MT. SHERMAN WATER ASSOCIATION

P.O. BOX 356

JASPER, AR 76241

BOARD OF DIRECTOR'S MEETING

WEDNESDAY, SEPTEMBER 12, 2012

5:30 P.M.

September 9, 2012

Dear Directors:

Enclosed please find the August Board Minutes, transaction report and director's report.

If you have any questions please feel free to give me a call.

Thank You,

Kar

Karen Edgmon

Financial Officer

Mt. Sherman Water Association

Scribe:	Odie J. Watts	
Date:	**August 13, 2012**	**Time:** 5:25 PM – 6:44 PM

Board Members:

Key	Board Member Attendees: Key: * Attended, # Absent	Phone
*	Edgmon, Karen – CHIEF FINANCIAL OFFICER	861-5641
*	Ferguson, Ron – BOARD MEMBER	446-2910
*	Lee, Koby – BOARD MEMBER	861-5158
*	Reynolds, Ivan – WATER OPERATOR	446-5352
*	Shechtman, Barry – BOARD MEMBER	446-6630
*	Stivers, Betty – VICE PRESIDENT	446-5744
*	Szabrowicz, Ben – BOARD MEMBER	446-6007
*	Voshell, Calvin – PRESIDENT	446-2270
*	Watts, Odie – SECRETARY / TREASURER	446-2838

Customers and Guests:

Key	Board Meeting Attendees:	
	Gary Ingram, representing Castle Bluff, came to the meeting requesting the Board to forgive the fees associated with a recent water meter move. He indicated he has been a member since 1992 and recently moved his meter and was charged with what he thought was a membership fee. His meter was pulled by Ivan Reynolds after it was moved and there was some mis-communication involved with that move. The Board heard his request but did not approve the refund as the fees charged were for materials and labor associated with the meter move and were not refundable. No Board action was taken in this matter.	

Minutes and Business Discussions:

Agenda	Main Points, Conclusions/Discussions, Decisions
1. Call to Order	Meeting was called to order by Calvin Voshell, Board President, at 5:25 P.M.

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2. Meeting Minutes	Meeting minutes from the July 9th meeting were reviewed and approved. Motion to approve the minutes – Koby Lee, 2nd by Ben Szabrowicz. No Abstentions.
3. Financial and Water Association Director's Report	Transaction reports for July 1 through July 31, 2012 were reviewed and approved. ▪ Transaction report for July was reviewed with no significant expenditures to discuss. ▪ Odie Watts brought to the meeting a report on the current value of the Series EE savings bonds held by the MSWA. The bonds were purchased in October, 1992 for $10K and are now worth $30,703.20. The bonds will not fully mature until 10/2022 so the Board approved the recommendation that we keep the bonds and not cash them in. Karen Edgmon will determine if the EE bonds are included in the overall net worth asset accounting of the MSWA and report back to the Board **(ACTION ITEM).** ▪ Karen suspects a programming error when she calculates water sold vs. water consumed rates. The problem occurs when a meter is replaced and the readings from the old meter are not properly balanced with the new meter readings. She suspects a major problem with the readings for the Horseshoe Canyon Ranch (HCR) meter. Ivan will investigate to determine where the problem might be so the HCR account can be reconciled **(ACTION ITEM).** Motion to approve the financial and director's reports – Koby Lee, 2nd by Betty Stivers. No Abstentions.
4. Water Operator's Report	Ivan Reynolds presented the Water Operator's Report: ▪ Worked on the Horseshoe Canyon problem. Replace a pressure regulator and will work to reconcile the water usage errors being reported by Karen when she was calculating the HCR billing. ▪ Arkansas Dept of Health is scheduled to conduct a sanitation inspection of our facilities on 8/27/12. ▪ USDA is going to schedule a facilities security inspection soon. ▪ Will begin working through the system to replace older meters which are wearing out and not properly recording **(ACTION ITEM).** ▪ Suggestion was made to disconnect the phone service at pump house #2 since it is no longer needed. Ivan agreed and Karen will call E-Ritter **(ACTION ITEM).** Motion to approve the financial and director's reports – Koby Lee, 2nd by Ron Ferguson. No Abstentions.
5. Old Business	▪ Action Item 57: Opened and revised on 3/12/10 for Ivan Reynolds to purchase and install approximately 50, one inch meters to tighten up leak detection within the system. This action item was first opened on 7/9/10 but has been revised and

