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

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

**DECEMBER 11, 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 Miles Hartley and Maurice Butler. Also present were Saundra Roper Clerk, Mark Bennett Treasurer, Charlie Jones Water Supt., Tom Gourley outgoing Water Supt., Denna Baker Clerk Trainee, and employee Leon Burrell. After declaring a quorum, Pres. Icenhower called the meeting to order at 7:03 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 as corrected. Hartley seconded. All members voted yes. Motion passed.

Bennett presented the treasurer’s report. Short made a motion to approve the treasurer’s report. Butler 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.

The clerk reported that CPA Cindy Reichert wants to have a meeting here at the office with the clerk, Denna Baker, and Mark Bennett on Dec. 19th to review procedures here at the office. All fiscal 2017 records will be delivered to the CPA’s office as soon as possible after the December meeting.

Bennett presented some changes to the proposed budget to the board members before the meeting. Hartley made a motion to approve the budget for fiscal 2018. Short seconded. All members voted yes. Motion passed.

There was some discussion and clarification of holiday pay. Full time employee will get holiday pay to make his work week a 40 hour week. Any employee working on a holiday will get time and a half.

It was reported that all of the paper work for the Northside Line Extension has been signed. Lafollette Excavating has not contacted the Water Supply, but they have ordered materials for the project. They are expected to start soon.

Report on the project list: it was reported that he looping of the system at Cedar and Willow at Orchard Street has been completed. The suspected leak at Willow has dried up. The next item on the project list is the repair between South Orchard and 65 Highway. The MoDot permit has been applied for and should come soon.

Purchasing a mower and trailer was discussed again. The original mower that was found at MFA has sold. They have another one that is a good mower for $2999. Hartley made a motion to purchase the used $2999 mower at MFA. Butler seconded. All members voted yes. Motion passed. Icenhower says he will contact the VoAg teacher at the school about building a trailer.

There was no report on updating the maps of the system.

The Water Supt. reported that the loss ratio was 11.48 %. The yearly average loss ratio was 9.6%. That is within the MRWA recommended limits.

The clerk presented bills totaling $353.21 for the property at 154 S. Main, owned by Judy Woods, but in the name of Tim Keithley or Barbara Woods or William Dunn to be written off. Short made a motion to write off $353.21 for water bills at 154 S. Main all under account number 3381. Hartley seconded. All Members voted yes. Motion passed.

Comments from the Water Superintendent: Jones reported that he is learning the system and that things are going well. He reported that the fire hydrants will be repainted according to the flow codes soon. Gourley reported that the hydrant on Eagle Ridge was repaired last month.

There was some discussion about getting a different computer for the shop. Bennett has found a good refurbished computer for $299. Butler made a motion to buy the $299 computer for the shop and for Bennett to install a time clock on it. Hartley seconded. All members voted yes. Motion passed.

The clerk reminded the board that the election is coming up. Sub district 5 is up for election. That is Steve Short’s seat.

Bennett presented the bills to be paid. Butler made a motion to pay to bills. Hartley 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 during the December 11, 2017 meeting of the board.

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Richard Icenhower

Pres. Board of Directors.