Cordry Sweetwater Conservancy District

Water Commission Meeting Minutes

July 8, 2021

At CSCD Office & Via ZOOM

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

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

**Guests:**  Josh Bryant (CSCD)

**Call it order:** K. Brasseur called the meeting to order at 5:17 p.m.

**Freeholder Concerns:** None

**Approval of Minutes:** The minutes from the June 10, 2021 meeting were reviewed. **Motion to approve minutes made by A. Randolph, seconded by T. Kuhn. Motion passed unanimously.**

**Financials:** Financials through June, 2021 were reviewed. Per the Profit & Loss Statement there is a YTD loss of $544.35. However, if you look at the net operations costs and revenue generated, we are approximately $1,586 over 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 $2,268 positive cash. The Balance Sheet (as of 6/30/21) indicated our current cash balance is $53,558, which Allison R. commented is good since it is above our $50,000 goal*.* The Balance Sheet also indicated that our customer accounts receivables are $50,750. 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 the 18th of the month which indicated that the water customer accounts receivables was only $3622, of which about half is due to only two or three customers. Thus, we do not have a receivables problem. Also, Judy does an excellent job of collecting from slow paying customers.

**Water Operator Report:** 1) In June, 5 water leaks were repaired and 2 service lines were replaced. 43 labor hours were expended from the Water Dept. 2) Water loss for June was 47% compared to 41% for the 5-year average for June. 3) Keystone has finished software work and a successful test of reading the meters from the office was completed. 4) Josh & Kyle successfully installed the first mag meter & pit at Hackberry Dr. Detailed information of the installation process will be provided to our engineer so that bidding documents can now be prepared. (See attached photos). 5) Kyle Wilborn will be taking his water certification exam in July. When he passes his exam, both he and Josh Bryant will be certified water operators with IDEM.

**Old Business:** State Water Infrastructure Fund (SWIF) grant application. It has been decided to wait until 2022 to apply for this grant for the following reasons: 1) Once we complete our “District Metering” project we will be able to better determine the most significant water leak areas in our water system and identify the most cost-effective project. 2) At this time, we do not have the needed matching funds for this grant. In 2022 we will have met our debt reserve requirement for our 2017 project that will start to free up funds.

**New Business:** The staff is working on the 2022 Budget which will be discussed at our next meeting.

**Adjournment:**  **Motion to adjourn made by** **T. Kuhn, seconded by A. Randolph at 5:43 p.m. Motion passed unanimously.**

**Next Meeting:** August 12, 2021 at 5:15 p.m. at the CSCD Office

**Respectfully submitted by**: Ken Brasseur