

**MOUNTAIN WATER AND SANITATION DISTRICT**  
**-REGULAR MEETING-**

November 5, 2024. at 7:00 p.m.  
12365 Highway 285  
Conifer, CO 80433

**MINUTES**

1. Call to Order/Declaration of Quorum/Disclosures Note: All board in attendance, Director Sebastian attended by phone, also Operator Knapp and Denise Karpel.
2. Public Comment/Scheduled Guests- None
3. Approval of Meeting Minutes
  - a. Minutes for 10/15/2024 were presented. Director Carter moved to accept, Director McKenzie seconded, and minutes were approved.
4. Treasurer's Reports
  - a. Financial Report/Payment of Claims of \$21,667.16 Director Wade moved to approve payments, Director Sebastian seconded, and the payables were approved.
5. District Operations
  - a. Manager's Report: Denise Karpel Reported. Time Clock, Budget: Dianna R. needs help from Terry with capital projects costs, also need to have QuickBooks 2024 installed on Terry's computer.
  - b. Operator's Report- Tires mounted on the Chevy at Long Brothers, New antenna installed at turbine building for SCADA, note: SCADA is working now!
6. Attorney Report- None
7. Other Business
  - a. Green Court/ RV dumping in Private sewer line cleanout by homeowner is ok, pre-Attorney Erb was ok. Need to add to Rules and Regs.
  - b. Board discussion about Employee compensation and timeline needs to be added to Employee Handbook.
  - c. Time Clock – Time clock need to stay in place for future abilities, tracking and auditing.
  - d. Payroll Approval – Board President and if they are not available then the Board Treasurer.
  - e. Director Wade discussed BMO and we might need to look for a new bank.
  - f. Board needs to table Employee handbook revision till January.
  - g. Denise asked the board when customer have a complaint and they are not satisfied with her solutions, she asked for the next step. Director Sebastian advised that they are free to attend a Board meeting.
8. Board actions: Director Swanson moved to accept the contract with Metro District Accounting Services, Inc. Director McKenzie seconded, and the motion was passed.

9. Adjourn- Director Swanson moved to adjourn at 8:44pm. Director Wade seconded, and the meeting was adjourned.

Andrew Carter: Secretary



**NEXT REGULAR MEETING: November 19, 2024. 7:00pm.**