

Regular Meetings Minutes

Date: February 12th 2019

Time: 7 P.M.

Location: AWSO Conference room

Meeting Type	X Regular	Special
Minutes Type	Draft	X Approved

1. Call to Order

The meeting was called to order at 7:03 pm.

2. Roll Call

Board Member Attendance

Mike Reynolds	President	X Present	Absent
Roger Nummendor	Director	X Present	Absent
Tom Osborne	Director	X Present	Absent
Alan Rohde	Vice President	X Present	Absent
Tom Degele	Director	X Present	Absent

Other Attendees: Bill Dahl and Maria Kerkvliet

Approval of Agenda

Motion: Roger moved to accept the agenda and Tom D. seconded.

Ayes: 5

Nays: 0

Absent: 0

APPROVED

3. Approval of Minutes – Regular

Motion: Tom D moved and Roger second the minutes for the month of December.

Ayes: 5

Nays: 0

Absent: 0

APPROVED

Motion: Roger moved and Tom O. second the minutes for the January meeting.

Ayes: 5

Nays: 0

Absent: 0

APPROVED

Financial Report

Profit and loss budget

Tom O. asked why is there a 3.6 increase on water use receipts?

We collected \$1,000 more in water use receipt this month than we did last month, we are establishing a base line. This is the difference between the previous month and the current month.

Bill suggested we need to simplify the reports in financial report make it easier to read.

Alan stated that gross receipt was \$26,782 and for us to maintain the (loan) payment we need to make we are under budget for what we need to make.

We explained that winter months are low income months.

Alan explained that we are way under budget, and we need to make sure we will be able to make the payments and follow the budget. We need to be aware.

Tom D. would like to know how much we have in bad debts, how much we are carrying from people. 30 days is not bad debt, 60 days is bad debt. We should add that to the books.

Mike says we have never had bad debt as an income item or on the budget.

Alan says that under the audit expense we need to correct it to \$15,000.

Tom D. we need to add a budget for bookkeeping we are over budget on that since we haven't added a budget for bookkeeping.

Tom D. how often do we water test? The budget shows 0. We need to add these things in the budget.

The way the sheet printed it shows that we don't have a budget, but the actual budget number is on there. The head liner has the budget for the whole category.

Tom D. doesn't like it at all.

Tom O. states it is budgeted just in a sub category.

Mike thinks the executive report should contain four columns: month income and expenses, Year to date totals, budget and percentage over and under.

Alan asked why on the Profit and loss the actuals, the utilities the office went up \$100.00. We ran a lot of hot water this month and have an egg heater, first of the year rates increased. Thatcher is where it needs to be usage wise.

Mike suggested this is a good time to look at the graph Maria provided.

Maria asked if they would like the balance sheet for the next meeting. Roger suggested we do a balance sheet with the one column with YTD include the proposed budget.

Bill stated the reason we use QuickBooks reports is because when we use to enter them by hand there use to be mistakes on them, so we are using reports from QuickBooks, so we don't have mistaken.

Bills:

Roger asked about Two rivers, they were in again to fix the heater.

Northwestern energy

Maria created graphs to show the usage of KW used. January 11th vs this year it went down from 11,376 KW to 4,300 KW.

Roger suggested we ask for an energy audit from the company to make sure we are getting billed correctly the KW have gone down but the bills have stayed the same.

Motion: Tom D. moved, and Alan seconded that the financials and payroll be accepted

Ayes: 4

Nays: 0

Absent: 0

APPROVED

4. Manager's Report

Bill presented the Manager's Report to The Board (attached)

Samples were done, meters read. We didn't change a lot of meters this month. We got Willow street flushed. We had some non-payers that were shut off and a big leak in North Montana. We had a heater fixed in the office.

Both 105 and 109 S. Montana have low pressure.

Attached a work order report.

Motion: Roger moved to accept manager report. Alan second.

Ayes: 4

Nays: 0

Absent: 0

APPROVED

5. Public Comment

6. Old Business

a. Good vs Absarokee water and Sewer District

Executive session to discuss litigation strategy at 8:20 pm meeting was continued at 8:30 pm

b. Distribution system improvements project (DSIP)

We have \$450,000 available still from the loan. We can leave it and reduce the amount of the loan or use it for a new project.

Things that we could use the money for could be for a tank, water storage, another well to expand the capacity. A well in Hawkins park was suggested as well.

A working session was scheduled for February 27th at 6:00 pm to discuss the different options that are available.

7. New Business).

a. Generator for well house 8 & 9

Ace electric suggested a 48 KW generator due to peak demand. Two different types of propane tanks, a buried tank or an above ground tank. Worst case scenario was \$34,700 installation included.

Mike suggested we ask Great west engineering for there suggestion on the size of generator.

c. Leak detection equipment

Leak detection technology is now pretty accurate, if we were able to identify where the leak are including service lines, we could be so much further ahead on our water loss. With a leak detection equipment, we are to identify the leak with in a foot.

They offer 4-hour classes for this leak detection equipment. Bill would like to attend a leak detection class to learn more about the equipment and to have more of a backup. Classes are free.

Tom D. suggest Bill attend a class before deciding if this is something, we want to invest in.

Motion: Tom D moves that Bill attends school for leak detection equipment before getting approved Alan second.

Ayes: 5

Nays:0

Absence: 0

9. Board Comments

Tom D. would like to know how we are keeping tracked of the hours that Bill works. Bill has a log book that he writes in everyday and includes everything he does on a day by day.

Tom D. wants to know how we come up with a number of hours for vacation and sick time we accrue.

We took numbers out of the policy book that tells us if you work 35 hours a week you accrue 1 day a month of sick time. We took the number out of the policy book and entered it into QuickBooks.

Tom D. says even at the county level you can't accumulate sick time on sick time. Were assuming you work 35 hours so how is your sick time accumulated for that? We use a figure out of the policy book to calculate that.

Tom D. says that the numbers we entered are based of off 40 hours a week. The policy book gives us a permeant part time number and we enter that.

Tom D. thinks we need to look into our policy book.

Bill suggested that we start changing it one section at a time. There are 29 sections in the policy book. That would be the next 29 months

Tom D. asked how many hours a week do you think you put in?

Bill says he would work until about 1:30 pm when he was hurt.

Tom D. thinks we should have a policy about when you are hurt that you should be cleared from a doctor before you come back to work.

Any work-related injury should be reported to the operating manager within 24 hours.

Adjournment

Motion: Roger moved, and Alan seconded that the meeting be adjourned at 9:17 p.m.

Ayes: 5

Nays: 0

Absent: 0

APPROVED

Minutes Certification:

Proposed minutes respectfully submitted,

Board Secretary/Recording Secretary

Date

Board President
Attachments

Date