

**MWSD Board Meeting Minutes**

**April 3, 2018**

- 1) Call meeting to order and verify quorum.
  - a. Meeting called to order at 7:00 pm.
  - b. Directors Beley, Carter, Kisner, Swanson, and Wade were in attendance. Manager Pfohl and Office Manager Warinner were also in attendance. No one attended as a scheduled guest and zero attended as an unscheduled guest.
  
- 2) Approval of meeting minutes.
  - a. Director Swanson moved to approve the March 20, 2018 meeting minutes. Director Wade seconded and the minutes were approved.
  
- 3) Treasurer's report.
  - a. Director Kisner presented payables of \$3,894.01. Director Kisner moved for approval of the payables. Director Carter seconded and the payables were approved.
  
- 4) Manager's report.
  - a. Mr. Pfohl presented and discussed the March Administration Report.
  - b. Mr. Pfohl presented and discussed the March Operations Report.
    - i. The ammonia and total flow graphs were reviewed. Both are well within permit limits.
    - ii. The water loss graph was reviewed. Historical monthly loss has been 21%. The average for the last 4 month is 3%. The new water meters are believed to be responsible for this improvement.
  - c. Mr. Pfohl presented and discussed the March Project Status Report.
    - i. Mr. Pfohl presented the Customer Service Computer Project Authorization Form with final costs.
    - ii. Mr. Pfohl presented the Customer Service Furniture Project Authorization form with final costs.
  - d. Mr. Pfohl presented and discussed the February Budget Report.
  - e. Mr. Pfohl discussed a staffing proposal with the Directors.
  
- 5) Board actions.
  - a. Director Beley moved to approve the customer service computer and furniture final Project Authorization Forms. Director Carter seconded and the motion passed.
  - b. Director Swanson moved to approve the water ORC and wastewater ORC job descriptions. Director Kisner seconded and the motion passed.
  - c. Director Beley moved to approve the pay rate for the new ORC positions. Director Carter seconded and the motion passed.
  - d. Director Swanson moved to approve the implementation plan for the water ORC position. Director Kisner seconded and the motion passed.
  
- 6) Other business.
  - a. Water ORC should review the costs of roof repair/replacement and painting needed for a yearly maintenance plan for the well houses.
  - b. Director Beley informed the Board that he will be moving out of the district later this year.
  
- 7) Documents signed.
  - a. March 20, 2018 meeting minutes.
  - b. Accounts Payable Authorization
  - c. Checks.
  - d. Project Authorization Forms.
  - e. Water ORC and Wastewater ORC Job Descriptions.
  
- 8) Director Swanson moved to adjourn. Director Wade seconded and the meeting was adjourned at 8:12 pm.

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