**November 12, 2019**

1. **Call meeting to order and flag salute**.

2. **Statement of compliance with ‘Open Public Meeting Act’**.

3. **Roll call.** Commissioners present:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| x | Jack Choma  President | x | Wendy Fabian  Treasurer | x | Dan Yardley  Commissioner |  | Commissioner |
| x | Tom Williver  Vice President | x | MaryAnne Choma  Recording Secretary |  |  |  | x = present  ab = absent |

Also in attendance: Sean Casey - manager. Micheal Cohrs - RCap

4. **Minutes reviewed for approval**.

* motion - Jack / second - Dan. approved

5. **Systems Report:**

**Average Daily Gallons Pumped**

Entire System

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Month** | **2013** | **2014** | **2015** | **2016** | **2017** | **2018** | **2019** |
| **January** | 130,829 | 108,238 | 118,988 | 131,387 | 118,279 | 88,709 | 107,058 |
| **February** | 125,580 | 96,581 | 128,205 | 135,496 | 115,477 | 77,226 | 120,523 |
| **March** | 121,166 | 89,789 | 125,658 | 117,966 | 73,120 | 47,783 | 112,609 |
| **April** | 105,645 | 93,766 | 137,369 | 119,981 | 65,230 | 48,835 | 121,644 |
| **May** | 124,781 | 87,796 | 148,402 | 120,929 | 52,002 | 66,598 | 129,001 |
| **June** | 119,812 | 129,324 | 135,413 | 143,929 | 50,651 | 81,732 | 111,647 |
| **July** | 116,652 | 122,594 | 145,025 | 127,713 | 51,971 | 55,140 | 87,104 |
| **August** | 87,341 | 132,501 | 145,482 | 123,529 | 49,372 | 58,994 | 93,217 |
| **September** | 112,096 | 117,021 | 136,116 | 125,213 | 48,916 | 53,331 | 67,046 |
| **October** | 101,484 | 110,731 | 127,733 | 129,387 | 51,228 | 58,499 | 76,901 |
| **November** | 92,587 | 115,906 | 132,542 | 103,307 | 65,587 | 57,725 |  |
| **December** | 110,136 | 121,843 | 128,933 | 124,206 | 81,356 | 86,556 |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Control Building** | **Edgewood Dr.** | **Greco** | **South Shore Dr.** | **Vail Dr.** | **Grand Total** |
| **Current Month** | 629,750 | 1,638,800 | 35,150 | 42,570 | 37,670 | 2,383,940 |
| **Last**  **Month** | 515,874 | 1,366,100 | 39,750 | 57,260 | 32,400 | 2,011,384 |
| **Prior Month** | 1,541,917 | 1,202,800 | 32,750 | 56,950 | 55,330 | 2,889,747 |

6. **Public Discussion**:

* none

7. **Correspondence** (mail / email): calls from people angry that checks cashed yet receiving late notices. Be sure these types of calls are all moved forward to Board Member/ Sharron

Sam Sieman - new meter taken care of with Sean

8. **Treasurer’s Report**

* Profit & Loss
* Monthly bills paid
* Budget vs Actual
* Bill list - Wendy expressed this list looks good. motion to accept - Dan / Second - Jack

9. **Old Business: [**Action Items from previous month’s minutes listed below]

* Ron Volk - getting estimated bill - Jack - all taken care of, meter running but not reporting
* Wendy is not seeing bills to be paid. Wendy requesting a way to get a monthly list of bills that will be paid so we can approve them before they get paid. Wendy to ask Tom Perry
* Dan Yardley to take care of roads map of Hampton & Stillwater
  + street map - take county map of streets (like a GIS) mark out what we know and take care of it
  + estimate for GISing the system from RCap: GIS maps $5500.00
    - CFO approved as of today
    - estimate 5 days for data collection (probably high) (200 to 300 features a day)
      * good to do before the snow
      * hydrants (38)
      * curb stops
      * valves
    - printing maps
    - convert to PDF (200.00 at Staples)
    - Ezri - ArccGIS hosts the GIS data (one option)
    - host with RCAP (second option)
  + Board members to look over the proposal. Estimate much better than others.

* Dolan & Dolan has been active. Tom Perry - Dolan & Dolan, may we please have a history on this large bill? 2803.35. **These are correspondence and paperwork on delinquent customers**
* Tom Williver will look into door notification with multiple options for message. **all set. $245. for 250 door knockers**
* Cardinia gave verbal estimate of 5500.00 to 6000.00 per month. Jack asked for write up of this estimate. Agra does this work as well. Dan Yardley to look into quote. Provide price to do all. – will get back to Sean with price. Agra is a Dover company that also does this service.
* Tommy Rodriguez 973-670-7274 is taking over Carl Little’s work.
* Sean hired his son, Sean, to do Larry’s work for now.
* Discuss and approve the proposed budget. -All/Treasurer
  + We need to see how new meters reflect true numbers
  + We are not changing the costs.
  + We will use 2020 as a draft to get real numbers moving forward with new meters.
  + 2017 audit is completed
  + 2018 & 2019 is being plugged in. Tom Perry is scanning information in and turn around should be much faster due to the ability to scan

10. **New Business**: [Annual calendar items plus pertinent items]

* Copy of approved budget and completed schedules to USDA? **USDA is a loan. Tom Perry**
  + **Budget - audits completing as we go. Keep working with Micheal Cohrs**
  + administration (due 12/1) and the local finance board (before going to voters)
  + **Tom Perry said QuickBooks can create budget if we upgrade system This will be done**
* Cathodic Protection decommissioned - **anti rust corrosion. Sean takes care of removing it. Guy calls Sean to tell him when he is coming**
* Capital Account Analysis.

11. **Items for the good of the Water District:**

**Motion to adjourn:** Dan / Second - Wendy