use. Maggie will contact Jeremy to confirm the address, the approach and ask him about cost and timing to install the meter.

Legal issues

Maggie has discussed our issue with our insurance company and received a new legal contact to help us with this process. She will follow up next week.

Maggie will contact Steve regarding indemnification of Jeremy.

The tentative date for a conference call for the Board is March 18th at 3pm for any updates from Steve before our Board meeting on March 19.

Billing Issues/Options

April 1st is when our next quarterly bills go out.

16 people currently pay by credit card using the website. Maggie will work with Jayme to prepare and send a letter informing the credit card users that we are removing Stripe as a payment option. If not paying by credit card is a hardship, they will be instructed to contact either Maggie or Jayme to make alternative arrangements.

Jayme is requesting quarterly billing for everyone. No vote taken.

Website

We need a website for soft diplomacy.

Randy motioned that we agree to select a contractor to manage and maintain the website. We will review in a year and determine if our money is well spent. Maggie will go back to NW Media and find out if we can get less than 5 hours Block time. Jaye will go back to Designworks NW to confirm pricing for Refresh (as it's listed on NW Media quote). We can improve the website just by adding Lucas' photos added to the website.

Next Board Meeting

Maggie will be facilitating the next meeting, March 19 remotely. All others will still be at the Senior Center.

Recordkeeping/Email Accounts

Doug should be sending new emails or password reminders. Pres, VP, Sec., Treasurer with alias to the person's email address. We will also have 3At-Large emails for future board members not holding one of the four offices.

Board Recruitment/Succession Planning

Maggie shared that the stress of her workload is not sustainable and if we aren't able to change that she is considering stepping off the board in August. Maggie left messages for potential members.

April Newsletter will request help from our membership in smaller tasks. Some of those tasks are planning the August Annual Meeting, meter inventory, help with the website, etc.

Operating Budget

Randy presented the updated Operating budget. So far this year, we have spent \$34,199 of the projected \$57,301 Annual budgeted operating expenses.

Master Plan

Randy presented a revised and simplified Master Plan based on a more realistic projection of the work more likely to happen soon. The new Infrastructure for \$230 moved to the top of the 2025 priority list. Three (3) new tanks emergency well and building.

Jaye read Article V, Section 14 of the By-Laws: "From time to time, not less than once each year, they shall estimate the amount of funds required for the maintenance and repair of the water works and distribution system and for the general operating expenses of the corporation and shall make a recommendation for amount of member dues for the following year." Jaye mentioned she did not believe the Board had presented to the membership the new loan amount to get approval. Maggie suggested all Board members read that Section of the By-laws, and we will need to research this further and decide a path forward.

Board To-Do List

Maggie will provide the work plan for the Building, Tanks and Emergency Well.
Randy and Jaye will work on finding the list of memberships with meters and without meters.

Maggie will contact Jeremy asking him to install the meter on Kaster property.

Maggie will contact Steve regarding indemnification of Jeremy

Maggie will contact Jayme about a proforma letter for the district average

Randy will calculate the district average

Maggie will contact possible new board members

Jaye and Maggie will contact the web designers for quote clarification so we can compare similar options.