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

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

**MARCH 12, 2018**

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 President Steve Short, Directors Miles Hartley, Maurice Butler and Tom Gourley. Also present were Saundra Roper Clerk, Mark Bennett Treasurer, Charlie Jones Water Superintendent, Denna Baker Clerk Trainee, Employee Leon Burrell and Insurance Agent Greg Thomas. After declaring a quorum, President Richard Icenhower called the meeting to order at 7:00 pm.

The minutes from the last meeting were made available to the board members before the meeting. Butler made a motion to approve the minutes. Short seconded. Vote: Short-yes, Butler-yes, Hartley-yes, Icenhower-yes and Gourley abstained. Motion passed.

Bennett presented the treasurer’s report. Butler made a motion to approve the treasurer’s report. Short seconded. All members voted yes. A copy of that report is included as a part of these minutes in the office minutes record book.

Insurance agent Greg Thomas presented the insurance renewal for 3-31-18 thru 3-31-19, and reported that the rate only went up $75. Hartley made a motion to approve the renewal of property, liability, crime policy and terrorism coverages for $5,998. Gourley seconded. All members voted yes. Motion passed.

Roper reported that the names on post office boxes 37 and 112 need to be updated. Post office box 37 should be accessed by treasurer Mark Bennett and clerk Denna Baker. Box 112 should be accessed by Mark Bennett and Water Supt. Charlie Jones. Those changes can be made at the post office with a letter stating the changes to be made. Short made a motion to make the necessary changes on the post office boxes. Hartley seconded. Vote:Short-yes. Butler-abstained, Hartley-yes, Gourley-yes and Icenhower-yes. Motion passes. Roper also reminded the board that all of the checking accounts and the CD need to be updated. Roper’s name needs to be taken off of all accounts and new clerk Denna Baker needs to be added. Short made a motion to delete Saundra Roper’s name from: (1) Bank of Bolivar account # 122149 and CD #15335 , (2) Central Bank account # 005-022-9 and account # 150197, and (3) O’Bannon Bank account # 10937 and account # 940822 and add new clerk Denna Baker to all of the accounts. Hartley seconded. Vote: Short-yes, Butler-abstained, Hartley-yes, Gourley-yes, and Icenhower-Yes. Motion passed.

Jones reported that the line extension project on the north side will start tomorrow and that Lafollette has supplies for it stored at well #3.

Jones reported that he needs a 6 ft. wide trailer for the mower. He would like regular tires. Jones will look at trailers and prices. It was decided to table until the April meeting.

Updating of the water maps was discussed. Jones reported that he is looking through the present maps and checking to see what is not on them that needs to be added. Gourley recommended updating to software that would enable us to get into the maps and add meters, lines, valves and etc.

Jones reported that he received one bid for the SCADA system for $98,762 from ECCO Electric Company out of Osage beach. He is meeting with another company on March 20th.

 It was reported that Butler, Jones and Short removed junk out of the rock garage and sold it for $199. It was decided to save the money and use in the future for a meal at a board meeting.

Roper reported that the Water Supply received a Staples Rewards Visa card for $84 as a rebate on the purchase of two cases of paper. It was given to Jones to use for gas for the company truck. The card expires in August.

It was reported that the February loss ratio was 10.2% which is down from the previous month.

Jones stated that washing and inspecting of the tank on the hill will be performed on March 21st. He will drain the tank on Monday, March 19th in preparation.

Jones reported that the sampling stations are here and he has installed one at Butler’s meter and will install the others soon.

Jones would like to replace some of the large meters that are old. Hartley suggested looking at previous usages compared to current usages to see if the old meters might not be reading correctly.

Jones reported at the MRWA meeting he learned of a device to read meters using cell phone technology that can be done from the office.

It was reported that there is nothing new on the Senior Citizens Center water & sewer line.

It was discussed that there will be two new houses in Saddle Club Estates and 2 more in Waterfield subdivision.

There was discussion of cleaning the office. Baker said she will do the cleaning. Icenhower will check into buying a used vacuum cleaner. Short made a motion to pay Denna Baker $25 per month added to her hourly pay to do the cleaning. Gourley seconded, Butler abstained, all other members voted yes. Motion passed.

Treasurer Mark Bennett asked for a 10 hour increase in his working hours to a total of 35 hours per month, due to the increase in the time needed to complete the job. Short made a motion to approve Bennett’s hours to 35 hours per month. Butler seconded. All members voted yes. Motion passed

The bills were presented for payment by Bennett. Hartley made the motion to pay the bills. Butler seconded. All members voted yes. Motion passed.

Hearing no further business, Butler made the motion to adjourn the meeting, Hartley seconded. All members voted yes. Meeting adjourned.

Respectfully Submitted,

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Denna Baker, Clerk PWSD #5

These minutes are a correct record of the matters discussed and the actions taken during the March 12, 2018 meeting of the board.

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Richard Icenhower. Pres. Board of Directors