

Hisega Meadows Water, Inc.
Board of Directors Meeting - Nov. 13, 2017 @ 6:30 PM
Johnson Siding Fire Dept.

Present: Randy Smart, Pres. (2018), Rick Schurger, V-Pres. (2019); Craig Fischer, Treas. (2020); Ron Gordon, Director (2020); Penny Kaiser, Sec. (2019); Scott Licht-Manager/Water Operator; Larry Deibert, bookkeeper/transcriber. There were several co-op Members and guest speaker, John Nelson in attendance.

Randy Smart called the meeting to order at 6:30 PM.

Website Committee: John Nelson presented a quote for the website design in the amount of \$1000.00 for the basic site with an additional \$1,200 for the option to do Bill pay. The monthly cost of \$35 includes the following items: 1) the Domain Name, 2) hosting the website, and 3) includes uploading two monthly items, the minutes and the next meeting announcement. Stripe is one of the firms that handles on-line payments; they do not store their information on the HMWI site. Craig made a motion to accept the quote; Ron seconded the motion, which was approved unanimously. John will provide a contract in the next week that can be reviewed before signing and starting the programming necessary. John felt that the basic web-site would be available in about a month and the Bill-Pay would be available 30-45 days after the basic site is up and running.

Operator/Manager's Report:

10-1-17 Dwight changed filters

10-3-17 Monthly water sample & bi weekly E-Coli sample

10-7-17 thru 10-19-17 Dwight backwashed

10-10-17 Randy Smart delivered gun safe (for documents) to pit

10-11-17 there was a power blink about 1:46PM. I checked out the controls in the pit & they were operating properly.

10-17-17 took E-Coli sample

10-25-17 There was a strong chlorine smell in the pit. Did not find a cause. Century Link hooked up phone line in the pit.

10-26-17 Randy Smart hooked up a new phone up at the pit & set it to call forward to my cell phone.

10-30-17 Installed new filters: 29 days 851,600 gal.

Automatic controls are working great.

We pumped 947,132 gallons in October

11-2-17 Cindy Smith (Richard Smith) called and said she just paid last month's water bill and asked if I could forgive her \$10.00 late fee. I said I could not. She would like it brought up at the next Board Meeting to see if the Board would consider a change of policy allowing each customer a free pass for 1 late fee per year.

The system is working well since Tem-Tech completed their work on the transponder at the Reservoir. Scot stated that 2 new families have moved into the water district with a third requesting an application. Scot raised the issue of what happens when the transition occurs in the middle of the month. Scot & Larry are to research the Rules & Regulations and take appropriate action.

Bookkeeper's Report: Lona did transfer the monies that remained in the Phase 1, 2 & 3 accounts (\$539.29) into the General Fund. Lona prepared the October report; Keith prepared the October Balance Sheet and Accounts Receivable. Larry has been inputting the transactions from July 1, 2017 to

present into Quick Books. Rick made a motion to approve the Treasurer's Report; Ron seconded. Motion carried unanimously.

Minutes: The October 9 minutes were reviewed. Rick made motion to approve the minutes; Craig seconded. Minutes were approved unanimously.

Old Business:

Audit: Larry will contact the USDA to find out if they have requirements for performing an audit. Report on who did the last audit. Discussion about the reason for performing an audit. Discussion about conducting an audit will take place at the December meeting after receiving additional information.

Remote reading meters – No discussion or action

Payment of DENR Loan: Pay-off of the First DENR Loan in the amount of \$213,996.98 was completed on Nov. 3, 2017. Savings account balance on 10/31/17: \$220,155.31. Transition of employees went smoothly; received all the data from Keith & Lona on Oct. 30.

New Business:

Manager Responsibilities: Scot will add a place for the e-mail address on the application. Scot needs to get a receipt book to provide a receipt for the deposit since the last two customers paid cash. Motion by Rick seconded by Ron to get a credit card through First Interstate with a credit limit of \$1500. Craig is responsible to get credit cards for both Scot & Larry; both would have the same account number.

Book-keeper duties/procedures: Payments over \$1500 limit need Board approval; Payments for Chemicals & Filters do not require Board approval. Rick made a motion, Ron seconded to pay the Board Member Liability insurance of \$950. A log of miles needs to be submitted prior to mileage reimbursement being paid.

Board Meeting Minutes: Larry Deibert has been asked to take the minutes of Board meetings. Penny made a motion to pay Larry \$35/meeting. Craig seconded the motion. Motion was approved unanimously. It is not necessary to submit an Accounts Receivables report to the Board.

Conversion of Paper Journal to Quick-Books: Time spent to input the data from July, August, September & October into Quick-Books is extra time above the normal book-keeping duties starting in November. Larry will keep track of time to input data into Quick books. Motion by Craig seconded by Rick to pay Larry for the additional time when the hours are submitted. Motion passed unanimously.

Reimbursement of Board Member expenses: Randy has been reimbursed for the safe. Penny made motion Ron seconded to reimburse the following Board member submittals: Randy \$106.23 for the Pump House phone and a MicroSD card; Craig \$318.54 for Phase 3 expenses. Motion passed unanimously.

Phone line in Pit: Craig provided an update on the installation of a new phone line in the Pump-House.

The call-forwarding option appears to be working with Scott getting calls forwarded to his cell phone. The phone does not show the HMWI number when the call is transferred to Scot's phone.

Storage Needs: HMWI needs more storage at the site off Lindsey Dr. near the existing building; there is room outside the chain-link fence for a 12' X 20' building. The Ultra-violet light is stored at Heritage Nursery. Rick & Ron will price out a prebuilt storage shed.

Keith submitted a bill for 75 months of storage at \$30/month for \$2250. The Board requested that Keith show an approved agreement for the bill. Ron made a motion that the bill not be paid Craig seconded; motion passed unanimously.

Ron shared information about a report that the New Underwood water system contains Radium; question was posed to Scot if we have this problem.

Ray Brown Property: A quote from J&S for pouring concrete strip of 4'X 42' was \$3000; a quote for placement of Sugar rock would be \$1500. Penny made motion; Craig seconded to approve an expense of up to a \$1500. Motion passed unanimously.

Being no further business, Craig made a motion to adjourn; seconded by Rick Meeting adjourned at 8:17 PM

The next regular board meeting will be 6:30 PM, Monday, December 11, 2017, same place.

Respectfully submitted,

Larry Deibert
Transcriber