

MWSD Board Meeting Minutes
September 5, 2023

- 1) Call meeting to order and verify quorum.
 - a. Meeting called to order at 7:01 pm.
 - b. Directors McKenzie, Sebastian, Swanson, Wade, and Carter were in attendance. Manager Warinner attended and Attorney Erb attended by phone.
- 2) Approval of meeting minutes.
 - a. Director Carter moved to approve the August 15, 2023 meeting minutes. Director McKenzie seconded and the minutes were approved.
- 3) Treasurer's report.
 - a. Director Wade presented payables of \$30,108.32. 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 4 new procedure approval forms. See attached.
 - b. Manager Warinner presented the Drinking Water Design Application Form for Tank 1 Recoating Project, to be considered by the board. Form attached.
 - c. All 5 employees completed the Safety Classes required to get 10% off the CSDA Property and Liability Insurance. Approximate savings of \$2,500 for 2024.
 - d. Attached is a statement of reimbursable unemployment charges from 2021 to return unemployment funds that was paid to 3 unqualified staff members for the 2020 pandemic.
 - e. On the office phone Line 2, consistent noise interrupted the proper working order; during this time, MWSD was charged for operator assistance at \$6.99 a call. Enclosed is an email confirming that a credit of \$531.86 will be applied.
 - f. The annual CSDA Reimbursable Safety Program allowed MWSD to apply for \$1,296.95 for payment on safety items; MWSD applied for the RADS detectors to be covered and was approved. The check was received.
 - g. SCADA System Project Authorization Form is attached with a budgetary estimate and the invoice from Ambiente H2O.
 - h. The Certificate of Title for the Toyota Tacoma has been issued but needs to be registered again with a board member's signature. An appointment will need to be scheduled with DMV and Manager Warinner and a board member will need to attend to complete this task.
 - i. The Agreement with AquaWorks DBO for the Grant Administration, SCADA and Tank recoating is attached to be considered by the Board.
 - j. Warinner did research on available loan funds; some are available to apply before the November election, but would require extensive paperwork to complete, so tabling further action is a suggestion.
- 6) Attorney's report.
 - a. Consider Resolution Certifying November 7, 2023 Elections Question. Resolution is attached.
 - b. Discussion and approval of the election questions. Both questions will be used.
 - c. Information involving the Tank 1 Recoating Project. Manager Warinner contacted Double T Tank Recoating-the State Registration must be completed by 9/15/2023 and an addition to the bid price will be increased to \$72,500 per the Board.
 - d. Attorney Erb was excused and ended his call at 8:00 pm.
- 7) Board Actions.
 - a. Director McKenzie moved to approve the 4 procedure approval forms. Director Carter seconded, and the motion passed.
 - b. Director Sebastian moved to accept the Drinking Water Design Submittal for Tank 1 Recoating Project.

Director Carter seconded, and the motion passed.

c. Director Swanson moved to approve the Agreement with AquaWorks DBO.

Director Wade seconded and the motion passed.

d. Director Swanson moved to approve Resolution 2023-03 for the Certification of Election Questions with a modification to \$247,000. Director Sebastian seconded and the motion passed.

e. Director Swanson moved to approve the Double T Bid with an incentive of \$80.00 with a condition of filing the State Certification Registration paperwork before 9/15/2023 for the Tank 1 Recoating. Director Wade seconded and the motion passed.

8) Other Business.

a. Director Sebastian asked about how the fire hydrant flushing is progressing.

b. Director Wade asked about the sinkhole progress, ORC Chambers has decided to fill and cold patch for now pending further repairs.

9) Documents signed.

a. August 15, 2023 meeting minutes.

b. Checks.

c. AP Authorization Form.

d. Payroll Authorization Form.

e. Resolution 2023-03.

f. Time Off Procedure, Occurrence Report Procedure, Complaint Report Procedure, Recognition Report Procedure

g. Drinking Water Design Submittal for Tank 1 Recoating Project

h. Kum and Go Gas Tax Exempt Authorization.

i. Agreement with AquaWorks DBO for the SCADA and Tank 1 Recoating Projects.

j. ACZ Labs account application agreement.

k. Copeland Credit Application (manhole risers)

l. SCADA System Project Authorization form.

10) Director Swanson moved to adjourn. Director McKenzie seconded and the meeting was adjourned at 9:12 pm.



Andy Carter, Secretary