


MWSD Board Meeting Minutes

September 5, 2017

- 1) Call meeting to order and verify quorum.
 - a. Meeting called to order at 7:02 PM.
 - b. Directors Beley, Carter, Kisner, Wade and Swanson were in attendance. Manager Ken Pfohl and Attorney Dave Lindholm were also in attendance. Carter Miner attended as a scheduled guest.
- 2) Approval of meeting minutes.
 - a. Director Beley moved to approve the August 15, 2017 meeting minutes. Director Swanson seconded and the minutes were approved.
- 3) Treasurer's report.
 - a. Director Kisner presented payables of \$60,125.03. Director Kisner moved for approval of the payables. Director Wade seconded and the payables were approved.
- 4) Scheduled guest.
 - a. Mr. Carter Miner attended the meeting to discuss long term development plans for Tract C and request immediate approval for temporary access to Tract C across district property. Mr. Miner stated that he is requesting temporary access from Braun Way across Tract E to mitigate driveway construction violations cited by Jefferson County.
 - b. The Board informed Mr. Miner that they will conduct due diligence on all the various deed and easement documents so that they will have the facts needed to make decisions on all of the conditions that would be included in a Service Agreement for long term development of Tract C.
 - c. The Board committed to making a decision on Mr. Miner's request for temporary access across Tract E at the next board meeting on September 19, 2017. They instructed Mr. Pfohl to obtain written documentation from Jefferson County describing the mitigation work they are requiring and instructed Mr. Lindholm to prepare a Legal Agreement covering the temporary access across Tract E.
- 5) Manager's report.
 - a. John has completed the Water Monitoring Plan. It is filed at MWSD/Physical Assets/Water System/Water Quality Monitoring/ Plans & Procedures.
 - b. Launa Rae has completed the National Meter and billing program work for the smart meter project. August billing will use the smart meter data for the 6 pilot program accounts.
 - c. Ken recommends moving to the implementation phase of the Smart Meter Project and presented a proposed letter to the District residents announcing the smart meter installation plan. The Project Authorization Form that was signed in 2016 is attached for the Directors information.
 - d. Don and John request approval to have 10 uranium removal cylinders replaced at the Water Treatment Plant. Flow has dropped to 9 GPM, less than half of normal. The WRT quote is attached. This replacement was not included in the 2017 budget.
 - e. Steve Brown conducted the annual audit for our Radioactive Material License. All results are positive. His audit report is filed in the electronic files under the Water Treatment Plant.
 - f. Don identified a leak in the water distribution line from Well 26-6. It has been repaired.
 - g. Ken presented the Fire Hydrant Operating Plan.
 - h. Saylor & Sons have completed the WW Main Replacement project. Thanks to Don for his coordination of this project.
 - i. Don is coordinating the repair of a clogged drainage culvert near the Braun pumping station.
 - j. Launa Rae, Don and John will complete their safety training on the SDA site in September. This will qualify us for a discount on our insurance cost.
 - k. Don plans to have a new chemical feed line installed at the WWTP in September. This line will replace an original line that is clogged.
 - l. Ken presented sections 9, 10, 11 and 12 of the Personnel Manual for the Directors review.

- m. The July WWTP DMR has been submitted to CDPHE. The ammonia and flow graphs are attached. John reports that other than high sludge removal costs the plant is running very well.
 - n. Ken presented the proposed 2018 budget. He recommends a special meeting to discuss the budget proposal in detail.
- 6) Attorney's Report
- a. Dave led a discussion on the Augmentation Plan revision.
- 7) Board actions.
- a. Director Beley moved to sign the WRT quote to replace 10 cylinders at the WTP and authorized up to \$30,000. Director Carter seconded and the motion passed.
 - b. Director Beley moved to approve moving to the implementation phase of the smart meter project and sending the installation letter to all residents. Director Swanson seconded and the motion passed.
- 8) Other business.
- a. The Directors would like to have a special meeting to discuss the 2018 budget proposal. The Special Meeting will be held Oct. 6, 2017 at 5:30 PM to 9:30 PM at the Knit Knook located at 10903 US Highway 285.
- 9) Documents signed.
- a. August 15, 2017 Meeting Minutes.
 - b. Checks.
 - c. WRT uranium removal cylinder quote.
- 10) Director Kisner moved to adjourn. Director Carter seconded and the meeting was adjourned at 9:31PM.



Andy Carter
Secretary