

**PALATINE HILL WATER DISTRICT**  
**REGULAR MEETING OF THE BOARD OF COMMISSIONERS**  
**By Teleconference**  
**December 19, 2024**

The regular meeting of the Board of Commissioners convened by video teleconference at 9:00 A.M. on Thursday, December 19, 2024. 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:

Carrie Gentry	Brian Ginter
Maya Klein	Roberta Allen
Laura Martin	Saidee McKay
Eric Mulligan	Leslie Goss (member of the public)
David Veverka	Brent Hutchings (member of the public)
	Andy Turner (member of the public)

The Minutes of the November 21, 2024 regular meeting were read. David moved to approve, and Carrie seconded approval of the Minutes. The motion passed unanimously.

General fund expense checks were approved for December 2024 for \$53,487.96. System fund checks were approved for December 2024 for \$213,656.94.

Brian Ginter presented change orders #4 and #5 for a combined total of approximately \$18,000, the final change orders for the hydrant replacement project. Eric moved to approve change order #4, and David seconded. The motion was unanimously approved. Eric moved to approve change order #5, and David seconded. The motion was unanimously approved.

The general ledger and financial statements for November 2024 were reviewed. Maya noted that we are renewing our audit firm contract for next year.

**DISTRICT UPDATE:**

Matt and Ron cannot attend the meeting today as they are in the field performing the final walkthrough and inspection of the work on Hedlund Road. Brian reported that they are finishing the SCADA work, and Matt will have a tablet device to monitor and control the District remotely from now on, with Ron as his backup should Matt be out of town.

**PROPOSED 2025 RATE STRUCTURES UPDATE**

Brian provided the updates to the rate calculations that the board requested at the previous meeting. The rate increase hearing is scheduled for Wednesday, February 5, 2025, at 5:30 p.m. in the Riverdale Grade School Commons room. If approved, the increase would take effect March 1, 2025, and households would receive one bill before the summer months and can take steps to decrease water usage in advance of the hotter months. Brian will send the slides he presented at the last rate increase hearing in 2020 for reference. Brent Hutchings stressed the importance of communication with our constituents regarding the drivers affecting the rate increase. Leslie Goss will distribute the letter sent to District constituents for that hearing as a basis for the letter to be updated and sent out for the upcoming hearing, which will give an executive summary of the

reasons for the increase in addition to the notice of hearing. A discussion of communication with the District customers about the upcoming hearing ensued.

#### BOARD OF COMMISSIONER CHANGES

Maya is moving out of the District and has submitted her resignation effective December 31, 2024. She has appreciated the opportunity to serve on the Budget Committee and the Board of Commissioners. Appointment to her position as Commissioner #2 has been discussed with Brent Hutchings, who has served on the Budget Committee in the past, and he is interested in serving on the board. Carrie moved to accept Brent as Commissioner #2 effective January 1, 2025, and Carrie seconded the motion. The motion was approved unanimously. Eric nominated Laura Martin for the chair position effective January 1, 2025, and was seconded by David. The motion was approved unanimously.

During the Public Comment section of the Agenda, Leslie thanked Maya for her service on the board and Budget Committee and for stepping up to the chair role last January. She also thanked Laura for agreeing to chair and Brent for agreeing to serve on the board.

A discussion of a water service outage related to the fire hydrant replacement project and the impacted customer notification process was held. The schedule on the project was difficult to anticipate due to changes as the work occurred. Two customers were frustrated that they were not notified of a shutoff. The efforts to notify them were unsuccessful using all of the information the District had available at the time. This discussion broadened to questions about the District-wide customer notification process in an emergency and also in the case of scheduled or unscheduled maintenance. It was noted that we are subscribed to the Flash News system in case of a boil water notice or other large-scale emergency. It was pointed out that constituents must register on our website to give email and text numbers to receive communication. We will consider providing door hanger notices to homes impacted during scheduled repairs in the future.

The meeting adjourned at 9:52 A.M. The next meeting is scheduled for January 16, 2025, at 9:00 A.M.

APPROVED:

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Commissioner

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Commissioner