

Village of Pleasant Hill Board of Public Affairs
Regular Meeting
December 15, 2014

Village of Pleasant Hill Board of Public Affairs met in regular session on December 16, 2013. President Stan Fessler called the meeting to order at 7:31 p.m. Roll Call: Von Fessler-absent; Kory Krofft-present; and Stan Fessler-present. Others present: Jeff Derkson, Service Superintendent and Karl Marko, Fiscal Officer.

Kory moved to approve the November 17, 2014 regular Board of Public Affairs meeting minutes as written. Motion was seconded by Stan. Roll Call: Kory-yea and Stan-yea. All yeas. Motion carried.

Citizens' Concerns

No Citizens were in attendance to address the Board.

Superintendent's Update

Jeff reported to the Board that he has not ordered the flow meter for the hydrants but will continue to research to find the best price. Further, Jeff asked the Board if they would reimburse him for the cost of renewing his license. Fiscal Officer Marko stated that the Village has always reimbursed Jeff for the renewal cost. The Board members agreed that the policy should be continued.

Village Office Update

Mr. Marko stated that he would like to have the Board of Public Affairs establish a policy for billing rental properties when a tenant moves out and a new one moves in during the same billing cycle. We have approximately 125 rental properties in the Village, and it is very difficult and time consuming to split payments on rental properties when someone moves out and then immediately another person moves in. Carol has to manually calculate the bills and allocate the capital improvement fees, water, sewer and refuse. In some billing cycles; we have had where a person moves out, the rental unit sits empty for a couple of weeks, and then someone moves in. In these cases Carol has to manually calculate three separate bills for the same unit. I would like to see the Board establish a policy where the landlord is responsible for the total bill when they have more than one utility bill for the billing cycle. This would expedite the billing process and allow us to get the bills out more quickly. We have approximately 15 manual calculations per billing cycle.

Karl also provided Board members with a detailed analysis of the funds being managed by the Board of Public Affairs. I am getting ready to close out 2014 and would like to discuss the funds that are managed by the Board of Public Affairs

Water Operating Fund

To date we have collected \$105,861.43 or 95.371 percent of what I projected at the beginning of the year. One explanation for the lower revenue is that this year we had a wet summer and residents did not need to water their lawns and gardens as in the past years. On the other side of the ledger, expenditures to date are at \$170,450.33 or 84.518 percent of what was appropriated. The primary reason that our expenditures exceeded revenues was the \$79,500 spent on the N. Main Street Project. Next year our revenues will exceed expenditures. If you look at the 2015 budget, you can see that my estimated revenues do not exceed appropriations by much, however, we never spend 100 percent of what is appropriated.

Sewer Operating Fund

To date we have collected \$112,257.00 or 93.548 percent of what I projected at the beginning of the year. Since our sewer revenue is based on water consumption, the revenue shortfall can be explained the same as in the Water Operating Fund. To date we have spent \$164,564.93 or 82.964 percent of what was appropriated. As above the revenue projections are better than the expenditure side of the ledger. Two large items were paid for this year. We spent \$35,500.00 on the N. Main Street Project and \$33,908.00 on the brushes on the

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clarifiers. I am projecting that in 2015 we will again spend more than we take in, but not as much as in 2014. As I have explained several times, the Sewer Operating Fund will be in deficit spending every year out until a rate increase is put in place. However, our fund balance will carry us for the next five to six years. I will be bringing recommendation to the board this summer on when and how much sewer rates will have to be increased. If the Board and Council agree and raise our rates in the next two years we should be able to avoid having a one-time larger increase out in the far future.

Water Line and Tower Improvement Fund

Our revenue for year to date is \$49,984.66 or 98.980 percent of projections and our year to date expenditures are \$60,712.07 or 81.619 percent of the final appropriations. Overall 2014 our expenditures were greater than our revenue. However, this was mostly attributed to the \$26,327.50 spent for the well refurbishment accomplished in 2014. Unless we have a significant number of water main breaks during the year, we should be good shape for 2015.

Sewer Line, Plant and Improvements

Our revenue to date has exceeded my estimate. We have collected \$68,633.95 or 107.155 percent of my estimate. With the debt payment that I will be making in December, our total annual expenditures will be \$81,655.11 or 100 percent of what was appropriated. We will continue to spend more than we take in for several years, but because of increasing our Sewer Capital Improvement fees in January 2013 and 2015, the difference between revenues and expenditures will decrease and the carryforward fund balance will be enough to keep us out of a deficit balance. According to my projections, the BPA and Council will have to increase the capital improvement fee again in January 2017. Once that increase is implemented, this fund will be able to meet all debt payments out to 2031 when the Sewer Plant is paid for.

Old Business
None

New Business
None

Ordinances and Resolutions
None

Approval of Bills and Financial Statements

Kory moved to approve payment of December 2014 bills and acknowledged presentation and review of the December 2014 Bank Reconciliation including the Fund Status Report, Revenue Summary for Water and Sewer Related Funds, Appropriation Summary for Water and Sewer Related Funds, Payment Summaries for Water and Sewer Related Funds and the Fund Summary for Water and Sewer Related Funds. Stan seconded the motion. Roll Call: Stan-yea and Kory-yea. All yeas. Motion carried.

Adjourn

Kory moved to adjourn the regular meeting. Stan seconded the motion. Roll Call: Kory-yea and Stan-yea. All yeas. Motion carried. Meeting adjourned at 8:26 p.m.

Stan Fessler, President

Karl Marko, Jr., Fiscal Officer