**March 10, 2020 \_ Meeting Minutes**

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

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

3. **Roll call.**

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

Also in attendance: Sean Casey - General Manager, Tom Perry - Beta Entry, In Touch - RCAP Solutions

4. **Minutes approved from the previous meeting**. Tom motioned. Jack second

5. **Systems Report:**

* Harry out today found a leak on Kill and West Walnut. Harry will fix West Walnut. Kill leak is 920 Kill. West Walnut (from Northfield to the dead end) Sean called them. they are from NY. Sean called them, spoke to them and turned off their water
* Edgwood - Sean with WRT today. WRT gave Sean a bigger filter to try on Edgewood house. It fills immediately with sediment. Got 100 micro bag with a looser weaver to try and it did not help. Sean - Have it tested if it is iron bacteria. This test for bacteria can be this week.
  + Sean tried flushing the well. It looked clear to him but apparently it is not. If the problem is the well itself we have a big problem
  + Coagulant years ago. We were told ‘no’ years ago. It makes the iron coagulate and sit in the filter but this would still clog the filter
  + remember - only 30 gallons a minute

**Average Daily Gallons Pumped**

Entire System

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Month** | **2014** | **2015** | **2016** | **2017** | **2018** | **2019** | **2020** |
| **January** | 108,238 | 118,988 | 131,387 | 118,279 | 88,709 | 107,058 | 108,307 |
| **February** | 96,581 | 128,205 | 135,496 | 115,477 | 77,226 | 120,523 | 103,561 |
| **March** | 89,789 | 125,658 | 117,966 | 73,120 | 47,783 | 112,609 |  |
| **April** | 93,766 | 137,369 | 119,981 | 65,230 | 48,835 | 121,644 |  |
| **May** | 87,796 | 148,402 | 120,929 | 52,002 | 66,598 | 129,001 |  |
| **June** | 129,324 | 135,413 | 143,929 | 50,651 | 81,732 | 111,647 |  |
| **July** | 122,594 | 145,025 | 127,713 | 51,971 | 55,140 | 87,104 |  |
| **August** | 132,501 | 145,482 | 123,529 | 49,372 | 58,994 | 93,217 |  |
| **September** | 117,021 | 136,116 | 125,213 | 48,916 | 53,331 | 67,046 |  |
| **October** | 110,731 | 127,733 | 129,387 | 51,228 | 58,499 | 76,901 |  |
| **November** | 115,906 | 132,542 | 103,307 | 65,587 | 57,725 | 67,719 |  |
| **December** | 121,843 | 128,933 | 124,206 | 81,356 | 86,556 | 97,399 |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Control Building** | **Edgewood Dr.** | **Greco** | **South Shore Dr.** | **Vail Dr.** | **Grand Total** |
| **Current Month** | 1,621,979 | 1,281,200 | 37,700 | 29,690 | 32,700 | 3,003,269 |
| **Last**  **Month** | 1,831.100 | 1,407,400 | 36,510 | 39,110 | 46,070 | 3,357,546 |
| **Prior Month** | 1,181,149 | 1,722,600 | 39,490 | 31,630 | 37,020 | 3,019,369 |

6. **Public Discussion**:

* There was no public input

7. **Correspondence** (mail / email):

* Mr. Habetz, emailed problems concerning low pressure and air in water, the strong rattling of showerhead and faucet when turning on the water. He had been sending email to an old email address to the General manager. **Jack spoke to him and gave him his current email. Sean checked him today. He is good. Air in lines is cavitation down at ball fields. His “no pressure” is not steady.**
* Jared Marsh sent an email regarding an update on new meter installation, Tom Williver requested Sean take pictures and get back with Tom W. and Jack. **Sean moved the shut off valve so that Jared would not park over it any more. It is now in his yard. Sharron is waiting for him to reply to schedule a new meter. He still has not paid his bill and claims the district should pay for damage to his truck because he kept parking over hookup**
* Insurance company notification of bill for insurance - **instead of one bill the insurance company sends two. They have our payment. all is good.**
* Tom Perry - vouchers - See new business for discussion

8. **Treasurer’s Report** **as per Bookkeeper for now,** as there is no treasurer right now. Tom Perry generous to run reports

