

Meeting minutes, Overlook Water Co-Op, 630PM 23Jan2024, rev a

The meeting got underway around 645PM.

Attendees were- Gary Zedalis, Richard Hogle, John Fischer, and Dwight Bozarth

Steve Work had communicated a few days prior that he being out of town and involved in something then he could not attend, so he sent in his votes for officers.

With John being brand new to the board, Dwight is assigned to getting John the 2023 annual letter, the operator's contract for 2024, and the bylaws, as well as the most immediate prior meeting minutes.

Dwight requested, and it was agreed, that John send out to JnJ by soon after 1Feb a request for Jacob to send John a summary of what JnJ did in January per the contract, and what any info or findings were from that work.

Then the votes were taken for officers. It turned out that we all mirrored what Steve had voted. But before Dwight accepted the role of President he requested agreement with the following (note that Steve was not present).... So it was accepted that Dwight Bozarth is President, Gary Zedalis is Vice President, Steve Work is Treasurer, John Fischer is Secretary, and Richard Hogle is Member at Large. It is noted that both Richard and John still hold full time jobs, so their water-related workloads need to reflect their reduced availability.

Our meetings should reasonably follow a consistent order, that order for American business meetings.

The VP should be the man of action; keeping in touch with folks having assigned work, and helping them get it done in a timely manner.

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None of us are to work on anything mechanical or non-electronic/non-electrical without first asking Jacob what he thinks of the board members idea of a board member doing a task of work, and that request to Jacob should copy the President. The driving element for this approach is that we as the board are administrators, not doers of tangible work on the water infrastructure. So anything any one of us wants to do outside that guidance needs to be an exception and get buy-in from Jacob if not also the board. Note that the board is ultimately responsible to the state and Feds, moreso than Jacob. The legal content of all the above may be well advised to review for sure in 2024.

The protocol for homeowners having issues with water is-

Homeowner determine as best they can whether the issue is on the input/co-op side of the water meter/can or on the homeowner's side.

If they believe the issue is on the co-op side, then they are to call Jacob, with Dwight as backup person to be called. We need to make sure this info is on our water bills.

It was discussed that we should take the approach for homeowner water issues....that we not be part of dealing with a water issue on the homeowner's side of the meter/can (they are 100% responsible for finding, repair, and lost water), and be rather strong about it. It would also be good to have this approach stated on our water bills.

Gary put forth the idea to have Jacob go do a survey/inventory of all the cans/meters in Overlook, to make sure they are where we believe they are from our 1990 map. It was mentioned later in the meeting that in that same effort, we ask Jacob to inventory the Pressure Reduction Valves, including their proper operation. The first step in this is to have Jacob give us an estimate of cost and schedule for that effort. When we have that then we will decide when and how to tell him to proceed or not. On a related note, we want to ask Jacob what the 2024 cost is, parts and labor, to install a meter in an Overlook lot. This action was assigned to Gary.

Dwight asked for board approval to approach 81 Overlook and find out why they are using 240k gallons of water per year, using a gradual and tactful approach. The board vote was 4 votes 'for'.

The list of ideas for improvements and upgrades was read from the annual report by Dwight.

The replacement of the distribution house manifold and piping, including the restricted pipes coming in from the tanks, as well as check valves for both sides of the 2 distribution pumps was agreed to be worked as creating a plan with rough cost and schedule. John agreed to be lead on the check valve part. The scope of work should include creation of a flow diagram for what we want/need in the new piping, for example shutoff valves between the tanks and the distribution pumps so a tank can be isolated from the rest of the system. This was assigned to Steve because he's already been in this. It was noted that the bypass/abandonment of the tank-to-pump lines....by going to a 'siphon' kind of water transfer line coming in the top of the tank would appear to be a very cost effective plan, but the concept needs to be wrung out.

The wires from Well 1 to the distribution house were talked about. Namely that having only one wire pair of the 5 original wire pairs, appeared to be high risk situation for water supply. Richard volunteered to take on this task of repair fix based on his background, possibly using Steve for help if not others of us.

The VFD system was agreed to be a medium to long term goal, very desirable, but coming after the items above.

Priority 1 is the survey of cans and PRVs by Jacob.

Priority 2 is the Well 1 wires to the distribution house.

Priority 3 is the distribution house re-plumbing effort.

Dwight brought up the issue with the chlorine tank; that it is way more than we need and so takes up needed space in the distribution/pump house. Gary took the assignment to work with Jacob to improve this situation, starting with a plan having estimated cost and schedule for the board to review and approve.

Water rates were briefly discussed...both a 1 time surcharge and a rate increase. The agreement was to take up this topic once we have the plans of cost and schedule for the aforementioned upgrades/fixes.

Dwight asked Gary and Richard how this board in the last year or two, and maybe going forward is different from prior to that. They both said 'it is much more proactive'. The takeaway is that the times of only fix it when it's broken are past; with the age of our system and the maintenance and repair costs we have had, it is time to address improvements and upgrades before we have big surprise cost and/or outages.

Dwight asked that we have Jacob do a well water height check and draw down check, to see if our water level is dropping over the long term, and to see how quickly our water level recovers after being pumped down on a sort term basis. Steve had noted that he did a drawdown check in 2022 and it was fine, so it is probably low priority to have Jacob do this.

The next meeting is considered for March or April.

Richard moved for meeting adjournment, Gary and John seconded. The meeting was closed.

Respectfully submitted

Dwight Bozarth (Secretary for 2023)

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It is noted here that in 2024, OLWC Board meetings have been-
15Jan, and now 23Jan.