



Regular Board Meeting Minutes

Feb. 19, 2025

The Regular January Board meeting of the Lee Hammond MDWCA was called to order at 18:01 on Feb. 19, 2025, at 414 RD 5500 by Barbara Kiipper.

Present

Barb Kiipper

Carol Cloer

Tye Bell

Don Zwiener

Bill Van Huss

Aaron Lee

Tiffany Alcon

Doug Smith

Teresa Stevens

Russell Cloer

Everyone was introduced to 3 of the members running for board positions next month. Doug Smith, Teresa Stevens, and Russell Cloer.

After the review of the minutes of Jan. 22, 2025, Barb asked if there were any questions or concerns, No Questions/Concerns

Barb asked for a Motion to approve the minutes from January 22, 2025.

Tye Bell Motioned, Don Zweiner seconded to approve the Jan.22, 2025 minutes. All in favor. Motion carried.

Approval of Agenda

The agenda included Consideration of minutes from January, Member/Customer issues. Financial report, operating report, Discussion of CY2024 Audit, Discussion and approval of Resolution 2025-04A Approving affiliation with public employees retirement association and participation in municipal general member coverage plan 1, Discussion and approval of Resolution 2025-05A-Authorizing employer pick up of member contributions for determining tax treatment under the internal revenue code. Discussion of annual meeting agenda and process. Key to ballot box, board training, Director comments/Other items.

Barb asked for Motion to approve Agenda. **Carol Cloer moved, Don Zweiner seconded to approve the agenda. Motion carried.**

Member/Customer issues

We didn't have any member/customer issues other than what was discussed earlier with Barb, we will discuss a little later.

System Report

Financial Report

Aaron gave a financial report for December. Revenue for January was \$110,564 98% of the budget. Expenditures were \$103,278, 89% of budget. Our Net revenue after all of our expenses was \$7,267.

We did find that we missed an invoice from Zenner back in September. We had ordered some meters and radios, but we sent the radios back. They never sent the invoice even after asking at the end of the year if we have any outstanding invoices. So this invoice will be in this year's budget as we can't go back and change it. The

radios were not supposed to be shipped as we have about 150 of them sitting on the shelf, so we received credit back for this invoice to reflect those being shipped back.

Financials in tab 3, there will be a couple of small changes on the statement of activity spreadsheet. The debt service funds will have a different account # that is not showing up on the sheet right now, this will be moved to a sub account. Capital expenditures is the other one that will be under a sub account, it is not currently on there as well. We did spend a lot of time fixing leaks this month.

2024 Audit:

We are in the middle of that right now. Bye Manning is doing our audit. We have been working pretty hard getting him all of the pre-audit information they are asking for. Basically everything we have done for the whole year. They will have 5 people on site next Thursday and Friday (2/27/25-2/28/25). We should have our audit report sometime at the end of April. And it is due to the state auditors office by the end of May. It is going to cost us \$17,000. Next year will probably be more, something we can't bypass. Bye is wanting to meet with one of the board members, Tye has volunteered, Barb is available if Tye can't make it. Will be meeting at the office 11 AM on Thursday 2/27/25.

Operation report:

We treated 13,427,554 gallons of water, and sold 12,278,839. We did have a lot of leaks, most small, but when we had that really cold spell, everything broke. The guys spent 2 weeks fixing leaks. Most of them were service lines at the meters, but we did have some mains as well. Lots of overtime. January was rough on our budget as far as that goes. We pretty much maxed out our Salary budget. I think we are pretty much over the cold stuff, so we shouldn't have much more of the breaks we had. We didn't have any new meter installs, we have 1 in the process that we are waiting on the customer to get with the county for subdivision issues. Customer

thought they would have the meter installed in front of their house, but we don't have any line that runs that way. It would have to be installed at the road and get easements through neighbors yards.

Not in the books, but going back to customer issues discussed with Barb. We have gotten a quote for a new gate in front. Steve had called with a complaint by Charlene Buchanan about not putting her name on the water bill, and was also upset that she is probably gonna have to pay to fix Tiffany's car. She backed into it with no insurance and now the insurance company is going after her. So after discussing with her and Steve, I've decided to move all employee parking to the back, to reduce any liability we might have as far as the parking lot. But we would like to replace the front gate with an automatic one. It is gonna cost \$12,000. The quote we received was from Hornet fence. Barb would like us to get a second quote to compare. Don't need a motion for approval but would like the boards ok with it.

We have 2 resolutions, These are the formal resolutions for PERA. The first one 2025-04 Approves the affiliation with the public employees retirement association and participation in municipal general member coverage plan 1.

We need a motion for the approval of the Resolution 2025-04. Carol Cloer Moved, Don Zweiner seconded, All in favor. Motion Carried.

The second resolution 2025-05-A resolution authorizing employer pick up of member contributions for determining tax treatment under internal revenue code.

We need a motion for the approval of the Resolutions 2025-05. Tye Bell Moved, Carol Cloer Seconded, all in favor, Motion carried.

Annual meeting agenda- Just wanted to kind of go over the process of what we do. The annual meeting will happen next month, it's at the same time and same place

that we hold our monthly meetings, but the meeting is a little bit different. Its a membership meeting, and this is an election year. Our president will run the meeting, but basically everyone that is here that has a membership gets to vote. Ballots will be going out with February's bills. One ballot for each membership. They are due by 6PM the night of the annual meeting. When the meeting starts we won't take ballots anymore. We will come into the meeting and basically go through this agenda. It's pretty much the same thing you heard tonight, just the meeting minutes will be from the annual meeting last year. There wasn't an election last year, so that will be a little different. We only hold elections every other year. I don't think we will do anything with Bi-laws this year, but next year we might. The meeting should be short and sweet. Most of the time will be counting ballots. Once we adjourn the annual meeting, we will start our regular monthly meeting. Which will be just a little bit different because we will re-elect officers. That happens in our board meeting and not in the annual meeting. So the board members elect the president, Vice President and so on.

The Ballot box was verified to be empty, and the key was given to Barb.

Board Training:

½ Hour-We have to have training requirements now that we are a LPB.

Training: Strategic Planning

Our Next meeting will be March 19, 2025.

Our Annual Meeting will be March 19th.

Executive Session:

No Executive Session during this meeting.

There being no further business, adjourned the meeting at 18:40.

A handwritten signature in black ink, appearing to read "Paul Joseph". The signature is written in a cursive style and is located in the bottom right corner of the page.