

MINUTES OF THE JANUARY 18, 2020
REGULAR MEETING OF THE TWSD BOARD OF DIRECTORS

Attending the meeting were Chairman Richard McMullen, Vice Chairman Ronald Wyatt, Treasurer Rachele Tycksen, Secretary Linda Martin, and Director Faith McLemore.

Saluting of the flags was accomplished.

Approval of the Agenda. Director Tycksen stated a Point of Order. She stated that Director McLemore had requested additional items for the agenda. Chairman McMullen had answered Director McLemore via email the status of those items. Director Tycksen felt it was a slight to Director McLemore. Director Martin moved to approve the agenda as written and Director Wyatt seconded. Chairman McMullen, Directors Wyatt, Tycksen, Martin, and McLemore voted aye and the motion passed.

General Manager's Report/Remarks. The General Manager, Craig Bacon, introduced himself again.

1. The road grader is working, however there are some areas that are too wet to grade.
2. The area around the dumpster has been cleaned up.
3. The fire department tank is now getting filled with spring water.
4. We are working on an asset depreciation policy which was an audit finding.
5. Meters are being insulated.
6. We are working on a schedule for maintenance of vehicles and equipment.
7. There were some minor upgrades to the website.
8. He requests all items for the employees go through him first.
9. He would like the agenda by COB the day before the 72-hour deadline for posting.
10. He requests that an appointment be made to visit with him.

Director McLemore inquired as to the status Mr. Ramos, Level 4 water operator. Chairman McMullen stated that he is on a month to month contract.

Director Tycksen stated that the water billing dates are erratic; they should be consistent on a thirty-day cycle. The GM stated that he will do ride alongs with the meter reader.

Director McLemore stated that she would like to come to the office for some research. Chairman McMullen stated that she should get with the GM to make an appointment. There was more discussion about the water billing cycle and how it needs to be consistent. The GM stated that he will familiarize himself with the process.

The GM is working on updating the computer networks and will have a WiFi hotspot in the future.

Treasurer's Report. Director Tycksen read the by-laws concerning the duties of the Treasurer; she is responsible for overseeing all funds received and dispersed. She then read the current bank balances: Checking, \$21,162.09; Standby, \$3,355.49; Restricted, \$46,957.76; F&S, \$163,373.71; USDA Debt \$5,814.80; Short term asset, \$108,106.29; Construction Loan, \$851.48. She stated that the December P&L income was (17,473.48) and the YTD P&L (through December) was \$4,117.86. She is still looking

into the varying amounts of health insurance. She needs to get with the GM concerning a vehicle purchase. There was some discussion.

Committee Reports.

Inspection Committee. Discussion later on agenda.

Budget Committee. Director Tycksen stated that there was not much to report; she needs to establish meeting dates. The second Thursday of the month at 1:00 pm was decided. The next meeting will be February 13th.

Old Business.

Discuss/Approve Carissa Springs project to dig test hole for water level assessment (tabled from last meeting). Director Tycksen moved to continue the table and Director Martin seconded. Chairman McMullen, Directors Wyatt, Tycksen, Martin, and McLemore voted aye. The table will continue.

New Business.

Approve Minutes of the January 7, 2020 Regular Meeting. Director Martin moved to approve the minutes as written and dispense with the reading. Director Tycksen seconded. Chairman McMullen, Directors Wyatt, Tycksen, Martin, and McLemore voted aye and the motion passed.

Establish committees to include a Personnel Policy committee. Audience member Kathleen (Tash) Robb volunteered to head up the Personnel Policy committee. Chairman McMullen explained that the current policy was over fifteen years old. Director McLemore volunteered to be on the committee. The first meeting will be this Thursday at 1:00 pm (Jan 23rd).

Inspection Committee. Former committee head, Clark Clement, explained that the High Country Lounge and Grill are taking care of their own minor repairs. The only other problem was with the Lodge foundation. There was much discussion. The GM stated that he will provide monthly weekly training of employees in OSHA and Safety.

There needs to be a list of committees, who is on them and who heads the committee.

