

MWSD Board Meeting Minutes
July 18, 2017

- 1) Call meeting to order and verify quorum.
 - a. Meeting called to order at 7:00 pm.
 - b. Directors Beley, Carter, Kisner, and Wade were in attendance. Manager Pfohl and Attorney Lindholm were in attendance. Resident Richard Swanson was in attendance.
 - c. Resident Gary Barrett – Elk Creek Fire Department came to discuss fire hydrants in Kings Valley and an inspection schedule for ISO rating for the fire district.
- 2) Approval of meeting minutes.
 - a. Director Beley moved to approve the July 5, 2017 meeting minutes. Director Kisner seconded and the minutes were approved.
- 3) Treasurer's report.
 - a. Director Kisner presented payables of \$45,477.36. Director Kisner moved for approval of the payables. Director Beley seconded and the payables were approved.
- 4) Manager's report.
 - a. The WWTP is stable and running well. The May DMR results are all within permit limits. The ammonia and total flow graphs are attached. July sludge hauling has been completed in preparation for sampling. The replacement effluent pumps have been delivered but will not be installed until the current pumps fail.
 - b. Saylor & Sons have begun the 1,200 foot WW main replacement project. John and Don are reviewing the inspection video to identify resident's taps that need to be repaired. Launa Rae will send letters to these property owners.
 - c. The WTP is running well but we are starting to see a reduction in flow through the treatment process. We expect the canisters will need to be replaced early next year. Steve Brown is scheduled to conduct the radioactive material license audit and training on August 16th.
 - d. The water distribution system is operating well. Second quarter well monitoring is complete and the total depth chart is attached. There was a significant improvement in total depth from 1,041 to 694 feet. Saylor & Sons completed the fire hydrant replacement on 7/11/2017.
 - e. The lead and copper testing results have been received and all 10 location are well below the limits. Information letters will be sent to all residents in July.
 - f. Don is having the silt removed from water storage tank #3 as a repair expense. We have received 2 bids for coating this tank and are expecting a 3rd bid.
 - g. Launa Rae and Debbie have completed all of the June administrative tasks including the Consumer Confidence Report, Radioactive Material License Annual Report and CDPHE water and wastewater eligibility surveys. The major July administrative tasks include replacement of the radioactive material license monitoring equipment, completing the spreadsheet for the smart water meter project, entering all 2017 water testing results on the graphs in one-drive, compiling the information for Steve Brown's audit, getting the annual landscape maintenance completed, and learning the online DMR system. The Board approved Bill Mueller doing the landscape maintenance.
 - h. Several capital & expense projects have been completed so far this year including the I&I Study, Fence Modification, Water Main Break, Water Storage Tank Inspections, Water Storage Tank #2 Repairs, Water Storage Tank #3 Hatch, Fire Hydrant Replacement, and the Jeep Road Repair. We plan on completing the WW Main Replacement and Retention Pond Rebuild projects in July and August. We plan to start the design phase of the Augmentation Pond project in September. The Smart Water Meter pilot had been delayed due to a Badger meter software update; 6 locations had the Beacon Meters installed on July 18 and on July 19 Launa Rae will begin working with National Meter to get the billing program integrated.
 - i. John is preparing the Water Monitoring Plan to meet CDPHE regulations.
 - j. Ken presented the updated Wastewater Main Replacement Project Authorization Form with the Jefferson County Permit fee and the Jefferson County Permit.

- k. Ken presented the budget report through June. All revenue and expense categories are tracking within budget.
- l. Ken presented sections 6-Layoff, 7-Employee Conduct, and 8-Discipline of the Employee Manual for the Board's review and approval.
- m. Ken reported that he and Launa Rae have developed the attached Administrative Procedure to cover the tasks needed to keep the electronic documentation system updated.

5) Attorney's report.

- a. Augmentation Plan – Mr. Lindholm is working on a draft to update old conditions in the report.
- b. Mr. Lindholm presented a map with the locations of the wells; he recommends that Ken Pfohl update the well's status and the Board agrees.

6) Board actions.

- a. Director Kisner moved to sign the Jefferson County Permit and the Wastewater Main Replacement Project Authorization Form. Director Wade seconded and the motion passed.
- b. Director Kisner moved to appoint Richard Swanson to fill the open Board Member position. Director Carter seconded and the motion passed.
- c. Director Beley moved to revise the Board Member positions as listed below. Director Wade seconded and the motion passed.
 - i. President – Dan Beley
 - ii. Secretary - Andrew Carter
 - iii. Treasurer – Doyle Kisner
 - iv. Vice President, Administration – Richard Swanson
 - v. Vice President, Operations – Bob Wade

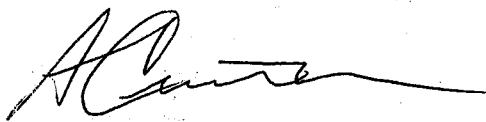
7) Other business.

- a. It was suggested by Board Members who are on the Smart Meter Pilot program that it be suggested to National Meter installers to bring buckets to catch the water at the meter and also be sure to put a seal on the meters.

8) Documents signed.

- a. July 5, 2017 Meeting Minutes.
- b. Checks.
- c. Jefferson County Permit.
- d. Wastewater Main Replacement Project Authorization Form.
- e. Project Authorization Forms approved at previous meeting but missing a signature.
- f. Several final Project Authorization Forms for completed projects.

- 9) Director Beley moved to adjourn. Director Carter seconded and the meeting was adjourned at 9:13 pm.



Andy Carter
Secretary