

MWSD Board Meeting Minutes

June 5, 2018

- 1) Call meeting to order and verify quorum.
 - a. Meeting called to order at 7:00 pm.
 - b. Directors Beley, Carter, Kisner, and Swanson were in attendance. Director Wade was excused absent. Manager Pfohl, Office Manager Warinner and Attorney Lindholm were also in attendance. David Green attended as a scheduled guest and no one attended as an unscheduled guest.
- 2) Approval of meeting minutes.
 - a. Director Swanson moved to approve the May 15, 2018 meeting minutes. Director Kisner seconded and the minutes were approved.
- 3) Treasurer's report.
 - a. Director Kisner presented payables of \$8,919.38. Director Kisner moved for approval of the payables. Director Carter seconded and the payables were approved.
- 4) Scheduled guests.
 - a. David Green presented the 2017 audit to the Board; DRAFT audit is enclosed.
- 5) Manager's report.
 - a. Ms. Warinner presented and discussed the May Administration Report.
 - b. Ms. Warinner presented and discussed the May Operations Report.
 - c. Ms. Warinner presented and discussed the May Project Status Report.
 - d. Mr. Pfohl presented and discussed the April Budget Report.
 - e. Ms. Warinner presented and discussed the Annual Maintenance Agreement with Cummins for the required service needed for the WWTP generator.
 - f. June 5, 2018 at 1:00 pm, Ann Roehrig, representative for Colorado Special Districts Property appraisal program, did an on-site inspection with assistance from the MWSD staff specifically highlighting structures meeting or exceeding \$100,000 in replacement cost. This inspection required review of all the facilities and documentation on square footage, improvements, blue prints and then being escorted to numerous locations by staff to take pictures, measurements and GPS.
 - g. Dan Haptonstall has presented a proposal to scrap the old meters and he needs a permission letter to authorize the sale to a scrap yard.
 - h. Ms. Warinner presented information and discussed the two 2018 Project Eligibility Surveys which must be submitted to the Drinking Water Revolving Fund before June 30 of each year.
 - i. Ms. Warinner discussed the Consumer Confidence Report (CCR) that will be updated to reflect the required water tests that were completed in 2017. The CCR must be mailed and posted before June 30 of each year.
 - j. Ms. Warinner discussed the annual RADS License Report that must be updated and submitted before June 30 of each year. We are required to have an annual review by the RSO, Steven Brown which was done in August 2017; would the Board require an estimated statement of fees for this service before the review.
 - k. Ms. Warinner researched the SDA monthly letter and noted 4 Attorney Law Practices that advertised; the list is attached.
 - l. The vacant land at Lot 21C, Filing 1, also known as 12031 Country Club Drive has been purchased from Guaranty Bank and Trust Company; a signed Special Warranty Deed has been submitted with a request for a Jefferson County Certificate of Water and Sewer Availability form.

- 6) Attorney's Report
 - a. Mr. Lindholm discussed the Augmentation Plan Revision.

- 7) Board actions.
 - a. Director Beley moved to approve the annual Cummins Maintenance Agreement for the WWTP generator. Director Carter seconded and the motion passed.
 - b. Director Kisner moved to approve the meter scrap proposal acceptance and the permission letter. Director Beley seconded and the motion passed.
 - c. Director Kisner moved to approve a request to RSO, Steven Brown for fees for the 2018 annual RADS review. Director Beley seconded and the motion passed.
 - d. Director Kisner moved to approve acceptance of the 2017 Audit. Director Swanson seconded and the motion passed.
 - e. Director Kisner moved to withdraw from the Augmentation Project without prejudice. Director Swanson seconded and the motion passed.

- 8) Other business.
 - a. The July 3, 2018 meeting will have the Board's attendance; Attorney Lindholm, Manager Pfohl and Office Manager Warinner will attend the meeting on the 17th.
 - b. The Board requested that Manager Pfohl update the Staffing Proposal for the 6/19/2018 meeting.

- 9) Documents signed.
 - a. May 15, 2018 meeting minutes.
 - b. Checks.
 - c. AP Authorization Form.
 - d. Cummins generator maintenance agreement.
 - e. Meter scrap proposal and permission letter.
 - f. Audit Management Letter.

- 10) Director Swanson moved to adjourn. Director Beley seconded and the meeting was adjourned at 9:08 pm.



Andy Carter
Secretary