

**PALATINE HILL WATER DISTRICT
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
By Teleconference
September 21, 2023**

The regular meeting of the Board of Commissioners convened by video-teleconference at 9:00 A.M. on Thursday, September 21, 2023. Supporting materials were provided to commissioners in advance of the meeting. Instructions for public access to the teleconference were printed on the Agenda and noticed as usual. In attendance were:

Leslie Goss	Brian Ginter
Stephen Holmes	Roberta Allen
Laura Martin	Saidee McKay
David Veverka	Ron Stevenson
Maya Klein	

The Minutes of the August 17, 2023 regular meeting were read. Maya moved and Laura seconded approval of the Minutes. The motion passed unanimously.

The general ledger and financial statements for August 2023 were reviewed. General fund expense checks in the amount of \$105,285.07 were approved and signed. Attached is a list of the checks written. There were no checks written from the Systems Development Fund. Laura asked that 120 Water please re-invoice the District showing the \$5000 payment in August.

Leslie had a question about an entry on Financials on the Balance Sheet regarding Other Liabilities, Deferred Inflow-Lease. She also noted that District purchased more water than we budgeted for and sold less than we budgeted for despite having a few days of using over 1 million gallons. Brian reminded all that the billing cycle likely hasn't caught up with the use numbers yet.

DISTRICT UPDATE:

Ron said that not much is going on. There is a 1.5 inch meter install pending at Palatine and Military, the site of two new homes.

Brian said designs for hydrant replacements and various 2" line repairs are about finished and will be ready to go to bid soon. He said they are working on the third iteration with ODOT on the Highway 43 repair from over two and a half years ago. The Vacuna Project permit has been received, now we are waiting on the contractor to schedule work. Portland is putting in a lift station on Terwilliger and will need water service from the District (hose bib for washdown and temporary irrigation) and will pay SDC fees for a meter and be billed as regular District customers for the water they use at PHWD rates. The two Capital Projects (Breyman/Rt 43 and Military) are 99% completed, we are waiting on ODOT for approval on the permit after answering an unbelievable amount of questions. Brian is hopeful that they will be going to bid by late October so we have a better understanding of where we are with the budget and ability to proceed with Kamstrup meter replacements. No additional news on the Kamstrup meter replacement yet.

Leslie noted in the meeting materials that there is a Bankruptcy notice from one of our customers. Leslie asked Dee to send David the entire notice to see if there is a deadline for the District to indicate that they will not be able to write off the debt. There was some discussion about whether municipal debt is dischargeable in bankruptcy. The notice was filed on September 1st but delivered to the wrong address and wasn't certified. The amount owed prior to filing is approximately \$2300 remaining of a leak payment schedule and \$1000 of water use on the current billing cycle. Both Stephen and David noted that post-filing charges are not subject to bankruptcy. Stephen asked if we should shut off the water or is there a way to have the customer prepay his water bill? Leslie and Brian noted that the District does not have a policy for how to address customers who file for bankruptcy and that this is something we should have on the October agenda.

Customers who made a July presentation about a leak leading to a bill of over \$6000 have made good faith payment of \$1000 as we wait for the next billing cycle which included some period of the leak according to the meter's data log. After we have that number we can review the total amount they owe for the leak and discuss a payment schedule.

A customer who owes less than \$1000 is trying to set up auto pay using her credit card, a capability the District doesn't yet possess, so we are trying to work with her bank for an ACH withdrawal.

Leslie asked if the Board members have a preference for in-person meetings or continuing with Zoom. Other than the Budget meeting held the second Tuesday in May, board members said that Zoom is preferred or fine.

The meeting adjourned at 9:55 A.M. and the next meeting is scheduled for October 19, 2023 at 9:00 A.M.

APPROVED:

Commissioner

Commissioner