

**MWSD Board Meeting Minutes**  
**September 18, 2018**

- 1) Call meeting to order and verify quorum.
  - a. Meeting called to order at 7:00 pm.
  - b. Directors Beley, Carter, Kisner, Swanson, and Wade were in attendance. Manager Pfohl, Office Manager Warinner and Attorney Lindholm were also in attendance. Austin Barlow attended as a scheduled guest and no unscheduled guests attended.
- 2) Approval of meeting minutes.
  - a. Director Swanson moved to approve the September 4, 2018 meeting minutes. Director Kisner seconded and the minutes were approved.
- 3) Treasurer's report.
  - a. Director Kisner presented payables of \$21,141.27. Director Kisner moved for approval of the payables. Director Beley seconded and the payables were approved.
- 4) Scheduled Guests.
  - a. Austin Barlow at 31327 Kings Valley West was sent a past due notice for nonpayment of the water service which is due by 10:00 am on Monday, 9/24/18. A separate notice for the 2013 curbside/service line repair plus penalty and interest charges that is still due as reimbursement to the District must also be paid in full by 10:00 am on 9/24/18. The Agreement is attached.
  - b. Mr. Barlow presented a written statement; he requests paying \$9,000 in \$150.00 per month payments.
  - c. Director Beley moved that Mr. Barlow pay the original agreed amount of \$9,245.40 and to postpone the shut off at this time. Director Swanson seconded and the motion passed with a decision that Manager Pfohl will send a letter stating the Board's decision.
- 5) Manager's report.
  - a. Ms. Warinner presented and discussed the August District Report.
  - b. Ms. Warinner presented and discussed the Operator and Temporary Part-time Operator Job Descriptions for Board approval and signatures.
  - c. Ms. Warinner presented and discussed the August Project Status Report.
  - d. Mr. Pfohl presented the August budget report.
  - e. Mr. Pfohl and Ms. Warinner are working on the 2019 budget proposal.
  - f. Ms. Warinner presented and discussed the Outside Water Use Final Project Authorization Form; this project has been withdrawn and requires signatures to complete.
  - g. Ms. Warinner informed the Board that the list of Agreement suggestions from Elk Creek Fire Department was emailed to Attorney Jeff Erb to review and advise.
  - h. Trevor Staal started working weekends on September 8.
  - i. The Budget Meeting has been changed to Thursday, September 27, 2018 located at the MWSD office at 5:30 pm.
  - j. Ms. Warinner discussed the process needed to do the County Certification of Liens.
- 6) Attorney's Report
  - a. Mr. Lindholm discussed Austin Barlow, 31327 Kings Valley West, and his written request for payments with Mr. Barlow and the Board.
- 7) Board actions.
  - a. Due to more complete financial records being available at the second meeting of the month, Office Manager Warinner suggests that the Board change needed attendance by the district attorney, guests and managers to the second meeting. Director Beley moved to approve this change. Director Wade seconded and the motion passed.
  - b. Office Manager Warinner has been working overtime every week since June; it would be beneficial to the district to have Customer Service Rep Debbie work 40 hours/week to assist with

timely completion on administration duties. Director Swanson moved to approve 40 hours/week instead of 30. Director Carter seconded and the motion passed.

- 8) Documents signed.
  - a. September 4, 2018 meeting minutes.
  - b. Checks.
  - c. AP Authorization Form.
  - d. Operator and Temporary Part-time Operator Job Descriptions.
  - e. Final Outside Water Use Project Authorization form.
- 9) Director Carter moved to adjourn. Director Swanson seconded and the meeting was adjourned at 8:59 pm.

A handwritten signature in black ink, appearing to read "A. Carter", written in a cursive style.

Andy Carter  
Secretary