

MWSD Board Meeting Minutes

May 17, 2022

- 1) Call meeting to order and verify quorum.
 - a. Meeting called to order at 7:00 pm.
 - b. Directors Sebastian, Wade, McKenzie and Swanson were in attendance. Director Carter was excused absent but attended by phone as a guest. Manager Warinner and Attorney Erb were also in attendance.
- 2) Approval of meeting minutes.
 - a. Director Swanson moved to approve the May 3, 2022 meeting minutes. Director Sebastian seconded and the minutes were approved.
- 3) Treasurer's report.
 - a. Director Wade presented payables of \$46,693.37. Director Wade moved for approval of the payables. Director McKenzie seconded and the payables were approved.
- 4) Scheduled Guests.
 - a. None.
- 5) Manager's report.
 - a. Manager Warinner presented the April 2022 District Report.
 - b. Catherine Bright, DEO for MWSD, supplied the Board with the Certificate of Election and Oath of Office for Swanson, McKenzie, Carter, and Wade.
 - c. Attorney Erb supplied a third revised personnel manual for Board review and approval.
 - d. The Agreement with Bank of the West to do direct withdrawal to process Accounts Payable and do Remote Deposit Capture for the billing check payments needs to be signed.
 - e. MWSD has been experiencing water loss and the staff discovered a leak on a service line; the repair was done on May 12 and the tank is now recuperating.
- 6) Attorney's report.
 - a. Discussion on the personnel manual.
- 6) Board Actions.
 - a. None.
- 7) Other business.
 - a. None.
- 8) Documents signed.
 - a. May 3, 2022 meeting minutes.
 - b. Checks.
 - c. AP Authorization Form.
 - d. Payroll Authorization Forms.
 - e. Verification of employment for Staal.
 - f. Bank of the West Agreement for Cash Management Services.
- 9) Director Swanson moved to adjourn. Director Sebastian seconded and the meeting was adjourned at 8:20 pm.



June McKenzie, VP of Administration