

UNION HILL WATER ASSOCIATION
5020 236th Ave NE
REDMOND, WASHINGTON 98053

Board of Trustees Meeting (via Zoom)

November 10, 2020

President Al Spencer called the meeting to order at 4:30 pm. Board members Laura Oliver, Colby Caywood, Steve Sergev and Jim Kleppe were in attendance. General Manager Teresa Fowlkes was also in attendance.

Minutes of Previous Meeting

The minutes from the October 13, 2020 meeting were reviewed and accepted as amended.

New Agenda Items

d. Membership Rate memo.

Member Comments/Requests

There were none.

Manager Report

- Roderick Extension – Stantec Consulting has not received any response from King County on the permit status.
- Audit - Engagement Letter has been received. Minimal increase over last year's costs. The field work for the audit will be the week of December 1st.
- Member Communication – The house fire on 11/03/2020 prompted questions about the Association's ability to communicate with the members. Research on the best alternative for contacting members in an emergency has been on-going. Sending notice through text appears to be the best alternative. Office staff is in contact with the billing software company and Teresa Fowlkes, General Manager, has been contacting other water purveyors to see which services they are using.
- Computer Security – The Association's IT consultant, RH2 Engineering, advises and monitors all computer security. Changes and upgrades are recommended as needed.

Discussion:

- a. Introduction of Board Appointees – Steve Sergev, Position #3 and Jim Kleppe, Position #5.
- b. Policy Manual Changes – Chapter 3, Schedule 3-A, Chapter 5 and Appendixes C and C1. Colby Caywood moved to approve the policy changes as amended. Laura Oliver seconded. Approved
- c. Emergency Preparedness – Discussion of the steps currently being taken to better prepare the Association for an emergency. In 2021 there will be a assessment of the South Reservoir to determine what need to be taken to improve its ability to withstand an

earthquake. The Association will also obtain a mobile tank to distribute water in the event of an emergency.

- d. Membership Rates memo – Discussion of the draft memo from rate consultant Katy Isaksen.

Financial Report

Financial comparisons were sent to the Board for review.

Old Business

There was none.

New Business

There was none.

Action Item Review

Earthquake Preparedness

Meeting adjourned at 5:35 pm.

Laura Oliver Secretary/Treasurer

Date _____