

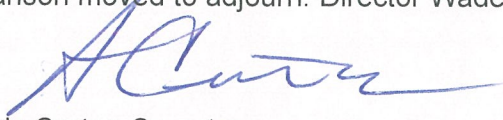
## MWSD Board Meeting Minutes

January 18, 2022

- 1) Call meeting to order and verify quorum.
  - a. Meeting called to order at 7:02 pm.
  - b. Directors Carter, Sebastian, Wade, and Swanson were in attendance. Director McKenzie was excused absent. Manager Warinner was also in attendance. Attorney Erb was excused absent.
- 2) Approval of meeting minutes.
  - a. Director Carter moved to approve the January 4, 2022 meeting minutes. Director Wade seconded and the minutes were approved.
- 3) Treasurer's report.
  - a. Director Wade presented payables of \$33,940.25. Director Wade moved for approval of the payables. Director Sebastian seconded and the payables were approved.
- 4) Scheduled Guests.
  - a. None.
- 5) Manager's report.
  - a. Manager Warinner presented the December 2021 District Report.
  - b. MWSD needs to sign the Sanitation Maintenance Warranty for the Property & Liability insurance. This is part of the annual renewal.
  - c. Paystar, the bill payment company that MWSD uses is required to submit an annual audit of the activity on our account; need Merchant Audit Questionnaire signed.
  - d. The estimate/agreement with Huey Commercial Cleaning is enclosed for board approval.
  - e. The 2022 Cost Estimate from Steven Brown of SHB, Inc. for the RADS activities is enclosed for approval and signature.
  - f. An annual fire alarm inspection report is required at the WTP and it is submitted to Elk Creek Fire Dept. and then they do an inspection. Unfortunately, the panel failed inspection and has to be replaced. An approval form is enclosed for board approval and signature.
  - g. Three 2022 Resolutions need to be reviewed and signed by the Board for administrative requirements and the 2022 election. Board members also need to submit an Affidavit of Qualification of Director and a Self-Nomination form.
  - h. The new rate increase of 4% has been applied to the billing system for the January 2022 bills.
- 6) Board Actions.
  - a. Director Swanson moved to approve Resolution 2022-03. Director Sebastian seconded and the motion passed.
- 7) Other business.
  - a. None.
- 8) Documents signed.
  - a. January 4, 2022 meeting minutes.
  - b. Checks.
  - c. AP Authorization Form.
  - d. Payroll Authorization Forms.
  - e. Billing Adjustment Form.
  - f. Sanitation Maintenance Warranty.
  - g. Paystar Audit Form.
  - h. Huey Commercial Cleaning agreement.
  - i. Annual SHB Inc. agreement.
  - j. Fire alarm panel purchase approval.
  - k. Annual Administrative Resolution 2022-03.
  - l. Secretary Certification for Res. 2022-03.
  - m. Adoption of Special Districts Records Management Manual Resolution 2022-04.

n. Resolution 2022-05, Election for Directors on May 3, 2022.

9) Director Swanson moved to adjourn. Director Wade seconded and the meeting was adjourned at 8:40 pm.



Andy Carter, Secretary