

# High Knob Utilities, Inc.

## Meeting Minutes for September 12<sup>th</sup>, 2005

**Call to Order:** Keith Arnett called the monthly meeting of the High Knob Utilities, Inc (HKUI) Board to order at 7:05 p.m. HKUI Board members in attendance were Keith Arnett, Bob Brown, and Josh Douglas.

**Previous Minutes:** Jem Anderson was on Air Force Reserve duty and unable to attend, and no previous minutes were available for review.

**Treasurer's Report:** Bob Brown presented the treasurer's report for review. Income from three new taps was reported. The total number of taps for the year thus far is 18, above the budgeted estimate of 15. The report was accepted by unanimous vote. Bob stated that he will be meeting with accountant Carolyn Landis to assist in resolving an HKOAI issue concerning the dump truck and how it was entered in the OA books. Truck payments were incorrectly recorded as adding to the capital asset value of the truck.

**Operations Committee Report:** The Joint Operations Committee met August 30, 2005. The primary order of business was to finalize the expenses shared by HKUI and HKOAI, for quarterly reconciliation. The final results are to be tabulated by Marcy McCann and will be provided to both boards for consideration and possible adoption at the next board meeting. Full minutes attached.

**Staff Reports:** Marcy McCann was unable to attend but submitted a written report:

1. Collection letters have resulted in two payments of +90 day accounts from former customers
2. Release of 2 liens filed against one customer, totaling just over \$700
3. Merry-Lynn Sheetz helped repaint the office and donated the trim paint. This saved quite a bit of time and has resulted in many compliments on the new look.
4. A new computer desk arrived and was assembled with the help of Don Day.
5. CPA Will Busch has quoted an audit price of \$2600. The preparation of the annual Form 990 is another \$300.
6. Meeting with Jerry to coordinate projects.
7. Magnetic signs now attached to both trucks.
8. Field staff Tee Shirts with High Knob logo and staff names will arrive soon.
9. Evaluating the reconciliation of expenses between HKUI and HKOAI.

Keith Arnett added that because of Marcy's efforts at proactively working with delinquent customers, only two water shutoffs were required this quarter, compared to the usual 12-20. Keith also noted that this may give us some insight into why these people are delinquent, information we did not have before, possibly enabling us to tune our billing policies. Dan Althouse noted that this was also a tremendous timesaving for the field crew, enabling them to

focus on system repair and maintenance instead of shutoffs. Bob Brown noted that we will lose the \$42 shut off fee that we have been collecting.

Jerry Pomeroy reported that the crew has been working on Salt Lick Reservoir fixes; the reservoir has been found to be in better shape than expected. Two leaks were repaired on High Knob road, at meter connections. Two new taps are pending, and the new utility truck is fitted out and is now in service. Pending projects are the cleaning and lining of Butler and Paved Road reservoirs, and installation of water main on Chestnut Trail (the final project from the water system upgrade). Also improvements to the shop building (new wall, insulation, and barrel stove), two blow offs, and two new taps.

Jerry presented a list of unscheduled work accomplishments (that is, that were not on the maintenance schedule) amounting to 55 separate items from May through August. This illustrates the challenge of carrying out schedule projects. The list was prepared with the help of Don and Bonnie Day.

**Water Operator's Report:** Dan Althouse reported on the backup power project for Alpine and Mountain Top reservoirs. Propane tanks can be rented and buried on site, providing about one week's operation time without refills. The Salt Lick facility will be the next location for backup power, probably next year. The board instructed Dan to purchase the generators and proceed with the project.

Dan also presented a proposal from Synchrony for RSLogix500 Programming Software for one computer, at a cost of \$810. This software will allow HKUI personnel to diagnose and repair software problems with the SCADA system processors in the HKUI system, and to install new software provided by Synchrony. This would reduce or eliminate the expense of Synchrony personnel traveling to High Knob for troubleshooting.

Keith Arnett pointed out that a laptop computer was required, and HKUI does not own a laptop, meaning that the software would have to either be installed on Dan Althouse's personal laptop, or HKUI would have to purchase a laptop for the software. In the discussion that followed, Dan was instructed to determine from Synchrony if the software can be easily transferred to another computer after purchase and installation. If this is possible, the HKUI laptop decision can be deferred. A motion was made and seconded that the software be purchased at the quoted price contingent on its being able to be transferred to an HKUI computer in the future. The motion passed unanimously.

**Unfinished Business:** There was no unfinished business other than the pending audit covered during the treasurer's report.

**New Business:** The board reviewed a presentation of the proposed splitting of expenses between HKUI and HKOA for quarterly reconciliation, prepared by Marcy McCann as an outcome of the Joint Operations committee meeting. Both Keith Arnett and Don Day indicated that according to their notes, the first item on the list concerning vehicles was not captured accurately. The board tabled the issue until the next meeting, so that the list can be revised.

Keith Arnett recommended that High Knob residents may want to visit the Warren County GIS website, where accurate maps of High Knob are available, along with tax information. Doug Stanley stated that the HKUI fire hydrants would be plotted sometime later this year, after the leaves fall (to allow access to the GPS satellites), and that these hydrants would be added to the map.

It was noted that the HKOAI board had voted a donation to the Linden Volunteer Fire Dept. A motion was made and seconded to provide a \$100 donation to the LVFD from HKUI. The motion passed unanimously.

**Question and Comment Period:** There were no additional questions or comments.

**Executive Session:** The Board met briefly in executive session to address personnel matters. No votes were taken by the Board during the executive session.

The meeting adjourned at 8:10 p.m. No future meeting dates were set..

Keith Arnett  
President, HKUI