**June 9, 2020 \_ Meeting Agenda**

1. **Call meeting to order and flag salute**. Call meeting to order and flag salute. This is a regularly scheduled Meeting of the Board of Commissioners of Water District No. 1, Stillwater Township. Tonight, June 9, 2020 meeting convened at 7:30 p.m. and the flag salute was recited.

2. **Statement of compliance with Open Public Meeting Act**. This meeting was held in compliance

with the Open Public Meeting Act. Regular meetings are held the second Tuesday of each month, 7:30 p.m., Stillwater Municipal Building, Stillwater, New Jersey.

3. **Roll call.** The meeting was called to order by president, Jack Choma. Commissioners present:

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

Also in attendance: Sean Casey - General Manager, Michael Cohrs & In Touch - RCap Solutions

4. **Minutes approved from previous meeting**. Following a review of the minutes. A motion was made by Dan Yardley with a second by Tom Williver to accept the minutes. Motion carried. Minutes approved from previous meeting.

5. **Systems Report:**

**Average Daily Gallons Pumped**

Entire System

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Month** | **2013** | **2014** | **2015** | **2016** | **2017** | **2018** | **2019** |
| **January** |  |  |  |  |  |  |  |
| **February** |  |  |  |  |  |  |  |
| **March** |  |  |  |  |  |  |  |
| **April** |  |  |  |  |  |  |  |
| **May** |  |  |  |  |  |  |  |
| **June** |  |  |  |  |  |  |  |
| **July** |  |  |  |  |  |  |  |
| **August** |  |  |  |  |  |  |  |
| **September** |  |  |  |  |  |  |  |
| **October** |  |  |  |  |  |  |  |
| **November** |  |  |  |  |  |  |  |
| **December** |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Control Building** | **Edgewood Dr.** | **Greco** | **South Shore Dr.** | **Vail Dr.** | **Grand Total** |
| **Current Month** |  |  |  |  |  |  |
| **Last**  **Month** |  |  |  |  |  |  |
| **Prior Month** |  |  |  |  |  |  |

6. **Public Discussion**:

* There was no public input

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

8. **Treasurer’s Report**

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

* Bylaws change - follow up - **Jack**
* Dan wants to know what we need to start. we have talked about it for a while. Dan wants to get it out of the pipe dream and move it forward.
  + start with System for Award Management (SAMS) registration for borrowing fed funds - this is the one for the system itself - Dan Yardly
  + find the DUNS number to initiate the process - **050455589**
  + then start the level 2 E authorization - do this now - Dan Yardly
  + Know that the E authorization asks personal questions such as - what car did you own / where did you live /
    - when start looking for engineers, reach out to USDA and contact them. They want to know ahead (Jack reach out to Christine)
    - Intouch and Micheal will also do this work
* Copy of Annual Audit to USDA/FHA administration with proof of up-to-date insurance coverage. -Pres to Bookkeeper
  + Did we find out if we paid this off? - Ask Tom Perry We should not have many more payments
* Capital Account Analysis - we have about 104,000 in this account. We can take care of emergency needs. Our funds are back up and Tom Perry is not as worried
  + questions about Tom Perry’s concern that new meters were pulling in less billable water usage. - Jack to ask Tom Perry

10. **New Business**: [Annual calendar](https://docs.google.com/document/d/1Y6wXAuL8aLTgCH8r5wK6w3mLRDukRZZNraTslfd3AL4/edit?usp=sharing) items plus pertinent items



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

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