

MWSD Board Meeting Minutes
August 15, 2017

- 1) Call meeting to order and verify quorum.
 - a. Meeting called to order at 7:04 pm.
 - b. Directors Beley, Carter, Kisner, Wade and Swanson were in attendance. Manager Pfohl and Attorney Lindholm were also in attendance.
- 2) Approval of meeting minutes.
 - a. Director Wade moved to approve the August 1, 2017 meeting minutes. Director Kisner seconded and the minutes were approved.
- 3) Oath of Office.
 - a. Director Beley administered the Oath of Office to new Board member Richard Swanson.
- 4) Treasurer's report.
 - a. Director Kisner presented payables of \$35,162.18. Director Carter moved for approval of the payables. Director Swanson seconded and the payables were approved.
- 5) Manager's report.
 - a. Ken reported that Gene Bennetts, Jefferson County Construction Inspection Supervisor informed us that there is not a permit for the driveway work on the 16 acre parcel and there are multiple violations. He stated that he will be contacting the property owner. Based on this information we are not allowing the property owner to access his property via our section of the jeep road.
 - b. Ken reported that the June wastewater treatment plant DMR was submitted to CDPHE. All results are within permit limits. The DMR form and the ammonia and total flow graphs are attached.
 - c. CDPHE has not issued a new WWTP permit yet. This is not unusual. We will continue to report against the old permit.
 - d. Ken reported that CDPHE has approved changing to a yearly audit of our Radioactive Material License procedures. Steve Brown will be here August 16th to conduct this year's audit. The annual calibration was completed on the Geiger Counter; the certificate of calibration is attached.
 - e. The wastewater main project is going well.
 - f. Don observed a non-functioning lift station at 31417 Kings Valley West. We notified the property owner to correct the situation. Initial repairs have been completed, but more are needed. We will continue to monitor this. A copy of the letter sent to the property owner and the Shirley Septic report are attached.
 - g. The smart meter pilot is going well. All meters are transmitting data and the billing program is setup. Launa Rae is working with Badger to finalize the billing interface.
 - h. Ken presented the July budget report. All revenues and expenses are tracking within budget. Graphs are attached.
 - i. Ken reported that he has begun work on the 2018 budget proposal. It will be ready to present to the Board in September.
 - j. Ken presented alternative versions of Personnel Manual section 7.20 for the Board's consideration.
- 6) Attorney's report.
 - a. David Lindholm presented the Water Augmentation revisions proposal for the Director's review.
- 7) Board actions.
 - a. Director Beley moved to approve sections 6, 7 and 8 of the Personnel Manual with version #2 of section 7.20. Director Kisner seconded and the motion passed.

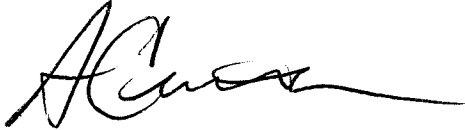
8) New Business.

- a. Director Kisner discussed the Jeep Trail to control erosion. The Board might want to consider a more permanent fix of possibly paving 30 to 40 feet at the top and bottom of the trail.

9) Documents signed.

- a. August 1, 2017 Meeting Minutes.
- b. Checks.
- c. Oath of Office for Richard Swanson.
- d. Certificate of Appointment for Richard Swanson.

10) Director Beley moved to adjourn. Director Kisner seconded and the meeting was adjourned at 9:05 pm.

A handwritten signature in black ink, appearing to read 'Andy Carter', with a long horizontal flourish extending to the right.

Andy Carter
Secretary