BASS LAKE CONSERVANCY SPECIAL MEETING SEPTEMBER 21, 2015

PRESENT: President Gene Novello Director Jerry Broadstreet Director Dennis Kraftor Office Assistant Mariann Gappa Vice President Larry Collura Director Russ Blais Attorney Ethan Lowe Umbaugh Associates Jeff Rowe & Yvonne Milligan

ABSENT: Plant Manager Tom Jordan Engineer Lee Nagai

President Novello called the special meeting to order at 4:45p.m. for the presentation of Bill.com by Umbaugh Associate Jeff Rowe. President Novello gave a background of the bill paying process from when the City of Knox did it until the present.

Jeff Rowe explained the Bill.com process and stated that a month-by-month contract is used so no long term contracts are needed. He explained how much easier it would be for BLCD to get checks printed, okayed by a Board member, and distributed to the vendors.

Vice President Collura asked about the billing process that is currently done to collect the monthly fees for the sewers. Jeff Rowe stated that this is another process that Bill.com can handle.

He explained the monthly fees and stated there is a \$25.00 monthly flat fee that would be covered by Umbaugh. BLCD would pay the monthly user fee (\$3.00 per user) and the check fees which are \$1.40 per paper check or \$.49 per electronic check. The total per year would probably be between \$200.00 and \$460.00.

The billing process through Bill.com would no longer involve Keystone. The clients would be encouraged to set up EFT accounts or billed through an e-mail process, but a paper bill could be sent out if needed. The BLCD would still have to manage the billing system, except that is would be through Bill.com instead of Keystone. Bill.com allows the client to pay their bill through ACH, EFT, credit card, or print a bill and pay in person at the office or mail it. It was not known if Bill.com could deal with the lien process. There are approximately 40 liens filed every 3 months and Keystone prepares the letters and papers needed to be recorded through the county.

E-mails bills would not cost anything, EFT's would cost \$.49 each, and paper bills would be \$1.49 each per month. If everyone paid by EFT, it would cost BLCD about \$6500.00 per year. If everyone paid by paper bill, it would cost BLCD about \$19,700.00 per year. It cost BLCD \$422.00 per month or approximately \$5000.00 per year to send out the bills. This includes paper, envelopes, stamps, and 6 hours to prepare and mail the bills.

Jeff Rowe stated he could look into the lien process to see if Bill.com could handle that. After much discussion about the merits of Bill.com it was decided to try the AP system on a monthly basis and wait until the contract with Keystone is up next September before going forward with a AR system.