

**MWSD Board Meeting Minutes**  
**October 3, 2017**

- 1) Call meeting to order and verify quorum.
  - a. Meeting called to order at 7:00 pm.
  - b. Directors Beley, Kisner, Wade and Swanson in attendance. Director Carter excused absent. Manager Pfohl and Attorney Lindholm in attendance.
- 2) Approve meeting minutes.
  - a. Director Beley moved to approve the September 19, 2017, meeting minutes. Director Wade seconded and the minutes were approved.
- 3) Approve payables.
  - a. Director Kisner presented payables of \$ 13,132.55. Director Kisner moved for approval of the payables. Director Beley seconded and the payables were approved.
- 4) Manager's Report.
  - a. The August WWTP DMR has been submitted to CDPHE. All parameters are within specification. The flow and ammonia graphs are attached.
  - b. Sludge hauling at the WWTP was completed in September to prepare for 4<sup>th</sup> quarter DMR testing.
  - c. Annual maintenance of the WWTP generator is scheduled for October 5, 2017.
  - d. The jeep trail pond repair will be completed in October.
  - e. Annual fire extinguisher inspection was completed in September.
  - f. Safety training was completed in September. This qualifies the District for a 10% reduction in the property insurance premium.
  - g. Historical augmentation reports are being scanned into the electronic database. The next priority will be District property deeds and easements.
  - h. We are still waiting for the call number and installation start date for the smart meter project.
  - i. Ken presented the August budget report. Revenues and expenditures are within budget.
  - j. Ken reported that Mr. Miner has not signed the temporary access agreement for tract C.
  - k. Ken reported that the gate on lot 16's easement at the lower end on the jeep trail was vandalized on the September 23 & 24 weekend. The chain and lock are gone. The incident has been reported to the Jefferson County Sheriff's office.
  - l. Ken reported that he has sent a copy of Prater easement and diagram to Jefferson County Planning and Zoning and informed them of the objection to any request by Mr. Miner to build a driveway over the District's easement.
  - m. Ken reported that we have received a new quote from WRT for the filter replacements at the WTP.
- 5) Attorney's Report.
  - a. Dave Lindholm reviewed property rights and easements of Tract C and Tract B.
- 6) Board actions.
  - a. The Board discussed the fire hydrant operating plan that was presented at the September 5, 2017 meeting. Director Swanson moved to modify the plan to include inspection of all hydrants every 2 year(s). Director Beley seconded and the motion passed.
  - b. Director Kisner moved to sign the WRT contract. Director Wade seconded and the motion passed.
- 7) Other business.
  - a. Friday, Oct. 6, 2017 Budget Meeting at the Knit Knook at 5:30 pm.

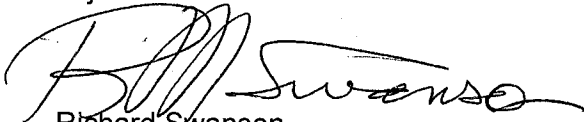
- b. Director Beley discussed removing Article 5.17 of the Rules and Regulations. Director Beley moved to remove Article 5.17, Director Wade seconded and the motion passed.
- c. Ken presented staffing proposal.

8) Documents signed.

- a. September 19, 2017 meeting minutes.
- b. Checks.
- c. WRT contract.
- d. Bank of the West signature forms.

9) Adjournment.

- a. Director Swanson moved to adjourn at 8:45 pm. Director Beley seconded and the meeting was adjourned.

A handwritten signature in black ink, appearing to read "R. Swanson", written over a horizontal line.

Richard Swanson  
Administration Vice President