

COMPTON WATER ASSOCIATION

Board Meeting February 9, 2010

Compton School House relocated to residence of John Berry

CALLED TO ORDER MINUTES READ:

Meeting was called to order by Allen Armer, President; minutes read by Veronica Oitker, appointed Secretary. Meeting was tape recorded. President Armer called for Quorum: In attendance were John Berry, Allen Armer, Darryl Villines and Veronica Oitker.

CORRECTION TO MINUTES OF JANUARY 25, MEETING:

Regarding Board Members receiving compensation for their time served on the Board, this item was not to be included as unfinished business but was dropped and is open for reintroduction at a later date.

MINUTES OF JANUARY 25, 2010 MEETING APPROVED:

Motion to accept made by Darryl Villines and second by John Berry, motion carried.

BOOKKEEPERS REPORT:

Bookkeeper Joyce Sattler was unable to attend due to weather, she emailed a basic report to Veronica Oitker for presentation. Copies were supplied to Board Members and one is attached to these minutes.

Because of the CD's (Certificates of Deposit) which had zero balances, it was recommend that we try to find out the paper trail on how and when they were reduced or closed and how the money was spent. Motion was made by Veronica Oitker to accept the partial report, second by Darryl Villines, motion carried. Motion made by Darryl Villines, second by John Berry that Bookkeeper (Joyce Sattler) submits to Veronica Oitker full Bookkeepers Report within 5 days of this meeting, motion carried.

UNFINISHED BUSINESS:

Item #1: Allen Armer moved this item to the end of the meeting.

Item #2: Appointment of Officer to serve as Secretary. Darryl Villines made motion to keep Secretary/Treasurer offices together and not divide them, second by John Berry, motion carried. Motion made by Darryl Villines, second by Veronica Oitker to appoint John Berry to Secretary/Treasurer, motion carried.

Item #3: Transcription of Minutes of each meeting to be handled by Veronica Oitker; meetings are tape recorded and tapes to be security tabbed and placed with each respective report.

NEW BUSINESS:

1. Item #1: Minutes of January 25, 2010 read and accepted.
2. Item #2: Report from Veronica Oitker regarding Larry Brasel (see attached report). It was stated that we need to have Larry contact Lora Wenzel requesting any information which still may be in her possession to be surrendered to Compton Water Assn. as quickly as possible. Report included that 1099's were being sent out and they included a letter from us asking them to verify they were correct. Motion made by John Berry, second by Darryl Villines to contact attorney, motion carried.
3. Item #3 Report from Water Operator, Bill Olsen. He is still locating meters, 56 have already been read. Main pump #1 needed repair and parts, still running on auxiliary pump #2, repairs should be completed soon. A fuse keeps blowing and this repair needs the attention of an electrician; permission was given to contact an electrician to remedy the problem (Mike Smith was recommended). Bill submitted some receipts for well repair; these items were charged at Millers. New tires were put on the truck, Hudson Tires; mechanic checked out the truck and it checked out OK. Bill also submitted a gas receipt for reimbursement. Meter reading sheets from last 2 months were submitted; Bill said these readings were done by the previous meter reader therefore he couldn't attest to them prior to mailing, he was supplied a stamp and envelope to mail the records. Bill was asked if we had any leaks, he wasn't able to say because he didn't have any figures of water purchased from SW Boone. There

were 2 leaks in January, repaired by Clark Shaver. Discussion was had on whether either Darryl or Bill could tell the number of meters that were actually read; Darryl said it was obvious many hadn't been touched. Discussion was had as to the time frame it takes to read the meters it was determined it would take 3 (good weather) days to read all 370 (approx.). John Berry requested of Bill Olsen a mileage record on the truck at the first day of each month.

WATER OPERATOR APPLICANTS:

Roger Mullis and Kenneth Clanney submitted a joint resume for Water Operator position. Their resumes were misplaced and did not arrive at the January 25th meeting for consideration of the job and the Board proceeded to class the Association in a 'state of emergency' declaring we needed immediate help therefore we had to consider what was before us so we hired Bill Olsen at the January 25th meeting subject to approval of his references. It was declared that we would keep their resumes on hand. They took time to tell the Board about their experience.

