

MWSD Board Meeting Minutes
January 3, 2017

- 1) Call meeting to order and verify quorum.
 - a. Meeting called to order at 6:58 pm.
 - b. Directors Beley, Carter, Paris, and Wade were in attendance. Director Kisner was excused absent. Manager Ken Pfohl and Attorney Dave Lindholm were also in attendance.
- 2) Treasurer's report.
 - a. Director Paris presented payables of \$14,862.21. Director Beley moved for approval of the payables. Director Wade seconded and the payables were approved.
- 3) Operations report.
 - a. The WWTP effluent pump evaluation is still in process.
 - b. The infeed pump for SBR #2 at the WWTP failed. The spare pump was installed but it does not work. Ambient is doing the warranty repair of the SBR #2 pump and has sent the spare pump to the factory for warranty repair.
 - c. WRT has completed the bypass of the first row. Water flow rate is back to normal.
 - d. There was a minor water leak in a fitting on the middle train of the uranium removal process at the WTP. SOP #10 was followed by notifying Steve Brown. John and Don repaired the leak. Ken will propose a revision to SOP #10 to clarify water leak repair procedures.
 - e. The check valves and seals have been replaced in the pumps at the WTP.
 - f. The lead and copper testing plan will be completed in January as soon as we receive final requirements from CDPHE. John plans to get the testing done early to avoid the rush at the lab.
 - g. The CDPHE website will be used to manage water testing. The site shows all tests required and when they have been completed.
 - h. Launa Rae and Ken will begin learning how to use the electronic DMR system that CDPHE now requires us to use.
 - i. The December well static levels have been measured. The graph is attached. Levels are within the normal range.
 - j. John has sent the November WWTP DMR report to CDPHE. All parameters are within the limits and the graphs have been updated. The graphs are attached for the Director's information.
- 4) Manager's report.
 - a. Ken reported that the WWTP permit renewal application is ready to be submitted. Dan Beley needs to sign as the owner. John McWilliams will sign as the applicant and operator. The Board agreed to and signed the application.
 - b. Ken reported that he has written the WTP Operating plan and it is being reviewed by Don, Launa Rae and John.
 - c. Ken reported that the computer upgrade project is 90% complete. All of the hardware is in place and Ken has setup the new file structure and file sharing systems. Foothills needs to install Office 365 on the SCADA computer and the tablet.
 - d. Ken reported that the old WWTP back-up generator is being sold for \$2,000.
 - e. Ken presented the budget vs actual revenue and expenditure report through December 20th. Total revenue is \$20,602.61 under budget. When December water and wastewater fees are booked revenues will be \$10,000 to \$20,000 above budget. The check for the fence project is being voided since the work was not completed in 2016. With this change total expenditures are \$11,962.14 above budget.
 - f. Ken reported that we had a failure with our final billing process. We provided the Title company with an estimate of \$300 for the final bill and told them this was subject to change when we completed the final inside meter reading. Closing took place before we made the final meter reading. Based on the final meter reading the final bill is \$1,721.76. The property owner has been contacted but it's doubtful they will pay the \$1,421.76 balance. Does the board want to pursue this in small claims court or write it off as a loss? We have changed our final billing procedure and will not provide payoff amounts to Title companies until we do a final meter reading. The Board agreed to write off this loss.

- g. The change to the insurance deductibles has been completed. Information is attached.
 - h. Information is attached showing potential rate & fee changes that will be decided at the next Board Meeting.
 - i. A letter authorizing the staff to sign for road cut permits is attached for Board approval and signature. The Board agreed and signed the letter.
- 5) Attorney's Report
- a. Dave led a discussion on the rate & fee discussion and decision planned for the January 17th Board meeting.
 - b. The Board requested that Dave prepare a new Agreement for Professional Services with KAP Management, LLC for signature at the next Board meeting.
- 6) Board actions.
- a. Director Paris moved to approve the Accessory Dwelling Unit Resolution #17-01. Director Wade seconded and the motion passed.
- 7) Other business.
- a. The Holiday dinner is scheduled for 6PM on January 14th at the Bistro.
- 8) Director Beley moved to adjourn at 9:42pm. Director Paris seconded and the meeting was adjourned.

Andy Carter
Secretary