Accounting policy and procedures needs to be updated. This should fall under the budget committee.

Audience member Arden Schug reminded everyone that there was still an active PER committee. He will let the secretary know when they will next meet and when it should be on the agenda.

Audience member Arden Schug inquired as to the inventory system. Chairman McMullen stated that it is still in the works. There was some discussion.

Discuss/Approve dedicated addresses for the board members. The GM gave a presentation of options for email addresses for the board members. There was much discussion concerning the pros and cons

of each option and the costs involved. Director Martin moved to approve the timberonwater.com as the preferred solution and Director Tycksen seconded. Chairman McMullen, Directors Wyatt, Tycksen, Martin, and McLemore voted aye and the motion passed.

Discuss/Approve Resolution 2019/2020-007 2nd Quarter Financial Report to DFA. Director Tycksen moved to approve the resolution and Director Martin seconded. Chairman McMullen, Directors Wyatt, Tycksen, Martin, and McLemore voted aye and the motion passed.

Discuss/Approve Resolution 2019-2020-008 2nd Quarter Financial Report to USDA. Director Tycksen moved to approve the resolution and Director Martin seconded. Chairman McMullen, Directors Wyatt, Tycksen, Martin, and McLemore voted aye and the motion passed.

Discuss/Approve Financial Report for 2nd Quarter FY 2020 to DFA. Director Tycksen moved to approve the report and Director Martin seconded. Chairman McMullen, Directors Wyatt, Tycksen, Martin, and McLemore voted aye and the motion passed.

Discuss/Approve Financial Report for 2nd Quarter FY 2020 to USDA. Director Tycksen moved to approve the report and Director Martin seconded. Chairman McMullen, Directors Wyatt, Tycksen, Martin, and McLemore voted aye and the motion passed.

Discuss Item 6.01 of TWSD bylaws concerning election of officials. Director Tycksen explained that even though the appointment of officials was not on both versions of the agenda for January 7th, the bylaws clearly states that it will be done after the swearing in.

Discuss/Approve Granite Mountain LLC accounting group. The GM explained why we use the accounting service and what they provide. Director Martin recommends using them on a month to month contract. Director Tycksen recommends month to month contract for the next six months. There was some discussion. Director Martin moved to approve Granite Mountain contract on a month to month basis for the next six months and Director Tycksen seconded. Chairman McMullen, Directors Wyatt, Tycksen, Martin, and McLemore voted aye and the motion passed.

Discuss/Approve Continued use of Preston for SCADA. The GM has not been able to contact Preston but will continue trying. Director Martin moved to table this item until the next meeting and Director McLemore seconded. Chairman McMullen, Directors Wyatt, Tycksen, Martin, and McLemore voted aye and the motion passed.

Discuss/Approve Insurance Issues. Director Tycksen stated that the insurance company issued a refund check for \$2,872.75. Also, the current insurance company has discontinued providing for public entities. She is looking into alternatives. Our broker, Jackson Insurance, is requiring a questionnaire to be filled out. Director Tycksen moved to approve gathering of information and filling out application and Director Martin seconded. Chairman McMullen, Directors Wyatt, Tycksen, Martin, and McLemore voted aye and the motion passed.

Directors Remarks.

Director Wyatt said he appreciated everybody showing up. He stated we need money to do everything we need to do.

Director McLemore stated that we got much accomplished. She said she is still learning.

Director Tycksen thanked everyone for their confidence in her to do this job; and the job is to be financially prudent.

Director Martin thanked all for coming. She reminded everyone that the next meeting will be February 4th and will need to post the agenda at the end of January. She thanked employee Nan Thorell for making the new name plates.

Chairman McMullen thanked all for coming. He appreciates input. He asked people to attend meetings.

Director Martin moved to adjourn the meeting and Director Wyatt seconded. Chairman McMullen, Directors Wyatt, Tycksen, Martin, and McLemore voted aye and the meeting was adjourned.

Minutes approved February 8, 2020.

Secretary Linda Martin



Chairman Richard McMullen

