

ARISTOCRAT RANCHETTE WATER PROJECT, INC.
MONTHLY BOARD MEETING
December 9, 2020

The meeting was called to order 7:00 P.M.

PRESENT: Board members Hurshell Malone, Treasurer Dianne Gray, Wayne Morrow, Gus Porter, alternate Deb Carpenter and Administrator/Secretary Brian Filkowski. Also present by teleconference were board members Rob Kinion, Esta Langlais and Gabriel Saucedo.

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

A motion was made by Dianne Gray to approve the presented agenda. This motion was seconded by Esta Langlais. This motion passed.

A motion was made by Gabriel Saucedo to accept the Reading and Disposal of any unapproved minutes. This motion was seconded by Wayne Morrow. This motion passed.

A motion was made by Wayne Morrow to accept the financial report. This motion was seconded by Gus Porter. This motion passed.

OLD BUSINESS: The Treasurer provided financial packets for each board member to review over the holidays. The intent of the packets was to foster dialog between the treasurer and board members so that a **6-month budget** review could be presented at the January meeting.

The administrator announced that the USDA Loan Application Submission Process would be concluded by month end.

NEW BUSINESS: Administrator System Report: System status is good. A possible solution to the Northern Water inclusion issue with 15819 Nancy Ave has been reached and the lot owner is proceeding with their inclusion application.

Maternity leave and Holiday Bonus's will be as follows: Administrator \$500, Assistant Water Operator \$100, Secretaries \$100 each.

Melissa Roth will be granted maternity leave starting December 15, 2020. She will be paid 4 weeks at full pay, and 2 weeks at ½ pay.

A motion was made by Esta Langlais to accept this proposal This motion was seconded by Wayne Morrow. This motion passed.

The Pump House car theft incident with JoDee Shultz-Hancock in November was discussed and it was agreed that additional security for ARWP, Inc. would be implemented. Fencing, additional cameras, controlled fence gates, and upgraded telephones. No motion was required.

Additional operational adjustments were discussed as the company evolves towards a more modern water utility. Water Operator and Assistant Water Operator duties and training will be enhanced as will the role of both the billing coordinators. Administrator duties were updated and will be amended to the employment agreement. A duty list will be prepared and distributed to board members. No motion was required

Holiday closures the same as always. No motion was required.

ACTION ITEMS CREATED:

- 1. Finish work with Northern Water and USDA.**
- 2. Distribute Holiday Bonus's.**
- 3. Pursue Century Link regarding technological upgrades.**

ADJOURNMENT:

With no further business a motion was made by Wayne Morrow to adjourn. This motion was seconded by Gus Porter. This motion passed.

SUBMITTED:

Brian Filkowski
Secretary

APPROVED: