

MINUTES OF THE AUGUST 13, 2013
WORK SESSION OF THE TWSD BOARD OF DIRECTORS

Attending were Chairman Joseph Mainello, Directors Sally Watkins, Arden Schug, Edward "Mike" Bovey, and Richard "Dick" Dysart. There being a quorum present, the meeting was called to order by Chairman Mainello at 6:00 p.m.

Saluting of the flags was dispensed with as there were no flags present.

Director Bovey moved to approve the agenda and Director Dysart seconded. Directors Schug, Bovey, Watkins, and Dysart voted aye. The agenda was approved.

Old Business.

Manager's Report. The General Manager gave his report (copy of full report attached to these minutes). The plant filtration unit is almost complete. He spoke to the county about bridge repair. The road grading is continuing. The frequency converter is doing great. He spoke to the state engineers about the Springs diversion points. A NAVpoint golf representative will visit next week to talk about leasing the Golf Course and Recreation Area. Some grants are held up until December. DFA should okay the tank funds. Director Watkins asked about what the county was planning as far as bridge repair. The GM explained what the county had in mind, but those plans might change.

Treasurer's Report. Director Schug will give his full report on Saturday.

Committee Reports.

Director Bovey, as a member of the Water Rules Committee, stated that the water rules were being reviewed by office staff. He stated that the General Manager needed to look through them so that he could implement the changes. Director Bovey stated that, once everyone has reviewed the rules and made changes, he wanted to send the rules to the Clean Water Bureau for coordination to make sure all the bases were covered. The rules should be complete by the first week of September.

Director Dysart, as a member of the Budget Committee, stated that all financial information should go through the Treasurer and be coordinated with him before being released outside the District. Director Bovey stated that the General Manager should direct the auditor and contractor to coordinate with the Treasurer before releasing information. Director Schug moved to have the General Manager forward any requests for financial information from outside agencies to the Treasurer for review before releasing the information. Director Dysart seconded. There was some discussion. Directors Schug, Bovey, Dysart and Watkins voted aye and the motion passed.

Director Dysart asked the General Manager about the progress researching facilities to store records. The General Manager stated that most places he checked with were too far away or too expensive. There was some discussion. The General Manager will continue to look for ways to safeguard records.

There was some discussion concerning the By-Laws Committee. There was some discussion about elections and election timeline. Director Schug stated that the secretary should talk to the county clerk concerning elections. There was much discussion. The secretary will contact the county clerk.

New Business.

Approval of July 20, 2013 regular board meeting minutes. Director Bovey moved to approve the minutes and dispense with the reading. Directors Dysart seconded. Directors Schug, Bovey, Dysart, and Watkins voted aye and the minutes were approved.

Approval of the July 27, 2013 emergency meeting minutes. Director Dysart moved to approve the minutes and dispense with the reading. Directors Schug, Bovey, Dysart, and Watkins voted aye and the minutes were approved.

Change name of Budget Committee to Finance Committee in By-Laws. Director Schug moved to change the name of the Budget Committee to the Finance Committee. Director Dysart seconded. Director Schug stated that the committee was doing more than just the budget; they were doing finances and making recommendations for finances. There was some discussion. Director Dysart stated that it would be nice if other members of the public attended and participated in the Finance Committee.

Chairman Mainello opened the meeting to the public.

Audience member, Chance Guilles stated that Thursday morning was not a good time for people to attend a meeting.

Audience member Kim McWilliams started to talk about a water leak and her bill, but was stopped by Chairman Mainello because it was off topic. He explained that she would have an opportunity to be heard later in the meeting.

Chairman Mainello called for a vote on the name change of Budget to Finance. Directors Schug, Bovey, Dysart, and Watkins voted aye and the motion passed.

Uncollected fees. Director Schug stated that there are a lot of uncollected fees in Standby, F&S, and Water and that we need to take steps to collect those fees. Director Dysart stated that the board met with an attorney from Cloudcroft and that the attorney proposed to look at the situation and make recommendations. Director Dysart also stated that the attorney would require \$1,500.00 to look into it and give his opinion concerning foreclosures, etc. Director Schug stated that there may be a statute of limitations. There was much discussion concerning foreclosures and liens.

Audience member Jane Husingh asked if a new owner would owe money if the previous owner left a balance in Standby or Water. The answer was yes.

Audience member Kim McWilliams stated that the new owner should not be responsible for the previous owner. There was some discussion.

Manager Review. Director Schug stated that it was time to review the performance of the General Manager. There was some discussion about setting a date for an executive session. Chairman Mainello asked about an evaluation sheet. The secretary will scan an evaluation sheet and email it to the board members. Chairman Mainello stated that, if the meeting didn't run long on Saturday, the Manager's Review could be done after Saturday's regular meeting.

Set Agenda for Saturday, August 17, 2013 regular meeting.

Director Schug stated that we need to buy new work trucks. He stated that he looked up price agreements on the state procurement site and that a new truck cost between \$19,000.00 and \$28,000.00. Director Dysart asked if he could get a list of our current vehicles to include make, model, year, and mileage. The GM stated that he could provide that.

Director Schug stated that he wanted the General Manager to ensure that, when they hook up the new filtration system next week, there will be flow meters installed.

Director Schug stated that the state statute states that a board member term should be four years. There was some discussion. It was decided that the secretary should prepare a resolution for Saturday's meeting stating that term limits are four years.

There was some discussion concerning the F&S late fees that were previously approved. The current billing system will not allow a flat late fee plus a percentage on future billings. The General Manager will look into this.

ICIP will be a discussion item for Saturday.

Directors Remarks.

Director Watkins was glad the audience came.

Director Dysart thanked the audience for coming. He asked the audience to participate in committees and stated that they could use the help.

Director Bovey stated that he appreciated the audience for attending and that any input would be greatly appreciated.

Director Schug thanked the audience for their interest and that we had made some major improvements to the water system.

Audience member Kim McWilliams had three items to discuss. The first was concerning the District's policy on adjusting bills if a customer had a leak. The second was how the District's notifies customers if there is a water outage. And the third was a personnel issue that the General Manager has not followed up on.

As for the first item, Director Bovey stated that we were operating under the 2003 water rules which were condensed rules. The new rules will address this issue.

As for the second item, Director Schug stated that maybe we could put information on the website.

There was much discussion and "information sheet for new customers" will be on the agenda.

Concerning the second item, the General Manager stated that he was working with the telephone company to get another phone line which would be used exclusively for an answering machine message where customers could call and receive information and updates on any water issues.

Director Schug stated that the fire department should be notified of any water outages.

Concerning the third item, it was deemed not a board issue and the General Manager would handle that.

Audience member Jane Huisingh asked if Marilyn Hatfield had completed training to the office staff on Quickbook. That was affirmative.

Director Schug stated that there was now a written procedure to do fund transfers.

Audience member Chance Guilles asked about unused fire hydrants and if they could be installed. Director Schug gave status.

Chairman Mainello thanked all. He stated that the board was given food for thought.

Chairman Mainello entertained a motion to adjourn. Director Bovey moved to adjourn the meeting and Director Dysart seconded. Directors Schug, Watkins, Bovey, and Dysart voted aye and the meeting was adjourned.

Minutes approved and adopted August 17, 2013 Secretary Linda Martin _____

Chairman Joseph Mainello _____