

Mt. Sherman Water Association

Board of Director's Meeting

Monday September 15, 2014

5:30 P.M.

Enclosed please find the director's report, financial information and board minutes for August 2014.

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

Thank You,

Karen Edgmon

Financial Officer

Mt. Sherman Water Association

Scribe:	Odie J. Watts	
Date:	August 11, 2014	Time: 5:28 PM – 6:45 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	870-688-7541
*	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

Key	Board Meeting Attendees:
	No Guests or MSWA members attended the meeting.

Minutes and Business Discussions:

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1. Call to Order	Meeting was called to order at 5:28 by Calvin Voshell – President.
2. Meeting Minutes	The Meeting minutes from the July 14, 2014 were reviewed and approved. Motion to approve the minutes was made by Betty Stivers with 2 nd by Ron Ferguson with no abstentions.
3. Financial and Water Association Director's Report	Karen Edgmon presented the financial and director's reports: - No significant issues. - The water loss rate was recorded at 5%. This number is still in question but it appears to be close to the actual. Next month's billing statement should clear up any questions about the loss rate. - Paid Winwater \$1,677.02 for maintenance supplies. Motion to approve the financial and director's reports – Betty Stivers, 2nd by Ron Ferguson with no Abstentions.
4. Water Operator's Report	Ivan Reynolds presented the Water Operators Report: - Met with Mark Johnson of ESI and reviewed the map of the overbuild area (replacing the 3" line with a 6" line) and made some notations for final draft. He recommended a larger footprint for the easement to actually fit the over build to 20 feet. The Board asked that Ivan meet with each land owner and discuss how the new easement will effect them (Action Item) - Installed service for Mary Williams behind the property previously owned by Horst Graalman. Meter was set and we have a new customer. - Installed service for Robert Edgmon and he will get connected after he digs his water line. - Bottini had an odor and taste problem. They bled their line and it cleared up. - Barry Johnson at HCR had a large water bill and we looked for leaks, there are none. Checked meter readings and will determine if they are OK. - Worked on inventory deleting items put to use. The Board was not satisfied with the Inventory Reporting. Odie Watts will work with Ivan to develop an Inventory

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	Reporting procedure (Action Item). - Bought the gate, posts, staples and installed the posts for the gate to the new observation meter vault area. When the posts tighten a little more the gate will be hung. The OMPWA is not taking readings from our meter, they call it an observation meter only and will continue to collect the monthly meter reading from the pump station be Harvey Gash's place. - The chlorinator unit has been sent for refurbishment and is expected back the first of the coming week along with the additional parts to restore the system for chlorine injection. Motion to approve the Water Operator's report – by Ben Szabrowicz, 2nd by Ron Feguson with 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 remains open. As of January 13, 2014 there are approximately 17 more observation meters to install. Until completed this action item will remain in IN WORK Status. No change in status as of March 10, 2014. As of April 14 plans are to install three more meters in the Low Gap area where leaks are suspected. As of 5/12/14 there are 11 more observation meters to be installed. No meters were installed and no status change recorded for this reporting period. As of 7/14/14 no new meters have been installed, still 11 more to be installed. No change in status as of 8/11/14. - Action Item 61: Item assigned to Ivan Reynolds to work through the older system meters and replace those that do not appear to be recording correctly. As of January 13, 2014 there are approximately 11 more older meters to replace. Until this action item is completed it will remain in IN WORK status. No change in status as of 2/10/14. No change in status as of 3/10/14. As of April 14 there are nine more meters which are planned to be replaced. As of 5/12/14 older meters are being replaced and there may soon be a need to purchase more. No change in status as of 6/9/14. As of 7/14/14 6 more meters need to be installed to close this item. No change in status as of 8/11/14. - Action Item 79: Item assigned to Ivan Reynolds to contact Hillard Kilgore to determine if he would consider giving an easement to the MSWA to lay a water line through his proper so the line can be used to tap into a larger supply line which would resolve the problems being encountered by Mr. Patton. This action item is PENDING. No change in status as of 11/11/13. No change in status as of 12/16/13. No change in status as of 1/13/14. No change in status as of 2/10/14. No change in status as of 3/10/14. No change in status as of 4/14/14. No change in status as of 5/12/14. No change in status as of 6/9/14. No change in status as of 7/14/14. No change in status as of 8/11/14. - Action Item 86: Item is assigned to Ivan Reynolds to purchase materials and add a gate to secure access to the new master meter vault on the Lonnie Spencer property. As of 7/14/14 this item is OPEN. As of 8/11/14 the materials have been purchased and the work to install the gate is IN PROGRESS. - Action Item 87: Item is assigned to Odie Watts and Ivan Reynolds to write a letter to ESI that will support the need for the project to replace the 3" line with a 6" line to handle the anticipate growth of the MSWA in the area west of the Low Gap community. As of 7/14/14 this item is OPEN. As of 8/11/14 this item is remains OPEN. - Action Item 88: Item is assigned to Odie Watts to write a letter to OMRPWA requiring a credit to the MSWA account to compensate for losses caused by the overflow at the OMRPWA tank. As of 7/14/14 this item is OPEN. Letter has been written and as of 8/11/14 the item is CLOSED. - Action Item 90: Item is assigned to Ivan Reynolds to meet with property owners to discuss impact of new 20 ft. easement requirement for the potential overlay project. - Action Item 91: Item is assigned to Odie Watts and Ivan Reynolds to work on a

