

MWSD Board Meeting Minutes
June 6, 2017

- 1) Call meeting to order and verify quorum.
 - a. Meeting called to order at 7:03 PM.
 - b. Directors Beley, Carter and Wade were in attendance. Director Paris was late. Director Kisner was excused absent. Attorney Lindholm and Manager Pfohl were in attendance. Resident Dennis Paige attended as a scheduled guest. Auditor David Green was also in attendance.
- 2) Approval of meeting minutes.
 - a. Director Beley moved to approve the May 16, 2017 meeting minutes. Director Wade seconded and the minutes were approved.
- 3) Scheduled guests.
 - a. Dennis Paige, a resident that resides at 31017 Witteman Road, attended the meeting to discuss his April 2017 water and wastewater bill. The meter reading shows 7,700 gallons used in April. Average usage over the previous 8 months was 2,525 gallons per month. Mr. Paige stated that inspections were conducted to identify the source of the excessive April water usage, but no leaks were found or repaired. Mr. Paige is requesting that the Board waive the April usage and bill April at 2,000 gallons as a onetime exception to the District's Rules & Regulations and Fee Schedule. The Board discussed this matter. A motion was made for the onetime exception but not seconded. The Board did make a motion to waive late fees and to set-up a payment plan. See board actions (a).
- 4) Auditor's report.
 - a. David Green presented the 2016 Financial Statements and answered questions from the Directors. A motion is needed to approve the 2016 Financial Statements.
- 5) Treasurer's report.
 - a. Director Paris presented payables of \$48,217.42. Director Wade moved for approval of the payables. Director Carter seconded and the payables were approved.
- 6) Manager's report.
 - a. Ken Pfohl presented revision B of the 2017 Annual Project Plan. The details are:
 - i. Revision A authorizes 2 capital projects at a total cost of \$141,500 and 8 expense projects at a total cost of \$201,200. The total capital and expense project authorization is \$342,700 vs. the \$388,000 budget.
 - ii. The Purchasing Policy was presented to remind the Directors that multiple bids are required for capital projects that exceed \$75,000.
 - iii. The Annual Project Plan – Rev B contains 4 revisions.
 1. The \$71,500 expense authorization for the Augmentation Pond Dam is changed to a \$15,000 capital expenditure authorization in 2017. The Project Authorization Form has been revised to show \$15,000 for Engineering specification, permits and bid process in 2017; \$40,000 for the dam work in 2018; and \$15,000 for pond lining in 2020.
 2. The expense authorization for the I&I Study is reduced from \$63,000 to \$39,700. This reduction is due to the actual length of wastewater main cleaned and inspected by VSR being significantly less than the length used for the budgetary estimate.
 3. A new expense authorization of \$6,750 is being requested for Documentation System Support. The Project Authorization Form was also presented.
 4. A new capital expenditure of \$121,000 is being requested for Wastewater Main Replacement. This covers replacement of 1,200 feet of wastewater main and 7 service line connections. The VSR inspection showed multiple failure points in this section of piping. The Project Authorization Form and bids from 2 contractors were also presented.

- b. Ken Pfohl presented a revision to the Smart Water Meter Project Authorization Form. Approval of \$1,500 to update the RVS billing software is requested. Approving this expenditure will bring the total approved contracts and purchase orders to \$125,340 vs. the \$131,500 budgetary estimate.
- c. Ken reported that he and Launa Rae met with representatives from Badger to discuss the validation of the billing program interface, the pilot program installation and the full meter installation process. We're looking at late June / early July for the pilot installation and late August / early September for the project installation.
- d. Ken reported that Launa Rae is checking Kum & Go's water usage monthly. The attached report shows that usage is within the 24,000 gals per 30-day month and 800 gallons per day average usage authorized by their 6 tap fees.
- e. Ken reported that CW Divers has completed the tank #2 repairs and the tank #3 hatch installation. Tank #3 needs sediment pumped out and coating applied. Staff will get quotes.
- f. Ken presented the April and May revenue and expenditure graphs. Both are on track to be within budgeted amounts.
- g. Ken reported that Gary Barret, a District resident and Elk Creek Fire District Director has contacted us to propose conducting fire hydrant flow and pressure testing. The goal of the testing is to maintain the ISO rating that determines insurance rates. Hydrants would be flushed and inspected yearly and flow tested every 5 years. The risks of testing are loss of water used to conduct the tests, cloudy water complaints and potential PRV damage.
- h. The April DMR has been submitted and the graphs have been updated. All parameters are within permit limits. The ammonia graph shows excellent compliance with the limit. The flow graph shows lower than normal flow for April.
- i. Ken presented a future staffing plan for the Board's consideration.
- j. Water and Wastewater eligibility surveys are attached for the Directors information.

7) Attorney's report.

- a. Dave Lindholm presented Resolution 15-01 to remind the Directors of the action they took in 2015 to address inactive escrow accounts. The resolution states that if there is no activity in an escrow account for 18 months the funds shall become District financial assets unless activity resumes within 2 years or the escrow account owner requests a refund within 2 years. Dave presented a resolution for Board action that documents the end of the 18 month inactivity period and the start of the 2 year period.
- b. Dave reported the status of HB 17-1297 that increases board member compensation to \$2,400. The bill states that this increase is available to board member terms that begin on or after January 1, 2018.
- c. Dave reported the current status of the Outside Water Use project.

8) Board actions.

- a. The Directors discussed Mr. Paige's request for an exception to the District's Rules & Regulations and Fee Schedule. Director Beley moved to waive late fees and accept payment of the April 2017 bill over three months. Director Paris seconded and the motion passed.
- b. Director Paris moved to approve the 2016 Financial Statements prepared by David Green. Director Beley seconded and the motion passed. The Directors thank David Green and Launa Rae for their work on the 2016 Financial Statements.
- c. Director Paris moved to approve Rev. B of the 2017 Annual Project Plan. Director Beley seconded and the motion passed.
- d. Director Paris moved to approve the revised Augmentation Pond Project Authorization Form. Director Beley seconded and the motion passed.
- e. Director Beley moved to approve the revised I&I Pilot Study Project Authorization Form. Director Paris seconded and the motion passed.
- f. Director Carter moved to approve the Document System Support Project Authorization Form. Director Beley seconded and the motion passed.
- g. Director Paris moved to approve the Wastewater Main Replacement Project Authorization Form (including service taps) and the Sayler and Sons bid. Director Beley seconded and the motion passed.

- h. Director Carter moved to approve the revised Smart Water Meter Project Authorization Form. Director Wade seconded and the motion passed.
- i. Director Beley moved to approve Resolution 17-02. Director Kisner seconded and the motion passed.
- j. Director Paris moved to approve Resolution 17-03. Director Beley seconded and the motion passed.

9) Other business.

- a. July 4th is the 1st Tuesday of July. Since this is a holiday the regular Board meeting will be changed to July 5th.

10) Documents signed.

- a. May 16, 2017 meeting minutes.
- b. 2017 Annual Project Plan – Rev B.
- c. Revised Augmentation Pond Project Authorization Form.
- d. Revised I&I Pilot Study Project Authorization Form.
- e. Document System Support Project Authorization Form.
- f. Wastewater Main Replacement Project Authorization Form.
- g. Saylor & Sons wastewater main replacement bid.
- h. Revised Smart Water Meter Project Authorization Form.
- i. Resolution 17-02.
- j. Saylor & Sons jeep road repair bid.
- k. Resolution 17-03.

11) Director Beley moved to adjourn. Director Paris seconded and the meeting was adjourned at 10:05 PM.

Andy Carter
Secretary