

Cordry Sweetwater Conservancy District
Water Commission Meeting Minutes
September 9, 2021
At CSCD Office & Via ZOOM

*****These minutes are not official until approved by the Water Commission*****

Present: K. Brasseur, D. Caudill, A. Randolph (CSLOA) **Absent:** T. Adolay, T. Kuhn

Guests: Brian Miller (CSCD Manager) & Josh Bryant (CSCD) via Zoom

Call it order: K. Brasseur called the meeting to order at 5:26 p.m.

Freeholder Concerns: None

Approval of Minutes: The minutes from the August 12, 2021 meeting were reviewed. **Motion to approve minutes made by D. Caudill, seconded by A. Randolph. Motion passed unanimously.**

Financials: Financials through August, 2021 were reviewed. Per the Profit & Loss Statement there is a YTD profit of \$47,038.93. However, from a budget standpoint, if you look at the net operations costs and revenue generated, we are approximately \$62 under budget YTD (see attached spread sheet). It should be noted that both the amount of water purchased YTD from Prince's Lake (cost) and the amount of metered sales YTD (revenue) are less than budget resulting in \$6,092 negative cash. The Balance Sheet (as of 7/31/21) indicated our current cash balance is \$95,847.72 (up from prior month of \$79,586), which is good since it is well above our \$50,000 goal. There was discussion that we should investigate putting approximately \$40,000 of the cash in an account which earns maximum return but still has flexibility. Ken said that he will discuss this with Brittany. The Balance Sheet also indicated that our customer accounts receivables are \$60,616. However, this is misleading since water bills are not sent until about the 23rd of each month with payment due on the 17th of the following month. Judy Surface, our water clerk, ran a report as of approximately 8/21/21 which indicated that the water customer accounts receivables were only \$2,100 which is acceptable. For future meetings, Judy will indicate our receivables as of the day after the payment deadline which will be a more accurate indication of nonpayment by slow paying customers.

Water Operator Report: 1) In August, 10 water leaks were repaired (8 were service lines, 2 were on watermains). 2) Water loss for August was 39% compared to 35% for July. We are meeting with Princes Lakes Utilities to coordinate the monthly reading of the master meter with the date that we read our customer meters. This will give us a more accurate calculation of our water loss. 3) Keystone software is in place and we are now reading the meters from the office in only 10 minutes which saves an enormous amount of time.

Old Business: Review 2022 Water Utility Budget. There was a discussion of the proposed 2022 Budget which, for the most part, is done and acceptable to the Commission Members. There are still some clarifications & adjustments needed for the following line items: Operation Supplies & Expenses, Major Asset Maintenance, Maintenance of Distribution System, Outside Services, Property Insurance and Liability Insurance. Ken will meet with Brittany and report back to the Water Commission in an effort to resolve these items by the next meeting.

Long Term Projects: None

New Business: Open Master Metering installation proposals. We received & opened proposals from Bynum Fanyo Utilities Inc., Southern Indiana Earthwork, LLC and Midwest Infrastructure Partners, LLC. The proposals have been forwarded to our engineer for evaluation and recommendation. We are hopeful that this project can start in the near future.

Adjournment: Motion to adjourn made by A. Randolph seconded by D. Caudill, at 6:35 p.m. Motion passed unanimously.

Next Meeting: October 7, 2021 at 5:15 p.m. at the CSCD Office Note: Due to scheduling conflicts the October meeting has been moved to the 1st Thursday of the month.

Respectfully submitted by: Ken Brasseur