

The meeting was called to order by Steve Muretta at 4:05 pm.

Attendees: Steve Muretta, Ed Caudill, Doug Allen, Russ Tanner, Debbie Rench, and Mike Williams

The minutes of the October meeting were approved.

Financial Review:

Clarification was suggested of actual cash on hand and readily available in the checking account. It was also suggested that we need to realize and identify the uncollectability of delinquent accounts.

There are builder deposits for step installation listed as a liability on our books that have been held in excess of 3 years. Builders pay this deposit when they start construction on a home that will be added to the STEP System. The monies are to be returned to the builder when they complete construction and return, to the STEP Association, "AS BUILT" Documents showing exact location of the STEP System on the new property. The board believes these aged deposits should be moved into the STEP's cash reserves and should not be held as a liability more than two years. Action is to determine how long we should legally hold these deposits and what action, if any, we should take before moving these monies from a liability to an asset account. Recommendation was to check with the STEP Associations Lawyer for legal advice on this matter and asked Debbie Rench to consult with her accountant.

Three new accounts have been sent to collections: Konsmo, O'Neil, and Gorman.

There was a motion made and approved to move our banking account to Mutual of Omaha. This action will be completed prior to January 2012.

Doug has requested an opinion from our attorney on our liability for the Utility Excise Tax. As yet we are to receive any answer. Debbie Rench was asked to provide the last three years of STEP Association Financials to support this matter. It was suggested that we attempt to push Attorney to close this matter, if possible before the end of 2011.

Operations:

Russ said we still continue to receive wild fluctuations in the meter readings. He checked with Rush and inasmuch as they have updated systems, they do not get the severe readings that we do. Given the performance of our existing meter and the dramatic increase in our member sewer cost, a request has been made of our supplier to provide the STEP Association with a cost for a new MAG Meter and Meter Installation.

Steve presented a spreadsheet on individual water readings from the highest to the lowest. The high was over 33,000 CFU's with several properties running above 20,000 CFU. The initial data run was incomplete. Russell is working with Penn Light to get a complete list of member water usage. This data is needed before we can approach the City to request billing based on water usage vs. our current single metered flow into the City Sewer

Discussion on adding members "AS BUILTS" to the webpage to make it easier for Homeowners and for STEP maintenance resources to quickly find various components of the STEP System. Prior to actually loading these to the Web we need to add LOT and DIV to each members Contact information.

Organization:

The issue of D & O insurance was discussed and all present Board members felt that a one million dollar policy was insufficient and that the policy should be raised to at least two million dollars. Doug will find out what the additional cost would be and report back at our next meeting.

It is felt we need pictures and documentation surrounding the maintenance activities required at our Treatment Shed and the Vault where our liquid waste enters the City Sewer. This information will then be added to the website as an educational aid for us by the STEP Association Board members.

Steve said he will ask Eva Hill report to us by mid January 2012 regarding findings on a Canterwood LOSS system.

New Business: none

Adjourned: 5:15 pm