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

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

**NOVEMBER 13, 2017**

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 Pres. Richard Icenhower, Vice Pres. Steve Short, Directors Maurice Butler and Miles Hartley. Also present were clerk Saundra Roper, outgoing Water Supt. Tom Gourley, incoming Water Supt. Charlie Jones, Treasurer Mark Bennett, Leon Burrell and Denna Baker. After declaring a quorum, Icenhower called the meeting to order at 7:00 pm.

The minutes of the last meeting were made available to the board members before the meeting. Butler made a motion to approve the minutes. Hartley seconded. All members voted yes. Motion passed.

Bennett presented the treasurer’s report. Hartley made a motion to approve the treasurer’s report. Short seconded. All members voted yes. Motion passed. A copy of that report is included as a part of these minutes in the office minutes record book.

There was some discussion of the transfer of petty cash from Gourley to Jones. It was decided that to keep the paper trail straight, Gourley would turn in his petty cash to the treasurer, and a new $300 petty cash check would be written to Jones. There was some discussion about setting up an account for the Water Supt. to charge gas for the company truck at Sharp’s Mini Mart. The board agreed that he will buy gas out of petty cash.

Under new business, Denna Baker was present to discuss the possibility of her training for the clerk’s position. Short made a motion to hire Denna Baker at $12.50 per hour to train for the clerk’s position. Hartley seconded. Vote: Short-yes, Hartley-yes, Icenhower-yes, and Butler abstained. Motion passed.

Bennett presented a proposed budget for fiscal 2018. There was some discussion of the budget, and Bennett will get a revised budget proposal to the board soon.

There was some discussion of buying a mower and trailer. It was reported that MFA has a used mower that would probably be what the Water Supply needs. Icenhower reported that he has talked to the Vo Ag teacher at Fair Grove school about the possibility of getting a trailer built as a student project. The Water Supply would but the materials and students would provide the labor.

There was some discussion of having the water maps updated thru MRWA. There was also some discussion of buying a computer and a desk chair for Jones.

The clerk pointed out that the cost of a new water service is now about $1,050. The board agreed not to increase the new installation fee at this time. It was also agreed to have Lafollette do two installations when it is feasible.

The clerk presented a maintenance renewal quote from Itron for March 2018 thru February 2019. The cost will be $1419.92.

The clerk reported that the current web hosting cost is going up from $300 to $540 for the next year. Immense Impact is recommended by MRWA and would be $357.50 per year after the initial set up fee of $606.50. Short made a motion to change to Immense Impact for website hosting. Hartley seconded. All members voted yes. Motion passed.

It was reported that the water service issue at Old Mill Road and Main Street has been resolved with the installation of a new frost free faucet, and the meter deposit has been paid.

The clerk reported that she was advised that it would be necessary for the Water Supply to have an attorney draw up a lien against the property at 154 S. Main for the back bills on that property. The board agreed that it would be more cost effective to just write off the bill in December.

The bids were opened on November 1 on the Northside line extension project. Lafollette Excavating was low bidder with a bid of $39,950. Short made a motion to sign the Notice of Award to Lafollette Excavating for $39,950. Butler seconded. All members voted yes. Motion passed.

Gourley reported that the looping of the system at Cedar and Orchard will be done as soon as possible. Also coming up soon is the repair on the water line crossing between Orchard and Highway 65.

Short reported that he has a quote on insurance for Jones from NRWA thru Keith Insurance agency for $820.85 per month. Butler made a motion to get health insurance for Charlie Jones thru Keith Ins. For $820.85 per month. Short seconded. All members voted yes. Motion passed. Short will check on a payment plan.

Gourley reported the loss ratio for October is 10.13 %.

It was reported that there was an issue with well #1 cycling too often. Merle Forrest is the pump man that the Water Supply has used for years, but he has retired. Jones called Revis Pump Service and the pump is running fine now.

Jones wants the Water Supply to consider installing a SCADA system to get rid of the AT&T phone lines. He is familiar with the SCADA system and it works well in his opinion. Jones in becoming familiar with PWSD #5. He and Gourley have replaced several meters and ERTs that weren’t working. Jones is the Water Supt. of record as of November 1.

The board held the annual rate review. There was some discussion about increasing all minimums by $.10 and the additional 1000 gallons by .20 per 1000 gallon. Short made a motion to increase all minimum charges by $.10 & each additional 1000 gallons by $.20, and decrease to 6000 gallons the amount of water included in the minimum for large meters. Butler seconded. All members voted yes. Motion passed. The new residential minimum will be $14.85 and each additional 1000 gallons will be $6.05. The increase will be effective immediately.

There was some discussion of increasing the meter deposit for commercial usage. Hartley made a motion to increase the commercial meter deposit to $250. Short seconded. All members voted yes. Motion passed.

There was some discussion of holidays for employees. Hartley made a motion to have 6 paid holiday; Christmas, New Year’s Day, Memorial Day, July 4th, Labor Day, and Thanksgiving, and one floating holiday. Butler seconded. All members voted yes. Motion passed. It was also decided that anyone working on a holiday will be paid time-and-a-half.

The board did the annual employee review. Butler made a motion to increase all employee wages by 2.5%, except Jones since he is newly hired. Hartley seconded. All members voted yes. Motion passed. Roper and Bennett will be paid $18.25 and Gourley will be paid $18.66 per hour.

Bennett presented the bills to be paid. Hartley made a motion to pay the bills. Butler seconded. All members voted yes. Motion passed.

Hearing no further business, Hartley made a motion to adjourn. Butler seconded. All members voted yes. Motion passed. Meeting adjourned.

Respectfully submitted,

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Saundra K Roper

Clerk PWSD #5

These minutes are a correct record of the matters discussed and the actions taken at the November 13, 2017 meeting of the Board of Directors.

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Richard Icenhower

Pres. Board of Directors PWSD #5