Item #3: Report from John Berry:

- **GPS UNIT:** John located the GPS Unit, it is in poor condition and it belongs to the fire department not the Association. We will repair it and return it to the fire department. We need to purchase a GPS unit that has around 500 way points because the one loaned to us by the fire department only held 150 way points. Allen will take responsibility for the repair of the GPS unit and its return to the Fire Department. Motion made by Darryl to repair and return GPS unit to fire department and do research for the purchase of a new one for our use, second by John Berry, motion carried.
- **ANSWERING SERVICE:** John reported and recommended we need a service that will route calls to the appropriate person regarding leaks or billing issues and that it's necessary to have a record of calls made to the Association. Calls regarding late payments, billing and accounting calls should go to the bookkeeper and the leak and repair calls should go to Bill Olsen. Answering service cost is \$80.00 per month and a \$25.00 set up fee. Darryl Villines made a motion to go forward and secure the answering service, second by Veronica Oitker, motion carried. Answering service contact: Terry Simms, Harrison Arkansas 870-741-4721 is the only answering service in the area.
- **COMPUTER EQUIPMENT:** It was discussed that we will need a new computer, new quick books program, laser printer, back up system and water works program. Veronica is to contact SW Boone to see which program they are using to run their water billing. We need to have this resolved within about 30 days. A motion was made by Darryl, second by John Berry to table this computer discussion until two firm bids are acquired on a new computer and that discussion with Arkansas Rural Water as to their software recommendations.
- **PAST DUE BILLS:** If a person is delinquent and needs to set up monthly payments (prior to shut off) they need to contact the bookkeeper with what arrangements they need (Bookkeeper will then seek approval from the Board) or they have an option to put their request in writing and mail it to the Board, they can deliver it to the Board Meeting or send it with a representative to the Board Meeting. Response from the Board can be expected within 5 BUSINESS days stating their acceptance or changes to the customer request. If the customer fails to meet their agreed upon payments then shut off will ensue within 3 days. A reconnect fee of \$50.00 will automatically be charged for any reconnection. If a person is leaving town and wants their water turned off, there will be a reconnect fee of \$50.00. Motion was made by Darryl Villines to accept the above written policy, second by Veronica Oitker, motion carried.
- **PENALTY ON PAST DUE ACCOUNTS:** John Berry says there is a difference between a late fee and a penalty and we should look into what policy should be set on past due accounts. Veronica Oitker was directed to talk to Larry Brasel, Attorney to find out what we can charge according to Arkansas law. Motion made by John Berry to table the issue of Penalties on past due accounts until information can be obtained from Attorney Brasel, second Darryl Villines motion carried.
- **CHECK SIGNERS ON THE ACCOUNT:** Darryl made motion to have minimum of 2 signatures on the bank signature card, second by John Berry, motion carried. Motion was made by Veronica Oitker to have John Berry, Secretary and Clark Shaver, Vice President as check signors, second by Darryl Villines, motion carried.

DROP BOX:

Darryl Villines or Bill Olsen will retrieve Compton Water Assn. drop box from Carter Tax Office during day light hours and relocate it to the well house behind the chain link fence so customers can drop their payments off.

UNFINISHED BUSINESS:

Item #1 Allen Armer submitted that he checked references supplied by Veronica Oitker on resume for Bookkeeper position. Allen discussed the comments from the references with the Board saying they were satisfactory; Allen Armer called for a vote to accept Veronica Oitker's resignation from the Board and that she is hired as Bookkeeper for the Association retroactive to February 1, 2010. Vote was unanimous to hire Oitker according to terms stated in Minutes of February 9, 2010.

NEW BOARD MEMBERS:

John Berry opened discussion on obtaining new Board Members and stating that every effort should be made to get more members.

CUSTOMER COMMUNICATION:

Unless a customer has requested to be put on the agenda, all communication from the public during a Board Meeting will be conducted at the end of the meeting.

ADJOURN:

Motion made to adjourn by John Berry, second by Darryl Villines, motion carried.

NEXT MEETING:

Next standing Compton Water Association meeting will be March 9, 2010, 7:00 p.m. at the Compton School.

