

WCTMA 2025 ORGANIZATIONAL MEETING

January 7, 2025 6:00 pm

73 S. Zinns Mill Road, Quentin

1. Call meeting to order, take attendance.
2. Nomination /election of officers Nominations from the floor or motion to re-elect same
Current slate of officers:
Chairman – James Shoemaker
Vice Chairman – William Matthews
Secretary – Robert Kolb (reappointed to new 5-year term by B.O.S. on 01/06/2025)
Asst. Secretary – Glenn Yanos
Treasurer – Dennis Tulli
Asst. Treasurer – Martin Daigle
3. Appointment of Solicitor Amy Leonard, Henry & Beaver, LLP
4. Appointment of Engineer Jeff Steckbeck, Steckbeck Engineering & Surveying
5. Appointment of Auditor Maxine Maser, Stanilla, Siegel & Maser
6. Appointment of depositories Peoples Security Bank & Trust
7. Affirmation of Meeting Schedule for 2025 Attached - As published in the Daily News
8. Affirmation of Authority Manager/Bookkeeper Jeff Steckbeck, Four Girls, LLC
9. Affirmation of Sewer Billing Agent City of Lebanon Authority
10. Affirmation of Water Billing Agent City of Lebanon Authority
11. Affirmation of Sewer System and Pump Station Licensed Operator MASS LLC
12. Affirmation of Water System Licensed Operators: William White and David Bradley
13. Affirmation of Sewer Emergency Response Agent City of Lebanon Authority
14. Affirmation of Joe Foltz as meter reader for well customers, Mary Deck for Quentin water & sewer customers, and Cornwall Borough for Cornwall water customers.
15. Authorization of proper officers to pay invoices and requisitions (subject to audit) between meetings if doing so would result in a discount or avoid accrual of a penalty.
16. Manager Report – Financials for December & approve budgets for 2025
17. Solicitor Report – Execute FINANCING AGREEMENT with North Cornwall Township for Dairy Road Pumping Station funding.

West Cornwall Township Municipal Authority
2025 Meeting Dates

January 7, 2025	February 4, 2025	March 4, 2025
April 1, 2025	May 6, 2025	June 3, 2024
July 1, 2025	August 5, 2025	September 2, 2025
October 7, 2025	November 4, 2025	December 2, 2025



PO Box 630531 Cincinnati, OH 45263-0531

AFFIDAVIT OF PUBLICATION

Eryn Ryan
West Cornwall Township Municipal Authority
Po Box 1262
Quentin PA 17083-0262

STATE OF WISCONSIN, COUNTY OF BROWN

The Lebanon Daily News, a newspaper published in the city of Lebanon, Lebanon County, State of Pennsylvania, and personal knowledge of the facts herein state and that the notice hereto annexed was Published in said newspapers in the issue:

12/11/2024

and that the fees charged are legal.
Sworn to and subscribed before on 12/11/2024

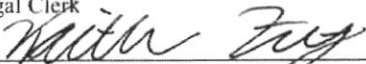
NOTICE

Notice is hereby given that the West Cornwall Township Municipal Authority shall meet at 6:00 p.m. at The West Cornwall Township Building, 73 South Zinns Mill Road, Lebanon, Pennsylvania, on the following dates:

January 7, 2025	July 1, 2025
February 4, 2025	August 5, 2025
March 4, 2025	September 2, 2025
April 1, 2025	October 7, 2025
May 6, 2025	November 4, 2025
June 3, 2025	December 2, 2025

James Shoemaker, Chairman
West Cornwall Township Municipal Authority


Legal Clerk

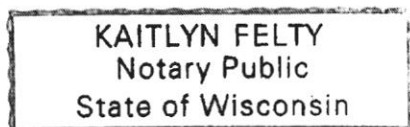

Notary, State of WI, County of Brown

3-7-27
My commission expires

Publication Cost:	\$85.08	
Tax Amount:	\$0.00	
Payment Cost:	\$85.08	
Order No:	10840430	# of Copies:
Customer No:	1398559	1
PO #:		

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.



