

## MWSD Board Meeting Minutes

May 2, 2017

- 1) Call meeting to order and verify quorum.
  - a. Meeting called to order at 7:01pm.
  - b. Directors Beley, Carter, Kisner, Paris, and Wade were in attendance. Manager Ken Pfohl and Attorney Dave Lindholm were also in attendance.
- 2) Approval of meeting minutes.
  - a. Director Beley moved to approve the April 18, 2017 meeting minutes. Director Kisner seconded and the minutes were approved.
- 3) Treasurer's report.
  - a. Director Paris presented payables of \$15,846.76. Director Carter moved for approval of the payables. Director Beley seconded and the payables were approved.
- 4) Operations and Manager's report.
  - a. The WW main cleaning and inspection has identified some main repairs and service line repairs. Property owners need to be advised of service line repair requirements by registered mail. A draft letter was presented for the Boards approval.
  - b. We have received the quotes from CW Divers for the tank repairs. Capital & Expense Authorization Forms for tank 2 and tank 3 repairs were presented as well as a revised 2017 Project Plan.
  - c. The parts for the smart meter trial have been received. Ken and Launa Rae will meet with Jon to schedule the trial.
  - d. The Reg 85 (WWTP discharge) test results have been submitted to CDPHE. No violations.
  - e. A revised February DMR, March DMR and 1st Quarter DMR have been submitted to CDPHE. Graphs have been updated. No violations.
  - f. We have received the maintenance agreement for the WWTP generator. It lists 2 inspections to get the lowest pricing, but we will only schedule 1 inspection to save costs.
  - g. We received a letter from CDPHE confirming receipt of our WWTP Permit Application. Their letter had some errors. A correction letter is ready for Board signature.
  - h. We received a proposal from Bill Blatchley for engineering services to support the outside watering project.
  - i. The O&M Policy is ready for Board approval.
  - j. The Water Quality Testing Policy is ready for Board approval.
  - k. The Water Treatment Plant Operating Plan is ready for Board approval.
  - l. A draft Training Policy is ready for Board discussion.
  - l. Revenue and expenditure graphs through March were presented. All items are on track to meet budget.
- 5) Attorney's Report
  - a. Mr. Lindholm had no new business to report.
- 6) Board actions.
  - a. Director Beley moved to have Mr. Lindholm review the service line repair letter and also to change from 30 days to 90 days to complete repairs.
  - b. Director Paris moved to approve the Tank 2 Repair Project. Director Kisner seconded and the motion passed.
  - c. Director Paris moved to approve the Tank 3 Repair Project. Director Kisner seconded and the motion passed.

- d. Director Paris moved to approve the revised 2017 Project Plan. Director Kisner seconded and the motion passed.
- e. Director Kisner moved to sign the WWTP generator maintenance agreement. Director Wade seconded and the motion passed.
- f. Director Paris moved to approve Bill Blatchley's proposal and sign the updated Project Authorization Form. Director Kisner seconded and the motion passed.
- g. Director Paris moved to approve the O&M Policy. Director Kisner seconded and the motion passed.
- h. Director Paris moved to approve the Water Quality Testing Policy. Director Kisner seconded and the motion passed.
- i. Director Paris moved to approve the Water Treatment Plant Operating Plan. Director Kisner seconded and the motion passed.
- j. Director Paris moved to approve the Training Record and the Training Policy with changes that were added. Director Kisner seconded and the motion passed.

7) Other business.

- a. Ken Pfohl will be out of town through the 16<sup>th</sup> of May.
- b. Director Kisner will miss the June 6<sup>th</sup> Meeting.
- c. David Green will be at the June 6<sup>th</sup> meeting to give the Annual Audit report.
- d. MDA meeting will be held on May 17<sup>th</sup> at 9:00 AM.

8) Documents signed.

- a. April 18, 2017 Board Meeting minutes.
- b. Service line repair letter.
- c. Tank 2 repair Project Authorization Form.
- d. Tank 3 Project Authorization Form.
- e. Revised 2017 Project Plan.
- f. WWTP generator maintenance agreement.
- g. Bill Blatchley's proposal for engineering services.
- h. O&M Policy.
- i. Water Quality Testing Policy.
- j. Water Treatment Plant Operating Plan.
- k. Training Policy.

9) Director Beley moved to adjourn. Director Carter seconded and the meeting was adjourned at 8:20pm.

Andy Carter

Secretary