

MWSD Board Meeting Minutes

May 3, 2016

- 1) Call meeting to order and verify quorum.
 - a. Meeting called to order at 7:01pm.
 - b. Directors Beley, Carter, Kisner, Pfohl, and Paris were in attendance.
 - c. Attorney Lindholm and Auditor David Green were in attendance.
- 2) Approval of April 19, 2016 meeting minutes.
 - a. Director Kisner moved, Director Pfohl seconded and the minutes were approved.
- 3) Treasurer's Report.
 - a. Approval of payments. Director Paris presented payables of \$16,361.01 for May 1st through 16th. Director Pfohl moved for approval of the payables. Director Carter seconded and the payables were approved.
- 4) Operations report.
 - a. Water System
 - i. The Thorium Isotope Source to abide by the current Specific License for the rads at the WTP was put into use when Steven Brown, SHB, Inc. was here on 4/21/16 to do a radiation safety audit. These audits are required bi-annually.
 - ii. On 4/28/16 WRT took a Geiger counter check and then removed the extra canister that had failed when it was originally installed in January 2014 and replaced in March 2014. They also cleaned the conical strainer.
 - iii. The SOP for the WTP power outage response is attached for review.
 - b. Wastewater System
 - i. March DMR was submitted; we are in compliance. See attached.
 - ii. Adam Sommers from AquaWorks, DBO has sent an update of issues being worked on at the WWTP; on this report we got confirmation that Fluidyne replaced the influent grinder pump under warranty. Please review the attached email.
 - iii. The SOP for the WWTP power outage response is attached for review.
 - iv. John has suggested that the I&I Project be prioritized to a more immediate category: we need to start a 3 year plan for the collection system that will include cleaning, camera and repairs. One of the reasons that this has become a higher priority is because the district has received a letter from CDPHE wanting a sanitary sewer overflow prevention plan (SSO) to be completed and submitted by the end of May. The report is quite extensive and will need all 3 of the employees to complete it; please see the attached letter from CDPHE.
 - v. The payment for the Davitt Crane here at the WWTP that was offered for \$900 is in the payables to be signed for purchase.
- 5) Attorney's report.
 - a. Reconfiguration of Lot 55 and 56 and road vacation at Parcel G are moving forward with Jefferson County.
- 6) Capital Projects.
 - a. A proposal for information on the Smart Meter Project is attached for review. The decision to move forward with meeting with contractors to get more information on each system was made.
 - b. Ken Pfohl has presented a proposed change to the Rules and Regulations for Meter Ownership. The decision was tabled till the first of next month.
- 7) District report and Board actions.
 - a. Please read the conversation between Mr. Pfohl and Sean Paris regarding a possible appeal for the unemployment decision with Terry Miers. The decision to get more information from the Department of Labor on the actual pay out and the decision that if the payout is more than \$25,000 we will appeal was discussed. Director Pfohl moved,

Director Beley seconded and the motion was approved. Director Paris removed herself from this vote.

- b. Changes to the Overtime Policy in the Rules and Regulations are attached. The decision was that the change would state that the work week is Sunday to the following Saturday and that only after 40 hours are worked will overtime start accruing; comp time will no longer be used. Director Beley moved, Director Paris seconded and the motion was approved.
 - c. Ken Pfohl had an evaluation of John McWilliams performance as the ORC and has submitted a pay proposal for the Board's consideration. The decision was to accept the pay proposal as written. Director Beley moved, Director Pfohl seconded and the motion was approved 4 to 1.
 - d. A District Management proposal is attached for the Board's discussion. The employees discussed the Board's proposed solutions and would like to suggest that a part-time manager with knowledge and experience with SOP forms be considered.
- 8) Other business.
- a. The Oaths of Office for Paris, Carter and Kisner are provided. Mr. Pfohl did swear them in and the originals were signed.
 - b. The Colorado Special District Property and Liability Designation of Representatives form was signed by Mr. Pfohl.
 - c. Each Board Member has a DRAFT copy of the audit in their file; Mr. David Green was in attendance to review the audit with the Board.
- 9) Adjournment.
- a. The meeting was adjourned at 10:28pm. Director Pfohl moved, Director Beley seconded and the motion was approved.

Andy Carter
Secretary