

Cordry Sweetwater Conservancy District

Water Commission Meeting Minutes

June 11th 2020

Zoom Meeting

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

Present: A.Randolph, T.Kuhn, J.Hawley , D.Caudill, K.Brasseur **Absent:** T.Adolay, J.Surface **Quorum**

Guests: H.Benshoof, S.Wethington

Call to order: K.Brasseur called the meeting to order at 5:03 p.m.

Minutes Submitted by: Judy Surface for November 14, 2019 meeting (no meetings since November due to conflicts, lack of business or Coronavirus)

Approval of Minutes: The minutes from November 14th 2019 meeting were reviewed. Motion to approve minutes made by T.Kuhn, seconded by A.Randolph. Motion passed unanimously.

Financials: April 2020 Financial Statements were reviewed. The P&L showed an MTD loss of approximately \$16,000 and YTD loss of \$52,600. The main reasons for the losses are due to a recent increase in purchased water rate (approx. \$6,000 for April), timing of expenses vs annual budget, increased repairs and an ongoing water loss in the distribution system. D.Caudill pointed out that the purchase/metered water ratio seems to be getting worse each month. Cash balances are still positive but the budget plus expenses vs revenue are a concern that needs to be addressed.

Water Operator Report:

May:

- Repaired water main leak on Cordry Dr.
- Installed new water service on Grey Wolf Dr.
- Reported 12 customer leaks reported in Feb
- Completed 90 water-related work order completed (1034 man hrs, \$6,690 cost)
- Water loss for April was 56% 5 yr avg for April is 57%)
- A major water leak (approx. 5 gpm) found on Hummingbird Dr.
- Water leaks are a major concern. We have the equipment but lack manpower to attack problem.
- Covid19 has had major impact on operations. We had to furlough 3 part-time employees from March 16th to May 11th. Grounds Crew Covid19 Guidelines/Protocol issued on 5/11/20.
- Prince's Lakes 36% water rate increase occurred on our April Billing. CSCD staff is obtaining data and working with consultants to determine impact to our water rates and appropriate action by CSCD.

June:

- Reported 20 customer leaks reported.
- Completed 127 water-related work order completed (160 man hrs, \$4,105 cost)
- Water loss for May was 54%.
- Water sales up 26% from previous yr.
- Prince's Lake replaced master meter pit lid.
- Staff levels are now back to 100%, but absences put us behind.
- Reporting of customer leak alarms will resume on a regular basis in July.

- Water utility is understaffed to keep up with work and to try to reduce water losses in system.
- Based on conversations with other water utilities water losses in the 40%-50% range are typical, but Josh feels that leaks in our system, primarily to service line leaks, seem to be increasing. Josh feels that it may be prudent to pursue a systematic replacement of old, improperly installed & failing service lines.
- CSCD staff is continuing work to address the items needed to implement the necessary water rate increase.

Water Clerk Report:

- Due to Covid19 late fees have been waived for April, May & June water bills. Judy S. will work with Stacy W. to determine when late fees can be reinstated for future bills.
- We have recently had at least two residents lose homes due to fire. Although these homes are uninhabitable they are still being charged the minimum water bill. At least one resident has requested relief. A motion was made by **A.Randolph** and **seconded by D.Caudill** to implement an new policy, **subject to approval by the Board**, that: "If a residence is rendered uninhabitable by fire or other natural disaster, the water service has been temporarily turned off, owner has no outstanding water bill and if requested by owner, the minimum water bill will be waived for **the shorter time period of either six (6) months** or until such time water service has been turned on." This motion passed unanimously.

Old Business:

- Recommendation to implement the Cloud Invoice System proposal was approved by the Water Commission by email vote on 4/8/20. This recommendation was approved by the Board and is being implemented by the CSCD staff.
- Brittany is working on a spreadsheet to help more accurately evaluate the annual budget on a monthly basis.

New Business:

- Prince's Lakes 36% water rate increase (\$3.18 to \$4.33 per 1000 gal) occurred on our April Billing. CSCD staff is obtaining data and working with consultants to determine impact to our water rates and appropriate action by CSCD.

Adjournment: Motion to adjourn made by T.Kuhn, seconded by A.Randolph at 6:15 pm. Motion passed unanimously.

Next Meeting: July 9th 2019 @ 5:00 pm