WCTMA 2025 AUTHORITY MEMBERS

<u>BOARD MEMBERS</u>	<u>POSITION</u>	<u>TERM EXPIRES</u>	<u>PHONE #</u>	<u>E-MAIL ADDRESSES</u>
J. SHOEMAKER	CHAIRMAN	12/31/2027	717-273-7124	383-2187 C jshoemaker1@gmail.com
W. MATTHEWS	V. CHAIR	12/31/2026	717-273-4727	926-6208 C qbear@comcast.net
R. KOLB	SECRETARY	12/31/2029		507-6845 C robert.l.kolb@comcast.net
G. YANOS	ASST. SEC.	12/31/2028	717-964-1951	413-0142 C glenn.yanos1@gmail.com
D. TULLI	TREASURER	12/31/2025	717-274-1318	507-2927 golf101@comcast.net <i>tulli@comcast.net</i>
M. DAIGLE	ASST. TREAS	12/31/2026	717-675-4692	mdaigle@comcast.net
J. FOLTZ	MEMBER	12/31/2025	717-964-2182	926-0721 C mjatmine3@verizon.net

Supps increased compensation to \$50 per meeting effective 2020, which applies to all appointments from 2020 forward. Past appointees still only receive \$25 per law.

BOARD MEMBER ADDRESSES

MR GLENN YANOS 425 MINE ROAD LEBANON PA 17042	MR WILLIAM MATTHEWS PO BOX 1 QUENTIN PA 17083	MR ROBERT KOLB 34 N ZINNS MILL RD LEBANON PA 17042	MR JAMES SHOEMAKER 44 WALNUT LANE LEBANON PA 17042
MR DENNIS TULLI 19 LOCUST LANE LEBANON, PA 17042	MR MARTIN DAIGLE 418 OLD MINE ROAD LEBANON PA 17042	MR JOSEPH FOLTZ 397 OLD MINE ROAD LEBANON, PA 17042	

OTHER APPOINTEES

SOLICITOR ENGINEER ACCOUNTANT AUTHORITY MANAGER BANK DEPOSITORY	AMY LEONARD, ESQUIRE STECKBECK ENGINEERING & SURVEYING, INC. STANILLA, SEIGEL & MASER, P.C. Four Girls, LLC (attn: Jeffrey Steckbeck) PEOPLES SECURITY BANK & TRUST
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West Cornwall Twp. Municipal Authority

1/5/2025 9:33 AM

Register: PSBT Quentin Sewer

From 11/30/2024 through 12/31/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/30/2024			INCOME:01 Quentin:Interest ...	Interest		X	2,543.35	933,047.51
12/03/2024	Zip Pay	VERIZON	Accounts Payable	Req 3880 - Phone Svc	72.48	X		932,975.03
12/04/2024	3719	NORTH CORNWALL TOW...	Accounts Payable	Req 3885 - Dairy Rd ...	14,937.07	X		918,037.96
12/05/2024	3718	HENRY & BEAVER LLP	Accounts Payable	Req 3884 - Legal Svc	657.50	X		917,380.46
12/05/2024	3720	Four Girls, LLC	Accounts Payable	Req 3886 - Mgmt & ...	2,400.00	X		914,980.46
12/09/2024	Zip Pay	MET-ED	Accounts Payable	REq 3888 - PS Electric	286.23	X		914,694.23
12/12/2024	3721	MASS LLC	Accounts Payable	Req 3887 - Ops	792.00	X		913,902.23
12/17/2024			INCOME:01 Quentin:COLA Bi...	Deposit		X	23,147.20	937,049.43
12/23/2024	Zip Pay	VERIZON	Accounts Payable	Req 3889 - Phone Svc.	72.48	X		936,976.95
12/31/2024			INCOME:01 Quentin:Interest ...	Interest		X	2,577.45	939,554.40
12/31/2024	Zip Pay	Peoples Security Bank	Accounts Payable	REq 3890 - Semi-an...	30,501.26	X		909,053.14

West Cornwall Twp. Municipal Authority STOBBERDALE

1/5/2025 9:39 AM

Register: PSBT Stoberdale Sewer

From 11/30/2024 through 12/31/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/30/2024			INCOME:02 Stoberdale:Bank I...	Interest		X	116.48	38,163.34
12/17/2024			INCOME:02 Stoberdale:Billing...	Deposit		X	1,872.50	40,035.84
12/27/2024			INCOME:02 Stoberdale:Billing...	Deposit		X	567.00	40,602.84
12/31/2024			INCOME:02 Stoberdale:Bank I...	Interest		X	109.14	40,711.98

Register: PSBT WATER ACCT.

