

MWSD Board Meeting Minutes

July 5, 2022

- 1) Call meeting to order and verify quorum.
 - a. Meeting called to order at 7:01 pm.
 - b. Directors Sebastian, Wade, McKenzie and Carter were in attendance. Director Swanson was excused absent. Manager Warinner was also in attendance.
- 2) Approval of meeting minutes.
 - a. Director Carter moved to approve the June 21, 2022 meeting minutes. Director McKenzie seconded and the minutes were approved.
- 3) Treasurer's report.
 - a. Director Wade presented payables of \$22,642.92. 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 confirmed that the wellhouse at Chambers Lane is just being used for storage and does not have an active connection to the water system, so repairs to the roof are not a priority at this time.
 - b. Forty eight accounts had the meter readings blocked by foliage, so they were manually read and calculated for the June billing.
 - c. All check deposits are being completed in the office with the EDS check reading machine, so we are no longer taking trips to the bank for deposits.
 - d. Manager Warinner has been using the ACH Pay system through Bank of the West for accounts payable.
 - e. Attorney Erb's proposed edits to the job descriptions are attached, with a few included comments. Also attached is a final version of the employee letter and personnel manual comparison sheet, with final date to be added.
 - f. See attached wildfire assessment appointment information.
 - g. Confirmation of the transition to Attorney Erb's firm is attached.
- 6) Board Actions.
 - a. None.
- 7) Other business.
 - a. Director McKenzie proposed that a tour of the district needs to be planned for the whole Board.
 - b. Director McKenzie also proposed that the employee appreciation party should be looked in to again.
- 8) Documents signed.
 - a. June 21, 2022 meeting minutes.
 - b. Checks.
 - c. AP Authorization Form.
 - d. Payroll Authorization Forms.
- 9) Director Wade moved to adjourn. Director Carter seconded and the meeting was adjourned at 9:21 pm.



Andy Carter, Secretary