

POINT ROBERTS WATER DISTRICT NO. 4

**Regular Scheduled Meeting of
August 10th, 2021**

MINUTES

The Meeting of the Point Roberts Water District No. 4 Board of Commissioners was called to order via Zoom at 5:03 p.m. In attendance were Commissioners Reber, Hackleman and Anderson, Manager Bourks, and District staff Kelli Wallace.

1. GUESTS AND COMMENTS:

Pat Grubb

2. MINUTES:

The Minutes of the Regular Scheduled Meeting of July 13th, 2021 were read. Commissioner Hackleman moved to accept them as read. Commissioner Anderson seconded the motion which passed unanimously.

4. APPROVAL:

- A. A motion was made by Commissioner Hackleman to accept the August 2021 vouchers in the amount of \$119,215.09. The motion was seconded by Commissioner Anderson and passed unanimously.
- B. Commissioner Hackleman approved Manager Bourks Timesheet.
- C. The Commissioners approved Payroll for August 2021
- D. The Commissioners approved 9 Adjustments.

5. MANAGERS REPORT:

- A. 4 new services for this year.
- B. To date we have billed \$711,140.00 – should come in at \$1,400,000.00 to \$1,500,000.00 for 2021.
- C. Reading meters starting August 25th.
- D. Casey Hubbard passed WDM II, would like to discuss pay raise next meeting.
- E. A larger repair to do at Marine Dr & Broughton Ln in the next 6 weeks. Approximate cost will be \$8,000.00
- F. Fiber Optic line is being installed at the 1-million-gallon tank, which will ensure better service for our monitoring system.

6. CORRESPONDENCE:

7. OLD BUSINESS:

7. NEW BUSINESS:

- A. Resolution No 659 – Fee Schedule Increase. Commissioner Hackleman made a motion, Commissioner Anderson seconded and was approved unanimously.
- B. Resolution No 660 – Imprest Increase. Increasing the Imprest Account to \$85,000.00 per increase in water fees. Commissioner Hackleman made a motion, Commissioner Reber seconded and was approved unanimously.
- C. Tim Spencer requested to terminate water at 1 of his 3 lots. Commissioners agreed that the Water Vacate Policy will apply with the fees associated.
- D. Discuss Reversal of charges due to a water leak for acct #1463 – Robert Cannon. Commissioner Hackleman made a motion to accept the reversal of water charges in the amount of \$939.00, Commissioner Reber seconded and was approved unanimously. Will send a letter to customer with decision as well as a copy of the Water Leak Adjustment Policy.

8. COMMISSIONER'S COMMENTS:

The next Regular Meeting of the Board of Commissioners will be September 14th, 2021 at 5:00 p.m.

As the Commissioners had no further comments, the meeting adjourned at 5:32 p.m. on a motion from Commissioner Reber.

Scott Hackleman – Chairman

N. Madeleine Anderson - Secretary

Arthur Reber - Commissioner

Date: _____