From 11/30/2024 through 12/31/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
12/01/2...			INCOME:02 Interest...	Deposit		651.95	285,831.11
12/05/2...	1132	Henry & Beaver L...	Accounts Payable	Req W144 - ...	500.00		285,331.11
12/05/2...	1134	David Bradley	Accounts Payable	Req W146 - ...	443.27		284,887.84
12/05/2...	1140	Four Girls LLC	Accounts Payable	REq W152 - ...	300.00		284,587.84
12/06/2...	1135	Stanilla, Siegel & ...	Accounts Payable	Req W147 - ...	3,000.00		281,587.84
12/10/2...	Zip Pay	Peoples Security B...	Accounts Payable	14000025317	15.00		281,572.84
12/10/2...	1136	Encova	Accounts Payable	Req W148 - ...	1,687.00		279,885.84
12/10/2...	1137	Kohl Bros., Inc.	Accounts Payable	REq W149 - ...	550.00		279,335.84
12/10/2...	1139	G Works	Accounts Payable	Req W151 - ...	1,322.00		278,013.84
12/12/2...	Zip Pay	Met-Ed	Accounts Payable	100 014 421 ... <i>Reg 153</i>	1,610.81		276,403.03
12/17/2...			Cost of Goods Sold	Deposit		27,014.16	303,417.19
12/17/2...	1133	Pure Test Laboratory	Accounts Payable	Req W145 - ...	386.00		303,031.19
12/26/2...	1138	Dynamic Leak Res...	Accounts Payable	Req W150 - ...	375.00		302,656.19
12/30/2...	Zip Pay	Verizon	Accounts Payable	450-293-544-... <i>Reg 154</i>	213.91		302,442.28
12/31/2...			INCOME:02 Interest...	Deposit		805.58	303,247.86
12/31/2...	Zip Pay	Peoples Security B...	Accounts Payable	14000025317 <i>Reg 155</i>	31,235.40		272,012.46

WEST CORNWALL TOWNSHIP MUNICIPAL AUTHORITY

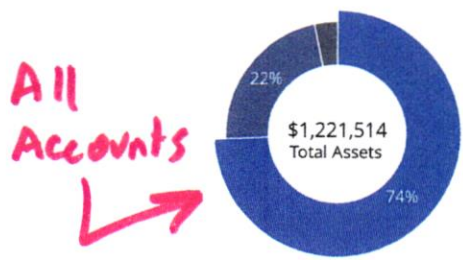
ACCOUNTS - BALANCES as of 12-31-2024

Available: \$1,221,514.08 ⓘ
Current: \$3,002,809.91 ⓘ

Peoples Security Bank Municipal NOW	- Quentin/MR Sewer	
Available Balance		\$909,053.14
Current Balance		\$909,053.14
Peoples Security Bank Municipal NOW	- Stoberdale Sewer	
Available Balance		\$40,711.98
Current Balance		\$40,711.98
Peoples Security Bank Municipal NOW	- Quentin Water	
Available Balance		\$271,748.96
Current Balance		\$271,748.96
Peoples Security Bank TIME LOAN	- Mine Road Sewer Loan	
Next Payment Date		Jun 30, 2025
Current Balance		\$881,202.43
Peoples Security Bank TIME LOAN	- Quentin Water Loan	
Next Payment Date		Jun 30, 2025
Current Balance		\$900,093.40

ACCOUNT SUMMARY

Assets Debts



Municipal NOW	
x8943	74.42%
Available Balance	\$909,053.14
Current Balance	\$909,053.14



Good Afternoon, Jeffrey Steckbeck

TIME LOAN

- MINE ROAD SEWER LOAN

Last Updated: January 1, 2025 12:11 PM

\$881,202.43

Current Balance

Jun 30, 2025

Next Payment Date

Transactions

Details & Settings

Search transactions

Date	Description	Amount	
DEC 30 2024	Principal Payment Split Out	\$20,357.45	⋮
DEC 30 2024	Interest Payment Split Out	\$10,143.81	⋮
DEC 30 2024	Automatic Transfer from DDA	\$30,501.26	⋮
JUL 1 2024	Principal Payment Split Out	\$20,130.98	⋮
JUL 1 2024	Interest Payment Split Out	\$10,371.51	⋮
JUL 1 2024	Automatic Transfer from DDA	\$30,502.49	⋮
JAN 2 2024	Principal Payment Split Out	\$19,907.02	⋮
JAN 2 2024	Interest Payment Split Out	\$10,592.97	⋮
JAN 2 2024	Automatic Transfer from DDA	\$30,499.99	⋮
JUN 30 2023	Principal Payment Split Out	\$19,685.56	⋮

