



MINUTES

REGULAR MEETING OF THE HOLDEN BOARD OF PUBLIC WORKS

March 5, 2024

Members Present:

Mr. Al West	Chairman
Ms. Kim Holger	Secretary
Mr. Doug Hayworth	Member
Ms. Julie Getz	Council Liaison
Mr. Rob Hough	Member

Guests Present:

Mr. Tony Lerda	Superintendent
Mr. Josh Treece	Crew Leader
Ms. Christie Reed	Financial Coordinator

The meeting was called to order at 6:00 PM.

There was a review of the minutes from the February 2024, regular meeting. **Motion** by Mr. Hayworth to approve the minutes, Ms. Holger seconded the motion, Ms. West called for a vote. The motion passed with no dissenting votes.

Financial Report: **Motion** by Ms. Holger to approve the financial statement and pay the invoices, Mr. Hayworth seconded the motion, Mr. West called for a vote. The motion passed with no dissenting votes.

OLD BUSINESS

WATER SYSTEM –

GENERAL ACTIVITIES

Mr. Lerda stated that there were a few leaks this month and some street repairs were done to complete jobs that were performed during the winter.

Mr. Lerda reviewed the chlorinators at the water plant with the Board. These chlorinators are an essential part of the disinfecting process of the water. Our present chlorinators have been rebuilt at least three times. Just a couple of weeks ago one blew apart in the operators face. This was a close call to major injury. It is currently put back together again; however, this is dangerous situation. Mr. Lerda stated that it is his recommendation to replace those chlorinators immediately. He had two quotes to offer the Board. The quote from Regal Chlorinator totaled \$6,039. The quote from D & F Services totaled \$4,524.25. Both quotes were for all costs to be incurred.

MOTION by Mr. Hayworth for Mr. Lerda to accept the purchase order as stated from D & F Services and place order as soon as possible, seconded by Ms. Holger, Mr. West called for a vote. The motion passed with no dissenting votes.

Mr. Hayworth stated that there really was no need for any discussion as it was a safety hazard. Mr. Hayworth however did want Mr. Lerda to clarify just for his information, that the cost on the quote was for all the chlorinators needed. Mr. Lerda answered in the affirmative.

LEAD INVENTORY

Mr. Lerda has put together the questionnaire discussed last meeting; however, he has decided to add a color-coding aspect to it. There would be a map in the office to mark when each questionnaire was received with the corresponding color. The year of the home will be of importance, so maybe all houses before possibly 1940 (just an example this has not been decided) would be noted as having lead joints, gaskets, etc. Mr. Lerda stated he would be sending out the questionnaires within the next week or so.

SEWER SYSTEM –

AOC UPDATE

Mr. Lerda expressed to the Board that all the materials have been purchased and a path has been cleared. There is probably only one area that is going to be a challenge and that is around 6th Street & Lexington St. where the street parallels under a water main. Mr. Lerda continued that he believes that they will just dig a few feet at a time and just try to do everything without moving the water main. Mr. Lerda stated that Mr. Treece is communicating directly with the Street Department regarding this project.

STORMWATER PROJECT

Mr. Lerda stated that project work is coming along well. Mr. Treece stated that the channel has been cut and the spillway has been built. Mr. Lerda completed by stating that all the underground work has been completed. There had been a question offered outside of the meeting regarding the rock. The Board openly discussed the topic, and all agreed that the topic was covered previously. Mr. Lerda stated that the previous decision was made that all the spoils would be placed in one location until the project was done. There is still work to be completed, such as fencing, after Radmacher leaves. Therefore, the spoils will be utilized in other areas before being hauled off.

GENERAL ACTIVITIES

Everything is good, nothing of importance to discuss per Mr. Lerda.

NEW BUSINESS

MATURING CD – ROLL OVER

Ms. Reed and Mr. West explained to the Board that the first of the CD's that had been purchased was at its 6-month mark and either had to be cashed out or re-invested. F & C Bank was needing it in the official minutes that we were wanting to open another 6-month CD at the same special rate as it was at, which is 5%.

MOTION by Ms. Holger to authorize Mr. West, or all authorized representatives at F & C Bank, to roll over CD #17530 that is maturing on 3/6/24, into a new 6-month CD for \$50,000, seconded by Mr. Hough, Mr. West called for a vote. The motion passed with no dissenting votes.

Ms. Reed will contact F & C Bank and get this handled.

RATES

Mr. Lerda presented an explanation in detail on a handout of how water and sewer user fees are composed. Rates are figured mainly of four components:

- Debt Service – Loans, Bonds, SRF, etc - this is a fixed rate calculated by taking the total annual principal(s) and interest payment(s) by the number of customers you have. There are some municipal loans or bonds that will require 10% above the annual debt service to be retained on hand.
- Administrative Costs – also known as the “Monthly Base Charge”, this cost is inclusive of items such as office buildings & grounds, staff, accountings, insurance, legal, etc. These are expenses you will have to pay no matter if you sell the product or not. Take the total of all these costs and divide by the number of users on the systems (i.e. number of bills you send out every month).
- Cost of Operation and Maintenance – This is the cost of producing and distributing the product or service. It is assessed by dividing the total annual cost for operations by the total units (in this case gallons) of product sold.

- Depreciation and Replacement – This cost is an anticipation of the future replacement of major equipment at the end of an estimated amount of time. Inflation must also be considered into this through the life of the equipment when estimating future replacement costs. The US Price Index is a good place to look for current and accurate inflation rates.

Mr. Lerda concluded by stating that a spreadsheet will be compiled of the prior 12 months of expenses and a budget will be done for the Board to review.

COMMENTS FROM THE FLOOR

Mr. Hayworth noted that the light switch had not been properly turned on after last month's meeting. Mr. Lerda apologized and showed the Board which switch was the correct one to use.

With no further comments offered, a motion was made to adjourn.

MOTION by Mr. Hayworth to adjourn, seconded by Ms. Holger, Mr. West called for a vote. The motion passed with no dissenting votes.

Meeting adjournment at 6:33 P.M.

Signed _____
Secretary

Date _____

DRAFT