

High Knob Utilities, Inc.

Meeting Minutes for

November 11th 2006

Call to Order: Dave Henderson called the monthly meeting of the High Knob Utilities, Inc (HKUI) Board to order at approximately 8 AM. Other HKUI Board members in attendance were Keith Arnett, Josh Douglas, and Thomas Ricks.

Previous Minutes: The Board reviewed minutes for the October 9th HKUI Board meeting. Josh Douglas moved that the report be accepted as submitted, and the motion was seconded by Keith Arnett. The motion to accept was approved.

Staff Reports: Marcy McCann was present for the meeting and presented an oral report. Items from her report were as follows. Third quarter billing had been completed. The Quickbooks integration project was in the works. The staff was in the process of considering PDAs for field use. She had discovered that the service provider for Checkfree had forgotten to activate us, but the problem was corrected after her phone call to them. The Checkfree system subsequently began to get a significant volume of use. This system is paid for by the bank and provided at no cost to HKUI. In response to this portion of Marcy's report, the board members discussed ways to promote use of Checkfree. It was noted that both the HKUI website and the "Life on High Knob" emails should include a promotional item about Checkfree. Marcy also said that she would look into the availability of brochures that could be sent out to residents.

Jerry Pomeroy was not present for the meeting and did not submit a report.

Treasurer's Report: Dan Althouse presented an informal treasurer's report due to Vince Bonzagni's absence. There were no more projected revenues for 2006 and the remaining payables were negligible.

Water Operator's Report: Dan Althouse presented a written report which is included here by reference. Dan reported that the pump had been replaced at Well #2, commonly referred to as Paved Road Well. With this replacement, the well, which is rated at 11 gallons per minute, has actually been pumping more than 20 gallons per minute. Josh Douglas raised the question of whether any of the electric meters that are part of the system could be connected so that the overall number of meters would be reduced, given the fact that there is a per-meter minimum charge. Dan stated that he would look into this possibility. Upon a motion from Josh Douglas and a second to the motion from Keith Arnett, the water operator's report was approved for record.

Unfinished Business: Bob Brown submitted a written duty description for the treasurer's position, which is included here by reference.

New Business: A budget process work meeting was scheduled for 9 AM on December 2nd. The question was raised as to what should be done with surplus HKUI cash, in light of the fact that the promotional interest rate on the BB&T investment account in which the funds are currently held would soon expire. This discussion was deferred to the aforementioned budget process meeting. Notice was given that the ad hoc committee was working on revised job descriptions for employees, in part to bring them up to date with current labor laws. The next regular monthly meeting was scheduled for 7 PM on December 11th, 2006.

Executive Session: The HKUI and HKOAI Boards met jointly in executive session to discuss personnel matters.

Adjournment: The meeting adjourned at 9:34 AM.

Thomas Ricks
Secretary, HKUI Board