

**MWSD Board Meeting Minutes**  
**December 6, 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 Dave Lindholm were also in attendance.
- 2) Approval of meeting minutes.
  - a. Director Kisner moved to approve the November 15, 2016 meeting minutes. Director Beley seconded and the minutes were approved.
- 3) Treasurer's report.
  - a. Director Paris presented payables of \$46,693.88. Director Carter moved for approval of the payables. Director Kisner seconded and the payables were approved.
- 4) Operations report.
  - a. The WWTP effluent pump evaluation is still in process.
  - b. The investigation of the flow rate through the WTP is complete. WRT is being contacted to bypass the first row.
  - c. John has sent the October 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 PRV project is complete.
  - e. The jeep road repair is not yet scheduled. May delay until next summer.
  - f. We're getting ready to start the smart water meter pilot.
  - g. Steve Brown completed the 6-month radioactive materials license audit.
  - h. Check valves and seals are being replaced on the WTP pumps.
  - i. John is updating the lead and copper testing plan.
  - j. John and Launa Rae are compiling the 2017 water and wastewater testing calendars.
  - k. We're still waiting for a utility locate for the gate project.
  - l. We're still waiting for the SCADA computer, new email and cloud system.
- 5) Manager's report.
  - a. Ken reported that 2016 employee performance evaluations have been completed. Copies were provided to the Directors.
  - b. Ken reported that he has investigated the benefits of the Parcel G well site. Since it is located between PRVs a well on this site would not be viable. The staff suggests dropping the Vacation of Right of Way with Jefferson County. The Board has decided to drop pursuing this matter.
  - c. The benefits of the backup generator at the main storage tank have also been investigated. This project would only supply water to the upper third of the District during an electrical outage. IREA records show we've only had two outages of more than 2 hours in the last five years. One was 4 hours and the other was 7 hours. Ken recommends cancelling the generator project due to very little potential benefit. At the recommendation of Ken Pfohl the Board has decided to stop this project and sell the generator.
  - d. Ken reported that a draft revision of the District's Personnel Manual is ready for review. He will email it to the Directors and Attorney.
  - e. Ken reported that he would like to extend his contract with the District through December 2017. The Board will look over the Contract and discuss at the next meeting.
  - f. Ken presented David Green's proposal for doing the 2016 financial audit. His fee is increasing from \$5,900 to \$6,050. The Board will look over the contract and discuss at the next meeting.
  - g. Ken presented the budget vs actual revenue and expenditure report.
  - h. Ken requests authorization to sell the old back-up generator. The Board has authorized the staff to sell the 1986 ONAN Generator.

- 6) Attorney's Report
  - a. Dave discussed potential revision of the Rules and Regulations to record the Boards policy on accessory dwelling units (ADU). A draft Resolution was submitted.
  - b. Dave discussed the purpose of the 2017 budget resolutions.
  - c. The Attorney updated the Board on a proposed process to amend the Augmentation Plan to allow outside watering in the district. Dave suggest using Bill Blatchley as the consulting engineer.
  - d. Dave Lindholm reviewed the 2016 Augmentation Report with the Board.
- 7) Board actions.
  - a. Director Kisner moved to approve the 2017 District Budget Resolution. Director Paris seconded and the motion passed.
  - b. Director Beley moved to approve the 2017 Funds Appropriation Resolution. Director Kisner seconded and the motion passed.
  - c. Director Wade moved to approve the 2017 Mill Levy Resolution. Director Beley seconded and the motion passed.
  - d. Director Paris moved to award \$400 bonuses to the Office Manager, ORC and Operator and \$100 bonus to the meter reader. Director Carter seconded and the motion passed.
- 8) Other business.
  - a. The Directors discussed having a Holiday dinner at the Bistro on Jan. 7<sup>th</sup> or 14<sup>th</sup> at 6 PM.
  - b. The Board requests Dave Lindholm and Launa Rae Warinner to prepare the notice for a rate increase to be discussed at the January 17, 2017 meeting.
- 9) Director Beley moved to adjourn. Director Carter seconded and the meeting was adjourned at 9:35 pm.

Andy Carter  
Secretary