

# High Knob Utilities, Inc.

## Meeting Minutes for May 13<sup>th</sup>, 2006

**Call to Order:** Keith Arnett called the monthly meeting of the High Knob Utilities, Inc (HKUI) Board to order at 8:00 a.m. HKUI Board members in attendance were Keith Arnett, Bob Brown, Vince Bonzagni, and Josh Douglas.

**Previous Minutes:** Minutes from the April meeting were not available.

**Treasurer's Report:** Bob Brown presented the treasurer's report for review. The annual report to the SCC is complete, and our accountant has all of the material necessary to complete the accompanying report. We appear to have a lot of cash on hand (\$70,074.75), but that is misleading because we have not reconciled our amounts payable to HKOAI yet. The recommendation to invest extra cash will have to wait until Bob can determine exactly how much "extra" case we have. We also have a \$30,000+ loan payment due on July 1. The treasurer's report was accepted as presented.

**Staff Reports:** Marcy McCann was unable to attend but submitted a written report (attached),

Jerry Pomeroy reported a large problem with a customer-side leak at 351 Skyline View Drive. Jerry is monitoring the situation, the home owner is aware of the problem. Seven replacement meters have been installed, leaving 15 left to do. Installation of blowoff valves is scheduled. A two inch line with check valve has been installed from Saltlick. One tap is scheduled, and one bad valve was found at Saltlick. No other problems found.

**Water Operator's Report:** Dan Althouse presented the water operator's report, attached. No leaks in the distribution system at this time.

**Unfinished Business:** The issue of investing extra cash was briefly discussed, but deferred until we can get an accurate idea of the amount of money involved. Dan Althouse presented his water testing schedule information.

**New Business:** Marcy McCann submitted a written request for board approval of enabling our customers to make payments to HKUI by electronic fund transfer. She has found a company, checkfree.com, that will allow our customers to pay HKUI via their website. There is no cost to HKUI for this service. The board unanimously approved a motion to enable Marcy to move forward with establishing the process to work with checkfree.com.

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

The meeting adjourned at 8:50 a.m. The board decided to skip the June meeting because of the HKOAI annual meeting. The next meeting will be in July.

Keith Arnett  
President, HKUI

High Knob Utilities  
Marcy McCann  
Business Manager's Report  
May 13, 2006

1. I've been investing various ways to move into this century regarding receiving payments. We've received many requests from customers to set up an online or credit card payment service for UI.

About 40 UI customers currently use Check Free, a payment processing entity that will allow customers to make Online or paper payments. After reviewing the company info for 3 or 4 months and speaking to several representatives, I propose that UI register with Check Free so we can receive direct deposits from customer's banks.

The 40 customers who use Check Free would switch to electronic and of course I would mention this in Life on High Knob and in the water bills to market the service. As payments are sent to the UI account a fax will list the individual payments received. This will also cut down on bounced checks! <http://www.checkfree.com/>

There are no payment processing fees to the customer or to UI.

No set up or termination fees.

Check Free does charge for billing, and other services they offer business customers.

ACH payments from customers.

2. We have 2 returned checks that will likely result in turn offs.

3. Several ads were placed for the part time assistant. Quick Books, AP/AR and other bookkeeping skills were the focus. Phone interviews of basic info were conducted by Rosalie Norem who then scheduled in person interviews for next week. As the person most intimately involved with the day to day office procedure she will assist with various aspects of hiring the assistant.

4. The Treasurers and I had a phone meeting to discuss the necessity of another computer and how the 2 would be integrated for best results. Keith has suggested the second computer on several occasions and from a staff prospective, it would be extremely helpful. I plan to ask Andrea Coats for assistance with this since she has expertise in this area.

5. I've met with a Quick Books Pro who is researching the integration of the Excel info into the Quick Books program.

Respectfully submitted,  
Marcy McCann

# HK Utilities 5/06

## • Current Water Production Average/ Daily

• Salt Lick Springs	21,000
Salt Lick Springs export to well	2,000 (swimming pool)
Salt Lick Well	1,500
Alpine Well	0
Butler Wells	12,000
Butler Spring (No Name Reservoir)	1,100
Spring	0
Paved Road Wells	<u>11,000</u>
	48,600

1. *There are no leaks to report in the distribution system.*
2. The springs have regained strength and Jerry found the drain valve at the receiving tank partially open - the valve is defective. Maintenance shutdown on that tank is part of this years budgeted plan.
3. There was a customer leak on the MT. Top system. Customer should be charged for damages to system repaired by our crew. 10,000 gallons per day. System is OK
4. A transfer pump at Alpine is leaking - Our replacement pump is being donated to OA for pool. The Alpine unit will be removed and taken to Winchester Electric for overhaul.

## Projects

Staff has been working on pool issues, Boulder Dam and transfer line getting the pool *off of* our potable water system etc.. After this is finished we will complete this year's list from budget:

1. Install blowoff hydrants
2. Finish replacement meters
3. Work on SLS tank in August

I will be installing new chlorine monitors this and next month, one of them has arrived.

VDH has not updated our permit for new capacity and storage. I will be working on this and other regulatory and record updating (i.e. system description) this summer.

I will have this year's CCR finished this next week to go out in next billing.

Attached is my first pass at a list of required activities for HKUI - I will probably rearrange it to daily, weekly, monthly, annual with due dates and add what I have forgotten.

Respectfully submitted. Dan  
Althouse