

MWSD Board Meeting Minutes
April 4, 2017

- 1) Call meeting to order and verify quorum.
 - a. Meeting called to order at 7:01 pm.
 - b. Directors Carter, Kisner, Paris, and Wade were in attendance. Manager Ken Pfohl and Attorney Dave Lindholm were also in attendance. Director Beley was excused absent.
- 2) Approval of meeting minutes.
 - a. Director Kisner moved to approve the March 21, 2017 meeting minutes. Director Wade seconded and the minutes were approved.
- 3) Treasurer's report.
 - a. Director Paris presented payables of \$20,487.34. Director Wade moved for approval of the payables. Director Carter seconded and the payables were approved.
- 4) Operations & Manager's report.
 - a. The new WWTP effluent pumps will be installed in June after spring rains.
 - b. The replacement heater has been installed in the WTP, the defective unit has been returned and we have received the credit for the returned unit.
 - c. Still working on the lead & copper test locations. Plan to complete this in April. Testing is scheduled for June.
 - d. Launa Rae is learning the electronic DMR system.
 - e. We are working with Steve Brown to make sure we are using the correct disposal method for water filters.
 - f. The water storage tank inspections are complete. A summary report is attached.
 - g. WWTP influent pump #2B is showing a seal failure. John and Don will monitor its performance.
 - h. Well depth measurements have been taken. Graph is attached.
 - i. Regulation 85 WWTP effluent testing has been completed and Launa Rae will enter results in the CDPHE system by April 15th.
 - j. David Green has completed the audit preparation process and is working on the financial statements and audit report. Launa Rae and Ken have sent adjustment information to Dianna. The Directors need to decide who will prepare the MDA for the audit report.
 - k. Working with Steve Brown to update our Radioactive Material License. The first change is to get our fee classification changed to Small Entity. This will reduce our annual license fee from \$2,790 to \$600. Steve has submitted this request to CDPHE. The second item is to change the RSO audit from semi-annual to annual. Steve has all the data and a rough draft of the letter to CDPHE is being finalized.
 - l. We expect to begin the Smart Meter Project in April. The first activity will be installing the software on Launa Rae's computer and testing the interface with the billing program. When this is complete we will schedule the trial meter installations. The Board needs to plan a communication program for this project.
 - m. The I&I Study Project is ready to start. VSR will clean and inspect the west section of the WW mains as soon as the weather permits.
 - n. Launa Rae is contacting a utility locator and the fence company to get the gate project installed.
 - o. Ken presented a draft Water Testing Policy & Procedure for the Boards input.
 - p. Ken presented a draft O&M Policy and associated O&M Plans and Procedures for the WTP.
 - q. Ken presented a draft of a Major Maintenance Calendar.
 - r. Ken presented the March P&L.
- 5) Attorney's Report
 - a. A confirmation letter was sent to David Green stating that there were no open legal issues.
 - b. Mr. Lindholm will get a quote from Bill Blatchley for engineering services.

- 6) Board actions.
 - a. Director Paris moved to sign the Final Water Main Leak Project Form. Director Wade seconded and the motion passed.
 - b. Director Paris moved to sign the Final Tank Inspection Form. Director Kisner seconded and the motion passed.
- 7) Other business.
 - a. Director Carter and Attorney Lindholm have been sent an email inviting them to access the electronic files. If feedback from them is positive the other Directors will be set up to have access. Launa Rae is to set up all Directors.
- 8) Documents for Signatures
 - a. Meeting minutes.
 - b. Main Break Project Form.
 - c. Tank Inspection Project Form.
- 9) Director Kisner moved to adjourn. Director Paris seconded and the meeting was adjourned at 9:10 pm.

Andy Carter
Secretary