Agenda	Main Points, Conclusions/Discussions, Decisions
	remains open. See new business. Ivan will continue working on purchasing and installing the observation meters. He plans to install at least 50 more meters in the system to help isolate leaks. 14 meters have been installed to date. The action item was updated as of 3/9/12. The Board approved Ivan to purchase 25 observation setters and related materials and begin installing them ASAP. An additional 25 meters will be purchased and installed at a later date. Material for 25 meters has arrived as of May 14, 2012. Estimate 4 meters per month will be installed. Monthly progress reports will be made to the Board. Ivan Reynolds was absent from the June,2012 meeting so no status report was given. No change in status as of 7/9/12. No status change as of 8/13/12.
6. New Business	▪ Odie Watts discussed a proposed water rate re-structure once the Regional Water system becomes operational. The Board took the matter into consideration but no decision has been made as to when rates will increase nor by how much they will increase. ▪ An incentive program was discussed to share with the Water Operator any cost savings resulting from a reduction of the monthly water loss rate. The Board and the Water Operator agreed that such an incentive program was feasible and doable but no action was taken until a reasonable metric is developed to determine how the saving would be measured and how the savings would be distributed. More discussion is needed before such a program can be put into effect. ▪ The Board moved to approve a $50 per month stipend for Odie Watts as secretary for the Board. No objections to the move were recorded. ▪ The Board moved to approve an increased monthly maintenance allocation of $75 for the meter reader. She is doing a great job and is well deserving of this monthly increase to cover her fuel and miscellaneous expenses. No objections to the move were recorded. ▪ Due to scheduling conflicts the Board agreed to change the September, 2012 to September 12th. All agreed to the change.
7. Adjournment	Meeting adjourned at 6:44 P.M.
8. Next Meeting	**NOTE MEETING START TIME: The next meeting is scheduled for September 12, 2012 at 5:30 PM at the Mt. Sherman Volunteer Fire Department main station.**

Action Items for Discussion and Update at Next Meeting:

Item No.	Opened Date	Description	Assigned To	Target Date	Status
AI57	7/19/10	Install 25, one inch meters to tighten up leak detection within the system. Make progress reports to Board on monthly basis.	Ivan Reynolds	ASAP	**IN WORK**
AI58	8/13/12	Determine if the EE Bonds held by the MSWA are counted as part of the overall assets of the organization.	Karen Edgmon	9/12/12	**OPEN**
AI59	8/13/12	Reconcile the meter readings for the Horseshoe Canyon Ranch so their billing issues can be resolved.	Ivan Reynolds and Karen Edgmon	9/12/12	**OPEN**
AI60	8/13/12	Contact E-Ritter and have the phone service disconnected at pump house #2.	Karen Edgmon	9/12/12	**OPEN**
AI61	8/13/12	Work through the system to replace older meters that may not be recording properly.	Ivan Reynolds	ASAP	**OPEN**

WaterWorks

A Utility Billing Software

800-227-5128

MT. SHERMAN WATER

DIRECTOR'S REPORT

August 2012 Billing cycle

Printed Thursday, August 30, 2012 @ 20:7

DISTRIBUTION EFFICIENCY SUMMARY

	Gallons	Percent
Water Supplied to System	2,206,000	100.0%
Water Sold to Customers	1,887,480	85.6%
Utility Use (fire, flushing)	0	0.0%
Water Lost	318,520	14.4%
Average Use Per Account	6,229	
Accounts Using Water	303	

SUMMARY BY SERVICE

	Water	Sewer	Trash	Other1	Other2	Other3	Sales Tax
Charges	11,607.98	0.00	0.00	96.90	652.50	0.00	850.14
Count	324	0	0	323	261	0	320
Average	35.83	0.00	0.00	0.30	2.50	0.00	2.66

ACCOUNTS RECEIVABLE ANALYSIS

Balance Due on August 2012 Bills		14,896.58	327
Credit Balances	-1,364.93		19
Debit Balances	16,261.51		308
Payments		-11,677.86	285
Adjustments		-166.05	9
Balance after Payments and Adj		3,052.67	49
Current	87.96		26
30 to 60 Days Old	558.54		6
60 to 90 Days Old	168.31		10
Over 90 Days Old	2,237.86		7
Penalty Charges		264.64	44
Charges for Services		13,207.52	324
Balance Due		16,524.83	

Mt Sherman Water Assoc. Bd Mtg

Sept 12, 2012 Water Operators Report

By Ivan Reynolds

Put a meter in for Joe Khalish and rechecked for tiny Flow, the problem was on customer side.

I changed meters for James Holt and Rhonda Roberts due to not registering. I removed the Bill Montgomery Meter, deceased. I removed the Tim Peeler meter, moved on.

I collected the Bill Sloss past due.

The Sanitary Survey was conducted by ADH for compliance and initially on the surface it looks fine. The Fine details will be sent to us in a completed report.

I fixed a leak at the highway crossing by Kelloggs rentals With ductile iron elbow and solid backing reinforcement, The previous elbow experienced a crack. I also placed a Three inch valve across the highway and installed an observation meter on the North side of hwy 74. The line locator for Tri Co Tele has marked for the next observation meter I'm about to install. We lost 90,000gallons.