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	procedure to keep the Board up to date on inventory levels and value. As of 8/11/14 the item will remain OPEN .
6. New Business	- Odie Watts attended the court hearing in the case of the OMRPWA and the City of Lead Hill. Odie Watts briefed the Board on the outcome. Lead Hill will rejoin the OMRPWA and the City officials will work with a court appointed mediator to work with the City to define how they will pay the \$56,000 past due debt to the OMRPWA. - Odie Watts gave copies of the letters to the OMRPWA in which the Board is demanding reimbursement of money lost due to the OMRPWA tank overflowing. Those letters are on file. - Odie Watts and Ron Ferguson will attend the meeting of the OMRPWA on August 21st during which a decision should be made to reimburse the MSHA for water lost due to the tank overflow problem. - The Board discussed what they would like to see in regards to an Inventory Control system. A verification process where invoices are matched to receiving documents before bills are paid should be implemented. Odie Watts and Ivan Reynolds will get together and develop such a procedure (see Action Item 90 above). - The Board asked Ivan Reynolds, for the sake of public relations, to get with each property owner and discuss the expansion of the easements going across their lands for the project to build an overlay in which the current 3" line will be replaced with a larger 6" line (see Action Item 91 above).
7. Adjournment	Meeting adjourned at 6:45 P.M.
8. Next Meetings	NOTE MEETING START TIME: The next regularly scheduled meeting will be on September 8, 2014 at 5:30 at 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
AI61	8/13/12	Work through the system to replace older meters that may not be recording properly.	Ivan Reynolds	ASAP	IN WORK
AI79	10/14/13	Talk to Hillard Kilgore to determine the possibility of pursuing an easement to the Patton water problems can be resolved.	Ivan Reynolds	10/14/13	PENDING
AI 86	7/14/14	Purchase materials and install a secured access gate to the master meter vault.	Ivan Reynolds	8/11/14	IN WORK
AI 87	7/14/14	Write a letter to the ESI grant person justifying a request for grant and/or matching fund request to fund the project to replace the 3" line with a 6" line to enhance and support expansion of the MSHA system.	Odie Watts and Ivan Reynolds	8/11/14	OPEN
AI88	7/14/14	Write a letter to the OMRPWA demanding a credit to the MSHA account caused by the overflow water loss at the OMRPWA tank.	Odie Watts	8/11/14	CLOSED

