

MWSD Board Meeting Minutes
November 1, 2016

- 1) Call meeting to order and verify quorum.
 - a. Meeting called to order at 7:00 pm.
 - b. Directors Beley, Carter, Kisner, Paris, and Wade were in attendance. Manager Ken Pfohl and Attorney David Lindholm were also in attendance.
 - c. Larry Hauser of 11636 Leavenworth Drive attended to discuss the Jefferson County Certificate of water and sewer availability needed for an Accessory Dwelling Unit in his residence.
- 2) Approval of meeting minutes.
 - a. Director Kisner moved to approve the October 18, 2016 meeting minutes. Director Beley seconded and the minutes were approved.
 - b. Director Paris moved to approve the October 28, 2016 Special meeting minutes. Director Kisner seconded and the minutes were approved.
- 3) Treasurer's report.
 - a. Director Paris presented payables of \$87,391.09. Director Beley moved for approval of the payables. Director Wade seconded and the payables were approved.
- 4) Operations report.
 - a. One of the effluent pumps at the WWTP only processes half of the flow that the other one handles. This is a potential warranty issue that Glacier and Fluidyne are aware of. We need to determine if the pump is faulty or if there is a piping problem. Ambient was scheduled to switch the pumps on September 27th but did not show up. John and Don will complete this task with help from Treatment Technology.
 - b. Additional investigation of the reduced flow rate through the water treatment process has been completed. Based on all the information we now have the best plan would be to bypass the first row and wait until the second row is saturated to change canisters. We have contacted Steve Brown to get his approval on this plan. See the attached email to Steve Brown.
 - c. John has sent the September and Third Quarter WWTP DMR report To CDPHE. All parameters are within the limits and the graphs have been updated. The report is attached for the Director's information.
 - d. The well static level data from September has been added to the graphs. The attached graph shows that September's water levels are within the normal range.
- 5) Manager's report.
 - a. Bill Mueller has done an excellent job reading the meters in September and October. He completed the September meter reading in 21 hours and the October reading in 14.5 hours without assistance from other employees. Bill is very familiar with the meter reading process and since he is only focused on it he is very efficient. Ken Pfohl recommends extending Bill's temporary position for four months and increasing his pay rate to \$14.00 per hour.
 - b. David Recker of Foothills Computer Service began installing the new computers on October 27 and 28. Attached is the invoice for this work and an estimate to continue the installation; both documents require a signature.
 - c. Don has contacted John Leary of Excell Pump Services to reschedule the PRV project to the third week of November.
 - d. Randy Walz of Colorado Electric & Power Systems has submitted all of the equipment specification documents for the storage tank generator project. He also did a site visit with John and Don on October 31st. The Quote is attached and requires a signature.
 - e. Don has scheduled the Jeep road repair with Saylor and Sons for the first week of November.
 - f. Ken reported that he has received the bid from Shane Holland on the augmentation pond. The bid is higher than Saylor & Sons but includes a slide gate that is installed in the discharge pipe so that it is assessable from the top of the dam. Based on discussion with Shane and with Don, Ken recommends taking more time to determine the scope of this project and moving it to the 2017 project list.

- g. Ken and Launa Rae have discussed reducing the open office hours to allow uninterrupted work time at the beginning and end of the day. This will enable Launa Rae to complete administrative tasks more efficiently. They recommend new office hours of 9:00 AM to 2:00 PM.
- h. Ken reported that Larry Hauser, a District resident, is planning a modification to his home that requires a building permit. He is planning to add a "mother-in-law" apartment with full kitchen. Jefferson County has informed him this is considered a separate living space and it needs a separate water and sewer availability letter. Ken feels this raises a question for the District. If the District issues two availability letters, is the property then required to have two services and two sets of tap and capital improvement fees?
- i. Ken presented the attached profit and loss statement. It covers all revenues and expenses through October 18th. Interest and miscellaneous income are well above budget. All other income is on budget. Water operations professional services are over budget due to Steve Brown's work with the water treatment process. Wastewater tools are over budget due to needing new test equipment for the new WWTP. Sludge disposal costs are higher than budget due to the WWTP startup learning curve. WWTP natural gas costs are higher than budget due to building heating system punch list items. Due to lower than budgeted capital and expense project spending net income is significantly higher than budget.
- j. Ken presented options for 2017 personnel costs and 10-year plan graphs showing the impact of reducing the proposed usage fee increase.

6) Board actions.

- a. Director Paris moved to approve the four month extension of Bill Mueller's temporary position and increasing his pay rate to \$14.00 per hour. Director Kisner seconded and the motion passed.
- b. Director Beley moved to approve changing the office hours to 9:00 AM to 2:00 PM. Director Paris seconded and the motion passed.
- c. Director Paris moved to include personnel cost "**option 4**" in the 2017 proposed budget. Director Carter seconded and the motion passed.
- d. Director Kisner moved to include a **4%** percent usage fee increase in the proposed 2017 budget. Director Beley seconded and the motion passed.
- e. Director Paris moved to approve the estimate from Foothills Computer Service. Director Wade seconded and the motion passed.
- f. Director Wade moved to approve the specifications from Rocky Mountain Power Generation/C&E. Director Beley seconded and the motion passed.

7) Other business.

- a. Larry Hauser is asking for approval from the water district for a mother-in-law apartment (ADU); the Board needs to gather more information and discuss at the next meeting.
- b. Director Beley will not be at the next meeting.

8) Adjournment.

- a. Director Kisner moved to adjourn at 9:16 pm. Director Wade seconded and the motion was passed.

Andy Carter
Secretary