

**Hisega Meadows Water, Inc.
Board Meeting Minutes 7/01/13**

Board Members in Attendance

Craig Fischer (??)
Norm Tschetter (??)
Larry Deibert (2015)
Randy Smart (2014)

Board Members Absent:

Ron Brown (??)

Operator's Report – Scot Licht:

Lightening hit near the pit & took out the power for the pump so the reservoir level fell. The pumps would run continuously to fill up the reservoir except Scot is not confident the auto shut-off reset so he has been shutting off the pumps late at night. With the high volume of water being pumped, Scot has to backwash 3 times a day instead of the normal 2 times a day. Saturday, June 29, there was 91,000 gallons of water used (a record for one day).

Several water lines have been flushed since the annual meeting. Scot will be keeping a log of which lines are flushed during the coming year so it can be reported at the 2014 annual meeting.

Filters normally last from 17-23 days between changes. Approximately 900,000 gallons of water are filtered between changes.

Scot is recommending that the Board purchase a 7-stage pump before next April. Keith will look into the cost for a 7-stage pump.

Scot is recommending a roof be constructed over the Backwash Pit area in the near future.

Scot discussed the merits of a Clear-Well structure; the filters would last much longer. Not sure of the cost to construct a Clear-Well; it has been discussed with Ron Bengs at Advanced Engineering.

Manager's Report – Keith Lau: Keith has not heard any complaints from the membership since the annual meeting. Grimm's Pumps checked out a 6-stage pump that was noisy; they could not find any problem and reported it was not making any noise following the check-up. Cost was approx. \$200 for the service.

The following individuals have expressed an interest in learning more about becoming a substitute for Scot as an Operator: Bruce Crawford (10405 Glen Haven Ct), Dwight Johnson (23026 Hisega Rd), Richard Smith (10186 Pioneer Ave), & Mark Milawski (23044 Hisega Road). Dwight Johnson is planning on taking the Operator's exam the next time it is given.

Bookkeeper's Report – Lona provided the June financial report. Randy made motion to approve the report. Norm seconded the motion. Motion passed.

Election of Officer's:

President: Larry Deibert
Secretary: Ron Brown

Vice-President: Norm Tschetter
Treasurer: Randy Smart

Water-line Upgrade – Phase 1 Update:

Larry submitted an invoice from Advanced Engineering (draw #3) for \$4,255.88. Randy made a motion to approve payment of the invoice. Craig seconded the motion. Motion carried.

Ron Bengs suggested that he hire an individual to trace the location of the galvanized lines from the Pit to near the Black Hills Nursery driveway. Norm made a motion to approve an expenditure between \$500 - \$900 to hire a locator. Randy seconded the motion. Motion carried.

Approval of Board Minutes:

Motion by Randy Smart to approve the 6/03/13 minutes; Second by Norm Tschetter. Motion carried. The minutes from the 6/25/13 annual meeting were not available for action.

Old Business:

Electronic Bill Pay: Discussion concerning ability of members to make water payments using electronic file payment. From discussion at the annual meeting, it was obvious that most of the members do not approve of a procedure where First Interstate would withdraw the monthly payment from their account. Larry is going to discuss with a programmer how we could set up a procedure on our web-site where a member would log on, enter the meter reading and they would be given the correct amount to pay.

HMWI tax exempt status: Jim Postma, our CPA, states that HMWI is a non-profit corporation but must still pay sales tax on purchases such as our construction costs.

Golden West Answering Service: Larry Deibert will contact Golden West and have them implement the Answering service as soon as they are able to do so.

New Business:

Signing of Code of Ethics Agreement: The agreements signed by sitting Board Members (Randy Smart & Larry Deibert) remain in effect throughout their elected term in office (up to three years). The staff's agreements will continue in effect for as long as they are employee's of the Corporation. Craig and Norm both signed and submitted their agreements.

Quick Books: Randy asked about the status of the Quick Books software and training of Keith & Lona in the use of Quick Books. Larry stated that the laptop has been given to Jim Postma for installation of the software and the training will take place in July at a time convenient to both Jim and the Lau's.

Date of Next Monthly Meeting: Monday, August 12, 2013; 6:30 PM at the Johnson Siding Fire Station

Meeting adjourned at 8:17 PM

Board Action via E-mail 7/03/13: Motion made by Randy to approve paying the invoice from United Fire & Casualty for two policies: 1) Uni-Pak Policy (Commercial Crime, Commercial General Liability, & Commercial property). Premium of \$4,354. 2) Public Officials Errors & Omissions Policy. Premium of \$1,120. Ron seconded the motion. Motion carried.

Board Action via E-mail 7/07/13: Motion made by Randy to approve paying the invoice from Total Filtration Services for filters in the amount of \$1,436.99. Ron seconded the motion. Motion carried.

Minutes submitted by temporary secretary,



Larry Deibert