Item No.	Opened Date	Description	Assigned To	Target Date	Status
AI89	7/14/14	Get the inventory spreadsheets working and update all the inventory items to reflect the latest inventory of spare parts and the value of that inventory.	Odie Watts and Ivan Reynolds	8/11/14	CLOSED
AI90	8/11/14	Meet with each property owner and review the impact of a new 20 ft. easement requirement for the installation of a potential over lay project to replace the existing 3" line with a 6" line in the Low Gap area.	Ivan Reynolds	9/8/14	OPEN
AI91	8/11/14	Work together to develop an Inventory Control system that includes a verification process in which inventory receipts are verified before bills are paid and the Board gets a monthly update on current Inventory levels and values.	Ivan Reynolds and Odie Watts	9/8/14	OPEN

DISTRIBUTION EFFICIENCY SUMMARY

	Gallons	Percent
Water Supplied to System	1,548,067	100.0%
Water Sold to Customers	1,700,240	109.8%
Utility Use (fire, flushing)	0	0.0%
Water Lost	-152,173	-9.8%
Average Use Per Account	5,744	
Accounts Using Water	296	

SUMMARY BY SERVICE

	Water	Sewer	Trash	Other1	Other2	Other3	Sales Tax
Charges	13,404.40	0.00	0.00	98.10	647.50	0.00	1,043.58
Count	328	0	0	327	259	0	323
Average	40.87	0.00	0.00	0.30	2.50	0.00	3.23

ACCOUNTS RECEIVABLE ANALYSIS

Balance Due on August 2014 Bills	13,928.48	329
Credit Balances	-1,673.48	23
Debit Balances	15,601.96	306
Payments	-12,283.98	294
Adjustments	-1,560.61	2
Balance after Payments and Adj	83.89	34
Current	-482.75	22
30 to 60 Days Old	245.69	8
60 to 90 Days Old	225.30	2
Over 90 Days Old	95.65	2
Penalty Charges	269.57	41
Charges for Services	15,193.58	328
Balance Due	15,547.04	

Check #	Payee	Service	Amount
4881	Karen Edgmon	contract labor	\$981.50
4882	Karen Edgmon	rent	75.00
4876	Jasper Post Office	post card stamps	204.00
4878	OMRPWA	water service	5102.96
4877	River Valley WinWater	maintenance	231.09
DBT	AC-Harland Clarke	checks	145.96
4879	Nelson Phillips	contract backhoe labor	350.00
4880	Odie Watts	reimburse/Secretary	50.00
4884	Odie Watts	reimburse/postage	6.49
4875	Buffalo River Ranch	contract/mowing	125.00
4883	D F & A	sales tax	951.00
4885	Jimmie Beets	contract mowing	20.00
4886	Leslie Daniels	contract labor	200.00
4887	Leslie Daniels	maintenance	175.00
4889	Ivan Reynolds	maintenance	75.00
4888	Ivan Reynolds	contract labor	1100.00

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Operators report by Ivan Reynolds

The Chlorine unit came back but one part is on back order.

Collected Bill Sloss past due.

Put in a meter for Miles Hogan. Put in a meter for Frances Harkness,

They are building a cabin. Collected and replaced Tim Knapp meter.

Replaced Jeannie King Meter box with riser and a new meter.

Pulled the Coy Brasel Rental Trailer meter.

Reworked the inventory with current prices. Odie has all the inventory Information.

Used all the residential meters and meter setters and will order and replace them. I replaced the valve and Pressure regulator at **Bubba Lloyds**.

I talked to ESI, Tim Mays, and he will meet with us at our convenience.

Received Registered letter from John Butler demanding Mary Williams water be terminated. I said no and He Or his assigns

Placed a padlock on the observation meter to the 4 inch main

On our system. I said was on my way with a Newton County Deputy

And the lock was removed before arrival. He's totally aware now

That this is a serious matter not to be condoned.