

BRUNNER HILL WATER ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES

Tuesday, August 15th, 2023

1. The board meeting was called to order at 7:03 p.m. by Danny Woods, President.

2. BOARD MEMBERS PRESENT:

President	Danny Woods
Vice President	Willie Stone
Board Members	Richard Hazel, Shaun Dubois and Shawn Hargett
Superintendent	Ted Applegate
Secretary	Angela Johnson

3. BOARD MEMBERS ABSENT:

None

4. MEMBERS OF THE AUDIENCE:

None

5. APPROVAL OF JULY 18TH, 2023 MEETING MINUTES:

Richard Hazel made a motion to approve minutes, Willie Stone seconded. Motion passed.

6. APPROVAL OF JULY FINANCIAL STATEMENTS:

Willie Stone made a motion to approve financial statements, Shaun Debois seconded. Motion passed.

7. SUPERINTENDENT'S REPORT: See attached report.

Topic: Banking with Anstaff Bank
Discussion: All necessary accounts with Anstaff are open. Savings accounts with FNBIC are closed; checking will remain open until all checks clear & automatic payments switch. Also, we have a lock box with FNBIC that needs to be closed.
Conclusion: Shaun Debois made motion to close the lock box at FNBIC. Willie Stone seconded. Motion passed.
Topic: Time Clock
Discussion: The time clock works fine, records time clocked in and out each day. It provides a total for time worked. The report needs additional columns added to process payroll. We add columns to account for lunch and accrued time off.
Conclusion: Timecard reports will be included in future board packets.

8. PRESIDENT'S REPORT:

Topic: Government Funding, COVID money

Board Discussion: 7/18/23 Danny is trying to obtain government funding. If received, the funding can offset expenses of reducing water loss. 8/15/23 No updates.
Conclusion: Danny will provide updates as he obtains information.
Topic: Work Trucks
Discussion: Danny is concerned about employees driving work trucks home, especially now that they must come in to work to clock in and out. Overtime is not paid to employees for emergency call-outs. They also noted that there is nowhere to secure the trucks loaded with tools and equipment unless other heavy equipment is stored unsecure and out in the weather.
Conclusion: Continue business as usual unless any concerns come about upon review of future mile logs.

9. UNFINISHED BUSINESS:

Topic: Jordan Water Tank
Board Discussion: 7/18/23 The bid to clean/paint Jordan Water tank is \$1,000 higher than last time; the crane alone is \$1,000. With high inflation, \$3900 seems reasonable. This expense will be paid from the System Improvement account. 8/15/23 Revisited previous discussion.
Conclusion: Shaun Debois made motion to approve having the Jordan water tank cleaned. Richard Hazel seconded. Motion approved.
Topic: Date for a Workshop
Discussion: 7/18/23 Work schedules and vacation plans prevented setting a date in the upcoming weeks. 8/15/23 Schedules were discussed, and a date agreed upon.
Conclusion: A workshop is scheduled for September 5 th , 2023.

10. NEW BUSINESS:

Topic: Memo from Department of Agriculture
Discussion: Given the number of accounts/customers BHWA has, we fall into the category with a rate study due date of 7/1/2025. However, in the event we lose a handful of customers, we will fall into the category with a due date of 7/1/2024. There is also a training requirement; training is free.

Topic: Official Vote
Discussion: There is a question as to what constitutes a proper vote according to the bylaws. Danny wishes to consult a lawyer to determine what consists of a quorum; is it 51% of all members, of all members present, or of the Directors? This must be resolved prior to the next election of Board Members.


11. PUBLIC FORUM:

No comments

12. ANNOUNCEMENTS: The next regular board meeting will be held on September 19th at 7:00 p.m. at the water office.

13. ADJOURNMENT: Willie Stone motioned to adjourn; Shaun Debois seconded. Motion passed. The meeting adjournment time was 7:41 p.m.


Angela Johnson, Secretary


Danny Woods, Board President

SUPERINTENDENT'S REPORT

JULY 2023

- Bid for Jordan tank from Mountain Home Painting is \$3900.00. This is \$1000.00 more than last time.
- The second two fire hydrants have been repaired as of Friday August 4th, \$1950.00.
- The last hydrant will be scheduled for repair in September.
- Water loss is down to 14.85%
- Chlorine pump at Jordan well went out. It has been replaced, \$1583.93.
- Fixed 6-inch water main on Jordan Landing Rd (cleaned site, seeded, straw).
- Fixed a service line leak on Rodney cutoff.
- Raising meter boxes.
- Flushing continues.
- Mowing and weed eating continues.
- Meters will be read on August 21st and 22nd.
- Opened all appropriate savings and checking accounts with Anstaff Bank. Closed the Depreciation Account and the Debt Service Reserve Account at First National Bank of IZARD County. All checking accounts will remain open until outstanding checks clear and automatic payments have been switched to Anstaff.
- Implemented time clock for pay period beginning 7/15/2023.
- 8-inch water main was struck by lightning on the morning of 8/9 on Rodney Cutoff Road. 6 customers were affected. Boil order in effect. 70 feet of 8-inch was replaced. Repair completed 8/10.