

**MWSD Board Meeting Minutes**  
**September 20, 2016**

- 1) Call meeting to order and verify quorum.
  - a. Meeting called to order at 7:00pm.
  - b. Directors Beley, Carter, Kisner, Paris, and Wade were in attendance. Manager Ken Pfohl and Attorney Dave Lindholm were also in attendance. Guest Debbie Fairall attended.
- 2) Approval of meeting minutes.
  - a. Director Beley moved to approve the September 6, 2016 meeting minutes. Director Paris seconded and the minutes were approved.
  - b. Director Kisner moved to approve the September 18, 2016 Special meeting minutes. Director Wade seconded and the minutes were approved.
- 3) Treasurer's report.
  - a. Director Paris presented payables of \$25,312.14 for September 20th through October 1st. Director Wade moved for approval of the payables. Director Carter seconded and the payables were approved.
- 4) Operations report.
  - a. The annual preventative maintenance of the WWTP generator is scheduled for September 26<sup>th</sup>.
  - b. One of the effluent pumps at the WWTP only processes half of the flow that the other one handles. This is a potential warranty issue that Glacier and Fluidyne are aware of. We need to determine if the pump is faulty or if there is a piping problem. Ambient will switch the pumps on September 27 to see if the problem follows the pump or stays with the piping.
  - c. Don had the Jeep repaired due to a transmission problem. The transmission control module was replaced under warranty.
  - d. All three District employees have completed the safety training needed to qualify the District for a 10% savings on property and liability insurance.
  - e. Launa Rae is getting a quote from WRT to change out the WTP canisters. The July tests show a trace amount of uranium in the second set of canisters. August tests show no bleed through to the third set of canisters. John recommends waiting until the September tests results are in before making the decision to change out the canisters.
- 5) Manager's report.
  - a. Ken has started work on the WWTP permit application. He has updated the DMR graphs to include all the data from the current permit period and is compiling the exception reports that were submitted.
  - b. Don is on medical leave and expects to be out for several weeks. Board action is needed on the following.
    - i. Don's medical leave is expected to exceed the amount of sick and vacation time he has left this year. In the past the Board has authorized borrowing from the next year's sick and vacation time.
    - ii. John and I have discussed the operational workload and feel that we need a temporary operator to work 4 hours every Wednesday, 4 hours every other Friday, 3 hours every other Saturday and 3 hours every other Sunday. This will enable getting the basic operational tasks covered. Treatment Technology can provide the basic coverage at \$55 per hour. They will provide any additional operator coverage at \$65 per hour and if senior operator coverage is needed the rate would be \$75 per hour. The monthly cost for the basic operator coverage would be \$1,980 (36 hours X \$55).
    - iii. Bill Mueller, a former District employee, is willing to cover meter reading for \$12 per hour. We estimate meter reading will take 20 hours per month for a total cost of \$240.
    - iv. Bill Mueller does not have licenses but did in the past. The District could offer Bill a temporary part-time operator position to do the basic operational tasks and meter reading. A fair rate for this work is \$15 per hour. Total cost per month would be \$540.
  - c. The District's computer system needs a major upgrade. The computer that interfaces with the SCADA system failed in June and was repaired but is not reliable. The SCADA system monitors

and controls the water system and monitors the WWTP. The main computer that is used for billing and administrative tasks has a bad hard drive. The last time it had a virus the hard drive was reconfigured to two sections to isolate the virus. The other computer is just old and slow and does not communicate with the email system. Just replacing these three computers would probably cost \$5,000 to \$5,500. Networking the computer system with an on-site server and back-up drives or a cloud based system would improve the security and availability of the District's information. This would increase the upgrade cost to somewhere around \$10,000 to \$12,000.

- d. Ken presented the first draft of the proposed 2017 budget. He suggests a special meeting to discuss the budget in detail.

6) Attorney's Report

- a. David Lindholm explained to the board the role that the Augmentation pond plays and the need of a water source at the point of depletion.
- b. David also talked about outside watering and rain barrel water collection.

7) Board actions.

- a. The Board did not accept the contract from the **4G Security** gate installation based on the request for down-payment and want Ken to look into finding a different contractor or get 4G Security to revise the contract and report to the Board.
- b. The Board decided to get more bids for the **Augmentation Pond Dam Repair**.
- c. Director Beley moved to approve the **Jeep Road Repair Project Authorization**; include it in the 2016 Project Plan and approve the **Sayler & Sons** edited contract to disable the pond at the top of the Jeep road. Director Paris seconded and the motion passed.
- d. Director Paris moved to approve the water meter ownership revision to the District Rules & Regulations. Director Kisner seconded and the motion passed.
- e. Director Beley moved to approve the **Smart Water Meter Project Authorization**, **Badger/Beacon Trial Contract** and **National Meter Contract**. Director Carter seconded and the motion passed.
- f. Director Kisner moved to allow Don to use 2017 sick and vacation pay in 2016 to cover his medical leave. Director Carter seconded and the motion passed.
- g. Director Paris moved to contract with Treatment Technology for the basic operator coverage needed during Don's medical leave and moved to hire Bill Mueller as a temporary part-time employee to read meters during Don's medical leave. Director Kisner seconded and the motion passed.
- h. Director Beley moved to authorize the District's contract manager to obtain additional operator or senior operator coverage from Treatment Technology for emergency situations that may occur during Don's medical leave. Director Paris seconded and the motion passed.
- i. The board would like to have Ken obtain budgetary estimates for the computer networking alternatives.
- j. Board to have Launa Rae schedule a Special meeting for the 2017 budget discussion. Date to be provided by board members at next meeting.

8) Adjournment.

- a. Director Beley moved to adjourn at 9:25pm and Director Carter seconded and the motion passed.

Andy Carter  
Secretary