NEW BUSINESS:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 6. _____



 Veronica Oitker, Transcriber



 John Berry, Secretary/Treasurer

WATER ASSOCIATION
Minutes to Special Meeting
February 9, 2010
P. O. Box 825, Compton, AR 72624
870-420-3930

BOARD OF DIRECTORS:

From the Board meeting of January 25, 2010 and February 9, 2010 the following appointment of officers has been established for the Compton Water Association:

President	Allen Armer
Vice President	Clark Shaver
Secretary/Treasurer	John Berry
Board Member	Alexa Davis
Board Member	Darryl Villines
Board Member	Chris Shaver

BOOKKEEPER:

It was voted and unanimously agreed that Veronica Oitker be hired as Bookkeeper under the terms stated in the meeting of January 25, 2010.

WATER OPERATOR AND METER READER:

It was voted upon and unanimously agreed that Bill Olsen be hired as Water Operator and Meter Reader under the terms stated in the meeting of January 25, 2010.

BANKING:

It was voted upon at the February 9, 2010 meeting that the signature cards at Bank of the Ozarks or any other financial institution named or unnamed here are to be changed to the following Officers:

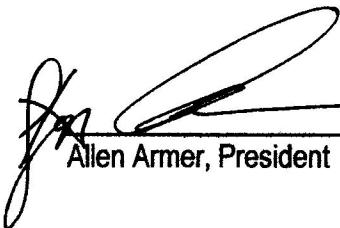
Secretary/Treasurer	John Berry	870-420-3558
Vice President	Clark Shaver	870-688-9125

It was also voted upon that as of this date, the signature cards be changed as soon as possible. Two signatures are also required on every check.

STORAGE UNIT:

It was agreed upon that the authorized people to have access to the storage unit in Harrison Arkansas are:

Vice President	Clark Shaver	870-420-3558
Secretary/Treasurer	John Berry	870-420-3558
Bookkeeper	Veronica Oitker	870-420-3930 Compton Water Assn.


Allen Armer, President


John Berry, Secretary/Treasurer

Compton Water Association, Inc.
Balance Sheet
As of February 27, 2010

	Feb 27, 10
ASSETS	
Current Assets	
Checking/Savings	
Bank of the Ozarks	9,211.41
Total Checking/Savings	9,211.41
Total Current Assets	9,211.41
TOTAL ASSETS	9,211.41
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
USDA Rural Development Loan	18,840.00
Total Accounts Payable	18,840.00
Total Current Liabilities	18,840.00
Long Term Liabilities	
ARKANSAS NATURAL RESOURCES	
Arkansas Natural Resources 1	74,825.00
Total ARKANSAS NATURAL RESOURCES	74,825.00
Total Long Term Liabilities	74,825.00
Total Liabilities	93,665.00
Equity	
Opening Balance Equity	-79,971.26
Unrestricted Net Assets	-11,648.72
Net Income	7,166.39
Total Equity	-84,453.59
TOTAL LIABILITIES & EQUITY	9,211.41

Compton Water Association, Inc.
Profit & Loss
February 2 - 28, 2010

	Feb 2 - 28, 10
Ordinary Income/Expense	
Income	
Water Sold	15,525.37
Total Income	15,525.37
Expense	
CONTRACT LABOR	
Bill Olsen	1,800.00
C. J. Barron	108.00
Joyce Sattler	1,200.00
Veronica Oitker	600.00
Total CONTRACT LABOR	3,708.00
Contract Services	
Arkansas One Call	11.40
Arkansas Rural Water Assn.	25.00
Total Contract Services	36.40
EQUIPMENT	
Leak Repairs	35.89
Other Repairs	51.90
Total EQUIPMENT	87.79
Facilities and Equipment	
Rent	100.00
Total Facilities and Equipment	100.00
Operations	
Postage, Mailing Service	132.00
Printing and Copying	21.50
Supplies	31.16
Telephone, Telecommunications	117.09
Utilities, Electric, Gas	266.11
Water Works	40.00
Total Operations	607.86
Other Types of Expenses	
Bank Service Fees	142.50
Insurance - Liability, D and O	169.00
Total Other Types of Expenses	311.50
SALES TAX	1,055.00
VEHICLE	
Fuel	317.48
Total VEHICLE	317.48
Total Expense	6,224.03
Net Ordinary Income	9,301.34
Net Income	<u>9,301.34</u>