

ARISTOCRAT RANCHETTE WATER PROJECT, INC.
MONTHLY BOARD MEETING
February 20, 2019

The meeting was called to order 7:07 P.M.

PRESENT: President: Paul Echternacht, Vice President Anita Owens, Directors: JoDee Hancock-Schultz, Hurshell Malone, Taw Tamlin. Administrator Brian Filkowski, Water Operator new hire Billy Joe Roth and pending BoD member Esta Langlais. Wayne Morrow was absent.

It was determined that there were enough board members present to have a quorum.

A motion was made by Anita Owens to approve the presented agenda. This motion was seconded by Taw Tamlin. This motion passed.

A motion was made by Anita Owens to accept the Reading and Disposal of any unapproved minutes. This motion was seconded by JoDee Hancock-Schultz. This motion passed.

A motion was made by Hurshell Malone to accept the financial report. This motion was seconded by Anita Owens. This motion passed. Paul Echternacht explained the Financial Report item by item, including the liens to new member Taw Tamlin and soon to be member Esta Langlais.

Paul Echternacht discussed his term on the BoD and explained BoD Surety Bond coverage. Anita Owens discussed issues related to procedures, bylaws and their ramifications of non-compliance.

OLD BUSINESS:

Esta Langlais was presented to the BoD for membership.

A motion for a vote was made by Anita Owens. This motion was seconded by JoDee Hancock-Schultz. This motion passed and Esta Langlais was voted onto the board unanimously.

BoD went into closed session from 7:25 pm until 8:15 pm to discuss Administrator and staff compensation. Open meeting resumed at 8:15 pm. Staff compensation report is attached.

NEW BUSINESS:

Quick Books reconciliation, audit document requests and business insurance quote progress were discussed. The error in overall past office management and bookkeeping procedures now identified, are being addressed.

Joe Roth was introduced as the new hire water operator. Element Engineering is still our operator of record until testing is complete for both the administrator and operator.

Credit card oversight was established for the administrator with a spending limit of \$1000.00. Payroll information is now recorded in a specific binder available for review by the check co-signer.

The Administrator Report and System Report, now combined, was presented with the system running smoothly and all monthly test results coming back within acceptable parameters.

A motion was made by JoDee Hancock-Schultz Scanner to renew the scanner support contract. This motion was seconded by Anita Owens. This motion passed

A motion was made by Hurshell Malone to accept the New Business. This motion was seconded by Anita Owens. This motion passed.

ADJOURNMENT:

With no further business a motion was made by Anita Owens to adjourn. This motion was seconded by Paul Echternacht. This motion passed.

SUBMITTED:

Brian Filkowski
System Administrator



APPROVED