

**PALATINE HILL WATER DISTRICT**  
**REGULAR MEETING OF THE BOARD OF COMMISSIONERS**  
**By Teleconference**  
**November 16, 2023**  
**9:00 A.M.**

The regular meeting of the Board of Commissioners convened by video-teleconference at 9:00 A.M. on Thursday November 16, 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	Ron Stevenson
Stephen Holmes	Roberta Allen
Laura Martin	Saidee McKay
David Veverka	
Maya Klein	

The Minutes of the October 26, 2023 regular meeting were read. Maya moved and Stephen seconded approval of the Minutes. The motion passed unanimously.

The general ledger and financial statements for November 2023 were reviewed. General fund expense checks in the amount of \$44,601.84 were approved and signed. Attached is a list of the checks written. There were no checks written from Systems Development Fund.

Laura and Stephen requested a breakdown of the D&T Excavation bill over two periods including meter installation at Palatine/Military and a leak repair at Aventine on October 26. The builder at Palatine/Military paid the published System Development Fee in full and a deposit on the installation costs. Leslie reminded Dee and Ron to ask vendors to provide addresses of the locations where they perform services.

Stephen asked that Ron, Matt and Brian do a cost study for new service installations to be sure that the District is charging an amount that actually covers costs for installations. David asked for clarification of who pays for work done on which side of the meter, the owner or the District. Leslie also asked about the SDAO annual fee.

Maya thanked Dee for correcting the financial statements to reflect accurate current month interest percentages.

**DISTRICT UPDATE:**

Ron reviewed the leak situation (corp cracked at the saddle) on Aventine on October 26<sup>th</sup>. He had to shut down the main for a few hours to make repairs impacting approximately 20 customers.

Ron mentioned that meter heads are failing at a slightly higher rate. There are three meters that need attention now and it's a day long project for replacement. His replacement supplies have depleted and he has ordered (on backorder) fifteen ¾" and several 1.5" meter heads. Hopefully the pilot program to replace meters can address some of these failures. The pilot program may or may not go forward based on new suppliers and the District's budget situation on December.

Matt and Ron will be installing an air burper this week at the elevated tank to keep pumps from turning on/off in an erratic manor.

Stephen asked if Dee can run a report on which customers have which sized line/meters. Ron said the District does have the information. The new Palatine/Military service will be added to 1.5" list.

Leslie asked Ron to get the paving done to complete the Vacuna Project ASAP and address the low reservoir driveway at Summerville. Ron is moving ahead with the paver.

Customer letter was received about shutting off his second meter devoted to irrigation (dormant during winter season) according to Section 8 of Rules and Regs which allows for shut off/on at request with no charge. Stephen said these requests must be made in writing and Maya suggested developing a form with blank dates that Dee can send to or email to customer when request is made.

Customer letter was received from 12727 Iron Mountain Blvd about fixing sunken Brooks meter box. Ron added a second lid to meter box to get it grade level with the right-of-way, noting that the driveway is higher than the grade of the right-of-way. David offered to do a walk by and take photos to share with Ron and Commissioners. Maya asked general question if meter replacements require new meter boxes. Ron said no, most of the boxes are probably big enough. She suggested replacing the meter box at this address when meter replacement pilot project is underway if the timing works out.

Dee calculated that the customer who filed for bankruptcy owes \$168.50 for period between September 2 (day after notice was filed) though the September billing cycle. The November billing cycle will be read on November 27<sup>th</sup>. Dee will add the adjusted September amount to the November billing and customer will be asked to pay the bill in timely fashion according to Rules and Regs. If customer does not pay the bill in timely way, the District will proceed with failure to pay bill process.

The customers who attended the July meeting seeking leak relief for an irrigation leak still need the final billing calculated and to set up a payment schedule. Dee noted that the customers did make payment for the September billing plus extra toward cost of the leak. Leslie asked Dee to provide the final amount owed for the leak which spanned two billing cycles.

The meeting adjourned at 10:01 A.M. and the next meeting is scheduled for Tuesday, December 19, 2023 at 5:00 P.M. to avoid travel conflicts for the Christmas holiday.

APPROVED:

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Commissioner

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Commissioner