

MWSD Board Meeting Minutes

August 16, 2016

- 1) Call meeting to order and verify quorum.
 - a. Meeting called to order at 6:59 pm.
 - b. Directors Beley, Carter, Kisner, Wade and Paris were in attendance.
 - c. Attorney Lindholm and Manager Pfohl were in attendance.
- 2) Approval of August 2, 2016 meeting minutes.
 - a. Director Kisner moved, Director Beley seconded and the minutes were approved.
- 3) Treasurer's report.
 - a. Director Paris presented payables of \$30,123.32 for August 16th through 31st. Director Beley moved for approval of the payables. Director Carter seconded and the payables were approved.
- 4) Manager's report.
 - a. Ken presented an updated **10-Year Plan** that includes all of the proposed 2016 projects.
 - b. Ken reported that the budgetary estimate for the water treatment plant backup generator has been updated to include natural gas piping.
 - c. Ken presented the **Payroll Policy & Procedures** for discussion with the recommendation that it be scheduled for a decision at the September 6th Board meeting. If approved the new policy should be implemented on October 2nd. The final check from the old system would be issued on September 30th and include pay for September 15th through October 1st. The first pay period would be October 2nd through October 15th with the first paychecks issued on October 19th.
 - d. Ken reported that the computer for the SCADA system needs to be replaced as explained with the attached email from Mike Rojic. This item is presented for discussion with the recommendation that it be scheduled for a decision at the September 6th Board meeting. Ken to research computer system and cost to replace.
- 5) Attorney's Report.
 - a. David Lindholm recommended that Ken follow up with Jefferson County on the matter of Lots 55 and 56, Parcel G.
 - b. Dave reported that his review of the June radionuclide test results do not show the normal benefit of the uranium activity measurement. The uranium activity normally results in lower gross alpha than the uranium mass method. He suggested that Ken get involved in reviewing these tests and look into the cause of the June test result abnormality.
 - c. Dave reported that he cannot attend the September 6th meeting and suggested that he and Ken attend the September 20th meeting.
- 6) District report and Board actions.
 - a. Director Paris moved to approve the **Capital & Expense Project Policy & Procedures** with more details added to forms. Director Beley seconded and the motion passed.
 - b. Director Beley moved to approve the **Purchasing Policy & Procedures**. Director Paris seconded and the motion passed.
 - c. Director Kisner moved to approve the **Financial Accounting Structure**. Director Beley seconded and the motion passed.
 - d. Director Paris moved to approve the **Kings Valley Drive Water Main Repair Project Authorization** and include this project in the 2016 Project Plan. Director Beley seconded and the motion passed.
 - e. Director Beley moved to approve the **Main Storage Tank Generator Project Authorization** with the Diesel model and include this project in the 2016 Project Plan. Director Paris seconded and the motion passed.
 - f. Director Kisner moved to approve the **PRV Rebuild Project Authorization** and include this project in the 2016 Project Plan. Director Paris seconded and the motion passed.

- g. Director Wade moved to approve the **Fence & Gate Modification Project Authorization** and include this project in the 2016 Project Plan. Director Beley seconded and the motion passed.
 - h. The **Smart Water Meter Project Authorization** was tabled until the September 6th meeting. The Directors want to address meter ownership changes to the District Rules & Regulations before making a decision to approve this project. Dave will send them the proposed changes.
 - i. Director Paris moved to delay the **Wastewater I&I Pilot Study Project Authorization** and include this project in the 2017 budget proposal. Director Beley seconded and the motion passed.
 - j. Director Kisner moved to approve the **Augmentation Pond Dam Repair Project Authorization** and include this project in the 2016 Project Plan. Director Carter seconded and the motion passed.
 - k. Director Kisner moved to approve the **2016 Project Plan** with the following projects. Director Beley seconded and the motion passed.
 - i. Kings Valley Drive Water Main Repair Project.
 - ii. Main Storage Tank Plant Generator Project.
 - iii. PRV Rebuild Project.
 - iv. Fence & Gate Modification Project.
 - v. Augmentation Pond Dam Repair Project.
- 7) Other business.
- a. Launa Rae has sent the attached letter to Michael Bolas to inform him of the escrow account required for his Filing 5, Lot 33 and 35 project.
 - b. Launa Rae took 2 sick days on 8/11/16 and 8/12/16 with Dan Beley's approval.
 - c. Don Staal would like to have vacation time September 5th through the 11th. Director Beley moved, Director Carter seconded and the vacation time was approved.
 - d. The Board asked David Lindholm to update them on the impact of the new rain barrel legislation and its impact on outside water usage.
 - e. The Board asked Dave Lindholm to provide an estimate of the cost to revise outside water use so that residents could wash cars and do outside home maintenance.
- 8) Adjournment.
- a. The meeting was adjourned at 9:41pm. Director Beley moved and Director Paris seconded, motion passed.

Andy Carter
Secretary