JUN 30 2023	Interest Payment Split Out	\$10,814.44	⋮
JUN 30 2023	Automatic Transfer from DDA	\$30,500.00	⋮
DEC 30 2022	Principal Payment Split Out	\$19,466.56	⋮
DEC 30 2022	Interest Payment Split Out	\$11,043.06	⋮
DEC 30 2022	Automatic Transfer from DDA	\$30,509.62	⋮
JUL 8 2022	Principal Payment Split Out	\$19,250.00	⋮
JUL 8 2022	Interest Payment Split Out	\$7,812.50	⋮
JUL 8 2022	☞ REGULAR PAYMENT	\$27,062.50	⋮
FEB 25 2022	Interest Rate	\$0.00	⋮
FEB 25 2022	NEW LOAN	(\$1,000,000.00)	⋮
Page totals: Credits: [19] \$359,151.72 Debits: [1] (\$1,000,000.00)			



Good Afternoon, Jeffrey Steckbeck

TIME LOAN

—

QUENTIN WATER LOAN

Last Updated: January 1, 2025 12:11 PM

\$900,093.40

Jun 30, 2025

Current Balance

Next Payment Date

[Transactions](#)

[Details & Settings](#)



Search transactions

Date	Description	Amount	
DEC 30 2024	Principal Payment Split Out	\$20,873.24	⋮
DEC 30 2024	Interest Payment Split Out	\$10,362.16	⋮
DEC 30 2024	Automatic Transfer from DDA	\$31,235.40	⋮
JUL 1 2024	Principal Payment Split Out	\$20,641.03	⋮
JUL 1 2024	Interest Payment Split Out	\$10,595.64	⋮
JUL 1 2024	Automatic Transfer from DDA	\$31,236.67	⋮
JAN 2 2024	Principal Payment Split Out	\$20,411.40	⋮
JAN 2 2024	Interest Payment Split Out	\$10,822.72	⋮
JAN 2 2024	Automatic Transfer from DDA	\$31,234.12	⋮
JUN 30 2023	Principal Payment Split Out	\$20,184.32	⋮

JUN 30 2023	Interest Payment Split Out	\$11,049.78	⋮
JUN 30 2023	Automatic Transfer from DDA	\$31,234.10	⋮
Page totals: Credits: [12] \$249,880.58 Debits: [0] \$0.00			

Mount Gretna Authority

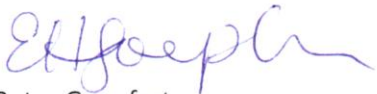
December 19, 2024

West Cornwall Township Municipal Authority
PO Box 1262
Quentin, PA 10783

This letter is to notify you that the sewer rates for 2025 from the Mount Gretna Authority will be increasing by 10%.

Please contact the office should you have any questions.

Respectfully,



Betsy Goepfert.

Secretary/Treasurer

Note: Jeff spoke with Bill Care - Mt Gretna sewer operator on 1/3/24 - Rate increase is due to rise in cost of chemicals, sludge disposal & inflation.

WEST CORNWALL TOWNSHIP MUNICIPAL AUTHORITY

STOBERDALE BUDGET PROPOSAL FOR YEAR 2025

EXPENSE CATEGORY		BUDGET 2024	ACTUAL 2024	BUDGET 2025	Impact of Mt. Gretna hike
1	TREATMENT	28,300	28,508	29,800	32,700
2	TREATMENT OVERAGE		0		
3	BUILD RESERVE	200	200	200	
4	ADMIN COSTS	2,170	2,170	2,170	
5	MAINTENANCE	800	0	800	
	TOTALS	31,470	30,878	32,970	35,870

ESTIMATED ANN REVENUE		2024	ACTUAL 2024	2024	
1	BILLING INCOME	31,600	31,000	31,600	
2	BOND INCOME	0	0	0	
3	PEOPLES FIRST BANK INTEREST	1,200	1431	1,200	
	TOTALS	32,800	32,431	32,800	short fall need to increase

TYPICAL QTLY BILL PER EDU		2024	2024 CHANGE	2025	
1	Admin Cost / ACCT	17.50	0.00	17.50	
2	O&M Cost/EDU	6.10	0.00	6.10	
2	TREATMENT / EDU	165.40	0.00	165.40	
	QTLY BILL AMOUNT	189.00	0.00	189.00	210.00

