

MWSD Board Meeting Minutes
December 5, 2017

- 1) Call meeting to order and verify quorum.
 - a. Meeting called to order at 7:03 PM.
 - b. Directors Beley, Carter, Kisner, Swanson, and Wade were in attendance. Manager Pfohl and attorney Lindholm were also in attendance. Resident Smallshaw was also in attendance.
- 2) Approval of meeting minutes.
 - a. Director Swanson moved to approve the November 21, 2017 meeting minutes. Director Beley seconded and the minutes were approved.
- 3) Treasurer's report.
 - a. Director Kisner presented payables of \$47,371.53. Director Kisner moved for approval of the payables. Director Wade seconded and the payables were approved.
- 4) Manager's report.
 - a. Mr. Pfohl presented the November operations report.
 - b. Mr. Pfohl presented the November administration report.
 - c. Mr. Pfohl presented the November capital and expense project status report.
 - d. Mr. Pfohl presented the October budget report.
 - e. Mr. Pfohl reported that the approved capital and expense projects authorize more spending than the amounts included in the original 2017 budget. He presented documents to show the changes.
 - f. Mr. Pfohl presented documents for the 2018 budget approval process. They include Resolution 17-05, 17-06, 17-07, DLG form 70, Budget message, and the 2018 budget.
 - g. Mr. Pfohl presented a Policy & Procedure covering Colorado Open Records Act Fees.
 - h. Mr. Pfohl asked the Board to extend the contract with KAP Management, LLC through 2018.
 - i. Mr. Pfohl presented David Green's proposal for the 2017 Audit.
 - j. Mr. Pfohl presented the Jefferson County Sheriff's report on the Jeep Trail theft.
 - k. Mr. Pfohl updated the Directors on Mr. Settle's meter pit plans.
 - l. Mr. Pfohl reported that Mr. Smallshaw has scheduled his new meter installation for the first week of December so his failed remote issue is being resolved. But there is a large difference between the meter and remote. Billing information is attached.
 - m. Mr. Pfohl reported that a tee before the meter was suspected by the plumber that is making corrections as part of the new water meter installations. Don and John investigated and found that there is not a by-pass prior to the water meter.
 - n. Mr. Pfohl presented an annual bonus proposal for the four District employees.
- 5) Attorney's report.
 - a. Mr. Lindholm presented the Annual Augmentation Report that has been submitted to the Division 1 Engineer and the local Commissioner.
 - b. Mr. Lindholm updated the Board on the augmentation plan revision process. All the publications are taking place. We will know by the January meeting if there are any objectors to the proposed changes.
- 6) Board actions.
 - a. Director Swanson moved to approve Resolution 17-05 with elimination of tap fee revenue, Resolution 17-06, Resolution 17-07, DLG Form 70, the Budget Message, and the 2018 Budget. Director Wade seconded and the motion passed.
 - b. Director Kisner moved to approve a 3% water and wastewater usage fee increase effective January 1, 2018. Director Carter seconded and the motion passed.
 - c. Director Swanson moved to approve the Colorado Open Records Act Fees Policy & Procedure, with a modification to specify written CORA requests. Director Beley seconded and the motion passed.

- d. Director Carter moved to extend the contract with KAP Management through 2018. Director Kisner seconded and the motion passed.
 - e. Director Beley moved to approve the contract with David Green for 2017 Audit services. Director Wade seconded and the motion passed.
 - f. Director Kisner moved to approve the employee bonuses. Director Swanson seconded and the motion passed.
- 7) Other business.
- a. The Board requested that Mr. Pfohl and Mr. Lindholm prepare the documents needed to revise the 2017 budget.
- 8) Documents signed.
- a. November 21, 2017 meeting minutes.
 - b. Checks.
 - c. Resolution 17-05
 - d. Resolution 17-06
 - e. Resolution 17-07
 - f. CORA Fees Policy & Procedure
 - g. David Green contract.
 - h. Employee bonuses proposal.
- 9) Director Carter moved to adjourn. Director Swanson seconded and the meeting was adjourned at 9:15 PM.



Andy Carter
Secretary