

MWSD Board Meeting Minutes

August 2, 2016

- 1) Call meeting to order and verify quorum.
 - a. Meeting called to order at 7:00pm.
 - b. Directors Beley, Carter, Kisner, and Paris were in attendance. Bob Wade also attended.
- 2) Approval of July 19, 2016 meeting minutes.
 - a. Director Beley moved, Director Kisner seconded and the minutes were approved.
- 3) Treasurer's report.
 - a. Director Paris presented payables of \$22,088.89 for July 30 through August 15. Director Kisner moved for approval of the payables. Director Beley seconded and the payables were approved.
 - b. Note: Launa Rae to clarify 2 payments made to Furball Cleaning in one billing cycle. Furball cleaning did not get the July invoice to Launa Rae till the July 19th meeting so it was not shown on the check list until the August 2 meeting and then also submitted the August invoice which will be paid after their cleaning on August 16, 2016.
- 4) Operations report.
 - a. Water System
 - i. Testing results show that a trace amount of uranium is in the second canisters... Our records show that there is approximately 20 pounds of uranium in the treatment canisters. Don is now getting samples from the third canisters. When we have those results the Board will make a decision on changing out canisters.
 - ii. The water flowing down the driveway at Braun Way and Baca Road has been checked out by Don. This is not a water line leak. It is surface water runoff.
 - iii. The jeep trail and area by the pump station was damaged during the July 19th rain storm. Don is contacting Sayler & Sons and H&S to get the repairs completed.
 - iv. Don has evaluated the rain storm damage on Leon Drive. The manholes are okay. There is no problem with the amount of cover remaining for the water and wastewater mains. District facilities are not at risk.
 - v. Don is purchasing a sump pump for the water system to replace one that has been transferred to the WWTP.
 - b. Wastewater System
 - i. WWTP SBR1 has been drained and Ambient has corrected the air line blockage. They also checked a water level transducer.
 - ii. John is ordering a dissolved oxygen meter & probe for WWTP testing.
 - iii. DMR graphs through June show all parameters have returned to normal levels within specifications. The limits shown on the ammonia graphs do not take effect until January 1, 2017.
 - iv. Ken Pfohl has begun reviewing information for the new WWTP permit renewal application.
- 5) Manager's report.
 - a. Ken Pfohl presented the proposed **Capital & Expense Project Policy & Procedures** for the Board's review, discussion and approval. He recommends that the Board schedule a decision on this item at the August 16th meeting.
 - b. Ken Pfohl presented the proposed **Purchasing Policy & Procedures** for the Board's review, discussion and approval. He recommends that the Board schedule a decision on this item at the August 16th meeting.
 - c. Ken Pfohl presented a proposal to revise the financial accounting structure. The District revised the accounting structure to create an Enterprise to comply with Tabor. The current structure has 11 components with only 7 having actual account numbers. Prior to Tabor the structure had 9 components with 7 having actual account numbers. Ken is proposing a structure that goes back to the pre-Tabor structure. This structure will have

8 components with 6 having actual account numbers. The new structure will retain the enterprise by changing the name of the operating fund to the enterprise fund. It will also consolidate G&A accounts by moving all G&A accounts to the General Fund. Ken recommends that the Board schedule a decision on this item at the August 16th meeting.

- d. Ken Pfohl presented a new format for **Operating & Maintenance Procedures**. Two examples were presented that relate to system startup after a power failure.

6) Capital & expense project report.

- a. Ken Pfohl presented the **2016 Project Plan** for the Board's review, discussion and decision. The plan includes three capital projects and four expense projects. Budgetary estimates for the seven projects total \$314,442. The 2016 budget includes \$350,000 for projects.
- b. Ken also presented the **Project Authorization Form** for the seven proposed projects.
- c. Ken recommends that the Board schedule a decision on the 2016 project plan at the August 16th meeting.

7) District report and Board actions.

- a. Bob Wade informed the Board that he was interested in filling the open Director position. Director Beley moved and Director Paris seconded a motion to appoint Bob Wade to fill the open Board position. The motion passed.
- b. Director Beley called for nominations to fill the open Board President position. Director Dan Beley was nominated. Director Paris called for a vote. Director Beley is the new Board President.
- c. Director Beley moved and Director Paris seconded a motion to include the following items on the August 16th meeting agenda with the intention of making a decision on all items.
 - i. Capital & Expense Policy & Procedures.
 - ii. Purchasing Policy & Procedures.
 - iii. Financial Accounting Structure.
 - iv. 2016 Project Plan.
 - v. Kings Valley Drive Water Main Repair Project Authorization.
 - vi. Water Treatment Plant Generator Project Authorization.
 - vii. PRV Rebuild Project Authorization.
 - viii. Fence & Gate Modification Project Authorization.
 - ix. Smart Water Meters Project Authorization.
 - x. Wastewater I&I Pilot Study Project Authorization.
 - xi. Augmentation Pond Repair Project Authorization.

8) Other business.

- a. Director Paris continues to investigate unemployment insurance alternatives.
- b. Mr. Michael Bolas attended the July 5th Board meeting to discuss his planned development of Lots 33 and 35 in Filing 5 on Nichols Way. The Board explained their policy of requiring an escrow account to cover the legal and engineering services the District will incur for review and inspection of the proposed water and wastewater main extensions. Based on estimates the District has received Director Paris moved to require an escrow account in the amount of 10,000.00; Director Beley seconded and the motion passed.
- c. The Division of Local Government has completed their review of our mill levy limits and agreed that we are exempt from the 5.5% limit. Their letter is attached.
- d. The hearing officer has reissued her decision on Ms. Miers unemployment compensation claim. The decision dated July 29, 2016 is almost identical to the decision issued on April 22, 2016. The decision to award unemployment benefits has not been reversed. The deadline for filing another appeal is August 18, 2016. Director Beley moved to have Sean Paris appeal the decision if the expected cost is within the 10,000

authorized at the May 7, 2016 special meeting. Director Kisner seconded and the motion was passed. Note: Director Paris abstained from voting.

9) Adjournment.

- a. The meeting was adjourned at 9:03pm. Director Paris moved, Director Beley seconded and the motion passed.

Andy Carter
Secretary