NOTES

- 1 2024 STOBERDALE EDU'S 41 SAME NUMBER AS LAST YEAR
- 2 2024 STOBERDALE ACCT' 30 SAME NUMBER AS LAST YEAR
- 3 1 EDU HELD IN RESERVE FOR THOMAS CHURCH PROP - ACCT # ST-18 (VACANT LOT)
- 4 **YR END BANK BAL - \$40,000 (ESTIMATED)**
- 5 TREATMENT RATES HAVE BEEN INCREASED BY MT. GRETN A AUTHORITY EVERY YEAR - EXPECT 5%
- 6 NO INCREASE IN RATES IN 2024

WEST CORNWALL TOWNSHIP MUNICIPAL AUTHORITY

QUENTIN & MINE ROAD BUDGET 2025

EXPENSE CATEGORY	BUDGET	ACTUAL	BUDGET
	2024	2024	2025
1 BANK ACCT COSTS	100	180	180
2 LEGAL NOTICES,PO BOX FEES	500	160	400
3 LEGAL	8,000	4,000	6,000
4 ENGINEER	10,000	15,000	15,000
5 CoLA TREATMENT COSTS	0	0	
6 CoLA BILLING COSTS	0	0	
7 TELEPHONE	950	900	1,000
8 INSURANCE	3,000	3500	4,000
9 MAINT / METERS / MTR RDGS	5,000	7,500	7,500
10 XFER TO M/M ACCT (BUILD RESERVE)		0	
11 AUDIT	6,100	6,300	6,300
12 DONATIONS	250	500	500
13 N CORN ASSESS FOR C.E. PROP.	300	150	-
14 BANK LOAN	61,000	61,000	61,000
15 CORNWALL (TRANSPORTATION)	3,600	4,900	5,000
16 N.CORNWALL (SHARED PUMP STA MAINT)	20,000	14,500	10,000
17 QUEN WATER CO (READINGS)	0	0	
18 ADMIN COSTS	29,000	28,900	30,000
19 AUTH MEETING EXPENSE	2,500	2,500	3,000
20 PUMP STATION SUPPLIES	3,000	5,623	6,000
21 PUMP STATION O & M	10,000	19,648	15,000
22 PUMP STATION COMMUNICATIONS	500	455	500
23 PUMP STATION ELECTRIC	4,200	3,950	4,500
24 PUMP STATION CONTINGENCY	3,000	0	3,000
25 REFUND TAPPING FEES TO DEVELOPER	6,000	0	3,000
26 COLL OF ACCTS FEES (ATTY)	1,000	0	
TOTALS	178,000	179,666	181,880

ESTIMATED ANN. REVENUE	BUDGET	ACTUAL	BUDGET
	2024	2023	2025
1 QUENTIN SERVICE COST BILLING	135,493	137,600	131,000
3 CoLA TREATMENT BILLED			
4 DEVELOPER REIMBURSED EXPENSES	3,000	0	10,000
5 ACCT CARRY OVER	7,887	0	
6 BANK INTEREST	15,000	22,431	32,000
7 BOND CONDUIT INCOME	300	300	
8 TAPPING FEE & PERMIT INCOME	16,320	386,970	809,000
TOTALS >	178,000	547,301	982,000
ACTUAL CARRYOVER TO COVER SHORTFALL		-367,635	

NOTES

- 1 **2025** QUENTIN EDU'S MINE RD EDU'S
- 2 **2025** QUENTIN ACCTS MINE RD ACCT'S
- 3 Quentin rates in 2025 = \$35.65 O&M + \$12.85 admin **KEEP SAME for 2025**
- 4 Mine Rd rates in 2025 = \$90.00 O&M + \$12.85 admin **LOWER BY \$10 PER QUARTER FOR 2025**
- 5 Quentin revenue: (448 x 35.65 x 4 = \$63,885) + (395 x 12.85 x 4 = \$20,303) = \$84,188
- 6 Mine Road revenue: (114 x \$90.00 x 4 = \$41,040) + (111 x 12.85 x 4 = \$5,705) = \$46,745
- 7 EXTRAORDINARY EXPENSES TO BE PAID FROM RESERVE FUNDS

