

**FOSTERBURG WATER DISTRICT
MINUTES – BOARD MEETING
December 19, 2018**

The regular meeting of the District Board was called to order by Chairman Strohbeck at 7:30 p.m. at the District office. Additions to the agenda were additional O & M bills for approval:

Dex YP	\$ 148.00
Dugger Pools	\$ 147.90
Hach	\$1510.90
Home Depot	\$ 8.98
Miox Corp	\$5860.37
Midwest Meter	\$3084.00
Office Depot	\$ 26.19

Roll was called with the following board members present: Steve Strohbeck, Fred Bort, Robert Kercher, Kristine Jarden, Todd Clark and Becky Unnerstall. Also present were Mark Voumard and Kim Owens. Frederick Aljets arrived at 7:40.

DELGATIONS: BHFPD representatives from Bunker Hill and Shipman were present to discuss communication issues they are experiencing and ask permission to put a repeater on the Woodburn water tower. GTSI is the company they are working with and has more information. It would require a 110 hookup and should draw less than a 50 watt bulb. The fire district would pay the difference in the bill for the usage. It could be mounted by stainless steel hardware. The manager reported there is currently a “farmer’s tap” so it could be hooked up to that. The attorney advised if we do an Intergovernmental Agreement there would be no loss in tax exemption status. Chairman Strohbeck asked about protection from lightning. Seth Elliott was present and stated there should already been something in place due to the SCADA. The installer is willing to meet and answer any questions. The board agreed to precede once more information is gathered.

The minutes of the November 21, 2018 regular meeting, copies of which had been forwarded to the Board, were reviewed.

A MOTION WAS MADE BY FRED BORT AND SECONDED BY REBECCA UNNERSTALL THAT THE NOVEMBER MINUTES BE APPROVED. MOTION PASSED WITH CLARK ABSTAINING.

The Treasurer’s Report, copy of which had been forwarded to the Board, was reviewed and questions answered. Income reported for November \$191,598.65, bank interest \$2,544.48 expenses \$133,449.17 and depreciation \$37,686.96 resulting in a net profit of \$23,017.00. Transfers among accounts for the month were also reported.

A MOTION WAS MADE BY KRSITINE JARDEN AND SECONDED BY ROBERT KERCHER THAT THE TREASURER’S REPORT BE ACCEPTED AS PRESENTED. MOTION PASSED UNANIMOUSLY.

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O & M bills, previously sent to the Board, were presented along with additional bills for discussion and payment approval and questions were answered. The Miox bill received is only for the materials. The invoice for travel and labor is to follow. It is being split with Collinsville since he performed service there as well. The screen is now in need of repair.

A MOTION WAS MADE BY ROBERT KERCHER SECONDED BY TODD CLARK THAT THE O & M BILLS BE APPROVED FOR PAYMENT AND CHECKS BE ISSUED. MOTION PASSED UNANIMOUSLY.

OLD BUSINESS

WORK REPORT:

Manager reported on the EPA inspection – they want Emergency Response Plan revised. The O&M men are working on step by step instructions to all equipment. The EPA sent out a nationwide inventory request in April to report lead lines and we did not receive it. There was no second notice sent out and we are not penalized for not completing it. They are however trying to make water companies report the lines up to the customer’s house even though we did not install them. It is to be marked as “Unkown”.

Bulk Load Report:

Culp Lane	\$ 41.00	13,900 gal	84.76 gal/cn
Prairie town	\$119.25	36,600 gal	76.73 gal/cn

MANAGEMENT REPORT:

HEALTH INSURANCE – United Health Care has not provided a written policy yet – table until next month. Trustee Kercher reported the third party his company uses is Paylocity.

NEW BUSINESS

2019 BUDGET – Manager presented the proposed Budget. Trustee Jarden questioned the pay raise for office staff. He reported in the past the O&M department has gotten the larger increases and the office staff has dealt with a lot of issues the past year.

A MOTION WAS MADE BY REBECCA UNNERSTALL AND SECONDED BY ROBERT KERCHER TO APPROVE THE 2019 BUDGET AS PROPOSED. MOTION PASSED WITH JARDEN OPPOSING.

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UNITED SYSTEMS WEBPORTAL – This month 13 customer bills were returned torn in half from the postal service. We get numerous calls each month that customers are not getting their bills. In the past we have denied reversing late fees due to the post office, we are continuing to do so but it makes the customers unhappy. The billing software has a new option to send bills electronically to those who wish to utilize it. This would cut the cost of postage and printing of those customers. The fee to set up the option is \$2,855.00 with a yearly subscription of \$1,355.00. Once enough customers start using this option we should recoup the cost by decreased monthly billing costs.

A MOTION WAS MADE BY TODD CLARK AND SECONDED BY FRED BORT
TO TRY THE ELECTRONIC BILLING OPTION. MOTION PASSED
UNANIMOUSLY.

The Chairman declared the meeting adjourned at 8:30 p.m.

Secretary