

**FOSTERBURG WATER DISTRICT  
MINUTES – BOARD MEETING  
January 17, 2018**

Due to the absence of the Chair and Vice Chair, Fred Bort made the motion to appoint Bob Kercher as the temporary chair to call the meeting to order, Rebecca Unnerstall seconded the motion. Motion passed unanimously.

The regular meeting of the District Board was called to order by Chairman Pro-tem at 7:33 p.m. at the District office. Additions to the agenda were additional O & M bills for approval:

Circle T Steel	\$ 42.50
Dex YP	\$ 138.00
Julie, Inc.	\$ 627.54

Roll was called with the following board members present: Fred Bort, Robert Kercher, Kristine Jarden, Todd Clark and Becky Unnerstall. Also present were Mark Voumard and Kim Owens. Steve Strohbeck and Frederick Aljets were absent.

DELGATIONS: Mark Unnerstall was present.

The minutes of the December 20, 2017 regular meeting, copies of which had been forwarded to the Board, were reviewed.

A MOTION WAS MADE BY KRISTINE JARDEN AND SECONDED BY TODD CLARK THAT THE DECEMBER MINUTES BE APPROVED. MOTION PASSED UNANIMOUSLY.

The Treasurer's Report, copy of which had been forwarded to the Board, was reviewed and questions answered. Income reported for December was \$197,123.09, bank interest \$2,907.11, expenses \$156,184.81 and depreciation \$36,756.24 resulting in a net profit of \$7,269.15. Transfers among accounts for the month were also reported.

A MOTION WAS MADE BY FRED BORT AND SECONDED BY TODD CLARK THAT THE TREASURER'S REPORT BE ACCEPTED AS PRESENTED. MOTION PASSED UNANIMOUSLY.

The Investment Reports for the 4<sup>th</sup> Quarter and Annual Report were presented. 4<sup>th</sup> Quarter interest received was \$8,413.76 and Annual interest received was \$30,735.64.

A MOTION WAS MADE BY KRISTINE JARDEN AND SECONDED BY BECKY UNNERSTALL TO ACCEPT THE FOURTH QUARTER AND ANNUAL INVESTMENT REPORT. MOTION PASSED UNANIMOUSLY.

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Secretary suggests transferring some surplus funds to CDs. Manager announced the Seiler Rd project maybe more than originally anticipated so we should wait until this is completed. Secretary announced the change on hand may need increased to break big bills. The Christmas fund was used occasionally to do this and with it gone the office has very little cash. Board agreed to let Secretary increase cash for change but not more than \$300.

O & M bills, previously sent to the Board, were presented along with additional bills for discussion and payment approval and questions were answered.

A MOTION WAS MADE BY FRED BORT AND SECONDED BY KRISTINE JARDEN THAT THE O & M BILLS BE APPROVED FOR PAYMENT AND CHECKS BE ISSUED. MOTION PASSED UNANIMOUSLY.

OLD BUSINESS

WORK REPORT:

Manager reported on work done for the month: Check for leaks, main break at Seiler. Bethany cross country is fixed temporarily but will have to be readdressed in the spring due to boring the creek. It was installed in 1974. There were several frozen meters over the cold phase.

Bulk Load Report:

Culp Lane	\$ 90.50	25,507 gal	70.46 gal/cn
Prairietown	\$195.00	51,200 gal	65.64 gal/cn

MANAGEMENT REPORT:

Seiler Rd is held up by the weather. The estimated cost for phase II is 1.2 million but could be as much as 1.5 million if we upgrade lines for future development. 50% is reimbursed by the county.

GENERATOR:

Richards Electric was the only bid received this time. \$34,803 plus \$997 maintenance with a 30 day acceptance and warranty of 2,000 hrs/2 years. Manager will get information to verify all things on the original bid remain the same and bring to the February meeting. It would take 4-6 weeks to get it in.

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**AUDIT:**

Two bids received: C J Schlosser \$5100, 5175, 5250 for 3 years  
Loy, Miller, Talley \$8475, 8475, 8900 for 3 years.

MOTION WAS MADE BY FRED BORT AND SECONDED BY TODD CLARK TO  
REMAIN WITH CJ SCHLOSSER FOR THE ANNUAL AUDIT. MOTION PASSED  
UNANIMOUSLY.

**NEW BUSINESS**

**COPIER:**

Williams Office has presented a Sharp copier for \$2,938.00 with maintenance contract of \$225.00. Each maintenance contract offers 25,000 copies before it renews.

MOTION WAS MADE BY KRISITNE JARDEN AND SECONDED BY FRED BORT  
TO PURCHASE THE SHARP MXM3050N. MOTION PASSED UNANIMOUSLY.

The Chairman Pro-tem declared the meeting adjourned at 8:39 p.m.

Secretary