CHECKING ACCT RESERVE BALANCE AT END OF 2024 = \$909,000

WEST CORNWALL TOWNSHIP MUNICIPAL AUTHORITY

WATER SYSTEM BUDGET 2025

<u>EXPENSE CATEGORY</u>	<u>BUDGET</u> <u>2024</u>	<u>ACTUAL</u> <u>2024</u>	<u>BUDGET</u> <u>2025</u>
1 BANK ACCT COSTS	150	130	150
2 LEGAL NOTICES,PO BOX FEES	400	0	200
3 BOARD MEMBER COMPENSATION	1,400	0	1,000
4 LEGAL	6,000	4000	6,000
5 ENGINEER	6,000	14360	6,000
7 AUDIT	3,000	3000	4,500
8 MANAGEMENT	5,000	5500	5,000
9 PAYROLL - operators, billing clerk, meter reader	31,000	31126	32,000
10 PAYROLL TAXES	2,800	10312	10,300
11 OPERATIONS CONSULTANTS, LEAK DETECTION	0	1515	1500
12 RENT	1,200	30	-
13 TELEPHONE	3,000	2700	3,000
14 INSURANCE	3,500	5200	3,500
15 DUES & SUBSCRIPTIONS	2,000	2387	2,000
16 SEMINARS	2,000	1477	2,000
17 OFFICE EXPENSES	2,400	3800	3,000
18 POSTAGE	500	336	100
19 AUTO EXPENSES	500	0	-
20 REPAIRS, MAINTENANCE, ASSOC EXPENES	10,000	12118	12,000
21 ELECTRIC	10,000	14200	12,000
22 CHEMICALS	7,000	11500	11,500
23 SUPPLIES AND SMALL EQUIPMENT	1,000	0	1,000
24 SAMPLING, TESTING, REPORTING	10,000	6000	7,000
25 UTILITY SERVICE CO.- ASSET MGMT CONTRACT	-	0	-
26 CAPITAL RESERVE FUND	10,000	0	-
TOTAL:	\$ 118,850	\$ 129,691	\$ 123,750

DEBT SERVICE

DEBT SERVICE FOR LOAN TO PURCHASE	\$ 63,000	\$ 63,000	\$ 63,000
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TOTAL WCTMA EXPENSES FOR BUDGET YEAR: \$ 181,850 \$ 192,691 \$ 186,750

ESTIMATED ANNUAL COST PER EDU

	<u>2023</u>	<u>2024</u>	<u>2025</u>
1 DEBT SERVICE (PER EDU)	\$ 154	\$ 154	\$ 154
2 EXPENSES (PER EDU)	\$ 291	\$ 317	\$ 303
TOTAL:	\$ 445	\$ 471	\$ 457

NOTES

1	2025	EDUs	Estimated	409	BASED ON ACT 57 = 150 GPD PER EDU
2	2025	CUSTOMERS		340	QUENTIN WATER CO. BILLING LIST 09-30-24

WCTMA Water Company Operator's Report

January 7, 2025

- I. Meter Replacement
The operators have been in the process of replacing the meters in the system with Radio Read Meters. (Neptune Meters). The following information is the status of the Meter Replacements.
 1. Number of Meters replaced. (173)
 2. Number of Meters to be replaced. (171)
- II. Service Line Inventory Project
 1. Number of responses and entered service Line information. (128)
 2. The total entry of the Initial inventory of 341 entries has been submitted to DEP through the DWELR system. Three Years to complete the final verifications and requirements for the service Lines.
 3. Second Notice to Customers with Unknown and Galvanized connections sent out at the beginning of November 12th. Total of 131 Notices were sent to the customers.
 4. Webinar Thursday November 13th for the next steps to complete the Service Line Inventory.
 5. Mapping has been entered through Diamond Maps application for the Valves, Curb Stops, and Fire Hydrants.
- III. Overdue Accounts to be processed in the third Month to have the Water Turned off.
 1. Working on Procedures for Disconnect Notice on Service locations and turning the water off.
- IV. Chlorine Feeder maintenance and Booster Pump repairs.
 1. One Chlorine Feeder replaced for Well 4.
 2. Sent one Chlorine Feeder to Kohl Brothers, Inc. for repair and bench testing.
- V. Software Conversion and update.
 1. Current UBMAX Software available for new Year.
 2. Conversion and update to Software to be updated in March.
 3. Public Alert Available for 2025.
- VI. Clean Valves on 419.
 1. Cleaned three Valves on 419 to turn off water for Riding Club.
 2. Cleaned out the Pit for the Riding Club.
 3. Check for additional Leaks.
- VII. Year end Production and Distribution Report.
- VIII. 4th Quarter Meter Readings are being worked on for billing.