* 1. Budget vs Actual from quickbooks
  + Tom noted that we will bring in less money because the billable money is going down due to badger meters. The operating account - monies will not be recouped because of the way things are set up right now. 110 in capital right now. We still have 170 to work with right now once everything clears. It is one catastrophe from a crisis.
  + Dan suggested adding .5 cents to the water rate. People may do better.
  + Tom says 13,000+ by year’s end.
  + Is the labor we used to pay outspent with electronic meter reading? Tom Perry says we will make the money back eventually. $300 per quarter reading verses $1.00 per month per badger reading. All goes through At&T. This cost passed on to each customer
  + educate consumers that we are caring for our future. Those most prone to be concerned might be addressed ‘person to person’.
  + There are less dirty water problems - can we get to customers with water issues personally about this increase and our purpose?
* 2. **Profit & Loss from quickbooks**
* 3. A/R Aging **Not Needed tonight**
* 4. Customer Transaction **Not Needed tonight**
* 5. Deposit Detail **Not needed** **tonight**
* 6. **March Bill list from quickbooks**
* Motion to approve report. Jack. second. MaryAnne

9. **Old Business: Action Items from previous month listed below**

Per the annual calendar:

* New Jersey Herald – Place legal notice - **MaryAnne. bill from paper received**
* A list of the qualified voters from Stillwater and Hampton - **Jack**
* Third Saturday, 2 p.m. till 4 p.m. Annual Election. **zero turnout**
* Certification of water users sent to Stillwater Tax Collector/Letter to Stillwater Township Collector verifying the number of users and annual amounts to be collected through municipal taxes. - **Sean will do in March**
* Accounting records, meter books and proof of insurance to auditors. **Bookkeeper, Tom Perry**

Per Michael Cohrs:

* Pay rate & duties for Clerk position, **- $25.00 per hour To put into bylaws. Recommended that we use language without numbers. For example, “per the board”.** Who changes the bylaws?A - Jack Wages to be set by the board
* Bill vouchers / digital payment/auto payments - Let’s ensure bylaws narrate our present practice.  **This discussion goes back to the bills coming to the meetings for the Treasurer. Perhaps change the post office to Newton instead of Stillwater.**

**As per Tom Perry, perhaps have a stamp marked bill to pay, to be marked by clerk, or President, and scanned and shared with treasurer & bookkeeper. See new business for more discussion**

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

* per 3/10/20, Ron Volk’s meter was always working, now it is reporting. The system has all the info. Sharron will need to compute what Volk owes.
* Check on McSweeney’s - Sean

**March calendar items**: All items discussed and covered

* Annual Reorganization and Election of Officers. - All
* N.J. Environmental Infrastructure Financing Program Reporting Form, sent by Treasurer to State. – Clerk/Bookkeeper
* Water Meters read. -Operator/Contracted Hire
* - Need to discuss ongoing creation of a contract with Operator
* - Bookkeeper tracks automatic readings - MA -take this ‘to do’ item off the annual calendar
* Cathodic protection put into service (or April depending on temperature. - Operator
* Audit approval/comments; final copies delivered. -Bookkeeper and Tres/ Pres signs

**Per the President**:

* Capital improvement, Kill Drive - total road water line replacement.
* Capital improvement: estimate for standby generators, and propane tanks put at each well pump houses, South Shore, Vail drive, Greco, Edgewood, and Control building.
* On our bill, is the account number actually labeled? Is the upper and lower case a problem? Tom Perry

**Per the bookkeeper**:

* voucher use **Tom Perry**

**Per Tom Perry**: Vouchers, as he understands, were a way to authorize payment and to, as the Board said, create a paper trail. Now that we are using quickbooks online, utilizing online banking, and can see evidence of all transactions clearly on the bank account’s website and in quickbooks, the need for a paper voucher and a paper ledger system are obsolete. If authorization of payment is the main concern, we can just buy a stamp with a signature line for the president to stamp and sign every bill that is ok to pay.

It is important to note, that, of the 100+ clients that BetaEntry serves, there aren’t any others that use a voucher system. This includes other non-profits and not-for-profits.

Purchase a scanner?

* scan the invoice to provide all a chance to “look at” it
* this eliminates the need for a voucher
* we need to be more purposeful in the routine of emailing invoices for “look-at”. Clerk (Jack)

**New PROCEDURE:**

* + clerk pick up bills
  + clerk scan and emails the bills to general manager, president, and bookkeeper for approval to pay
  + General Manager/ President communicate any concern on bills to the bookkeeper
  + president stamps approval for payment-?
  + If no concern is shared, Bookkeeper pays scanned bills

Per In Touch

* shared digital map of our district thus far. color coded
* next step to map the distribution system. Sean to help identify points
* Arc Gis Pro - it has many capabilities. Layout can be altered
* Jack shared leak detection guy with Micheal Cohrs so that these leeks can get on the map
* name feature, describe condition, layers/filters available, add widgets
* What tablet would best support Sean
* right now each point shows the curb stop

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

**Motion to adjourn:** There being no further business, a motion to adjourn was made by \_Tom W with a second by Jack Choma \_. Motion carried.