**PUBLIC WATER SUPPLY DISTRICT NO.5 OF GREENE COUNTY**

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS**

**DECEMBER 10, 2018**

The members of the Board of Directors met at 7:00 pm at the Water Supply office at 113 S. Orchard for the regular monthly meeting of the board. Members present were, Vice President Stephen Short, Directors, Miles Hartley and Tom Gourley. Also present were, Mark Bennett Treasurer, Charlie Jones Water Superintendent, Denna Baker Clerk, Saundra Roper, Employee Leon Burrell, and William from Total Highspeed. President Richard Icenhower and director Maurice Butler were absent. After declaring a quorum, Vice President Steve Short called the meeting to order at 7:04 pm.

The minutes from the last meeting were made available to the board members before the meeting. Gourley made a motion to approve the minutes. Hartley seconded. Vote: Gourley-yes, Short-Yes, Hartley-Yes. Motion passed.

Bennett presented the treasurer’s report. Gourley made a motion to approve the treasurer’s report. Hartley seconded. Vote: Short- Yes, Gourley- Yes, Hartley-Yes. A copy of that report is included as a part of these minutes in the office minutes record book.

Bennett presented the budget for December 2018 through November 2019. Hartley made a motion to approve the 2019 Fiscal Budget, Gourley seconded. Vote: Gourley-Yes, Hartley-Yes, Short Yes. Motion passed.

There was discussion to authorize up to $200 for digitizing all water as built plans. It was decided to proceed in having them digitized.

Clerk asked for time off June 10th thru June 14th 2019. It was agreed for the time off to be granted.

William from Total Highspeed was present to discuss Total Highspeed printing advertisements on water bills, or putting stickers on them. After much discussion it was decided to table the vote until all board members are present.

Short reported that Jones has done a great deal of locates for Total Highspeed.

There was discussion on the new Kum-N-Go.

There was discussion on as to who would do the 2018 Fiscal Audit. Gourley made a motion to authorize Fritz-Nippes CPA to conduct the 2018 Fiscal Audit if they are so willing. Hartley seconded. Vote: Gourley-Yes, Hartley-Yes, Short- Yes. Motion passed.

There was discussion on Health Insurance for Jones. Short reported that he could not find an agency to write a one person group plan. Short made a motion to authorize water district to purchase a single health insurance policy for Charles Jones. Gourley seconded. Vote: Gourley-Yes, Hartley-Yes, Short –yes. Motion passed.

Jones reported the loss ratio was 16.16% due to flushing water lines and leak.

Jones reported on his concern of getting new meters put in, in a timely fashion when new connection fees are paid.

There was discussion on writing a new policy and procedure for new hookups.

Jones reported that they had to put a new water pump in water truck.

Baker reported that Sub Districts 1 & 2 were up for April 2nd 2019 election.

Gourley made a motion to give Mark Bennet, treasurer a 2% raise. Short seconded. Vote: Gourley-Yes, Hartley-Yes, Short- Yes. Motion passed.

The bills were presented for payment by Bennett. Hartley made the motion to pay the bills. Gourley seconded. All members voted yes. Motion passed.

Hearing no further business, Hartley made the motion to adjourn the meeting, Gourley seconded. All members voted yes. Meeting adjourned.

Respectfully Submitted,

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Denna Baker, Clerk PWSD #5

These minutes are a correct record of the matters discussed and the actions taken during the December 10, 2018 meeting of the board.

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Stephen Short, Vice Pres. Board of Directors