

MEWA Board Meeting Agenda
September 9, 2023
9am MDT at Ross Wellhouse and via Zoom
Join Zoom Meeting: link to be provided by Lora

Nick Keelan, President
Jeff Johnson, Executive Director Contractor
Steve Kearn, Operations and Facilities
Brent Groenke, Operations and Facilities
Lora Flinn, Secretary
Roberto Van de Wyngard, Treasurer - Zoom
Paul Terranova - Zoom
Chris Brandewie, Member

Call to order: 0903

Additions/changes to the agenda – WiFi access for zoom meetings

Approval of June 6, 2023 MEWA board meeting minutes – Lora moved to approve the minutes, Steve 2nd the motion. Minutes approved.

- Review of MEWA board exec session - Discussion on executive session and function.

Welcome of new MEWA board members: Chris Brandewie and Paul Terranova

Executive Director report:

The main work on the water lines is done. The crew will be working on Tuesday on Quartz and Sequoia on that fire hydrant to get the rest of the rocks out of the line. We hope and make a decision on a new valve there and placing a fire hydrant back or holding off for a period of time on the fire hydrant.

Steve: Fills in the new members on what was found in that valve. Large rocks, almost the size of the inside diameter of the pipe were found. "I'm guessing a dozen or more of these rocks it first started when we went to flush a new fire hydrant the rocks got in the bottom of the fire hydrant and we weren't able to shut the fire hydrant off properly." Fire hydrants now will be used to flush the lines. Before we had fire hydrants we could only flush using yard hydrants. The state requires that we do this twice a year.

Jeff: I've been meeting with Lora and Stacy. Stacy will be handling all title requests from the title companies. She has the QuickBooks. She is available during the day to check when title companies send request. Stacy will give the title company the information that they need and she has past experience doing this for this sanitation department and Leadville. These title companies receive it. They return the proper accurate paperwork. This will go to MEWA and Lora. Lora will be getting the checks and she will be able to deposit those. Stacy will get a copy of those and a copy of all the transfer information so she can keep the QuickBooks updated.

In the Excel spreadsheet I'm working on, I am inputting all the meter numbers on it and trying to figure out what has happened for the last 7 months with membership. Data on a number of people needs to be cleared up. I am working with Stacy on this trying to figure out why people aren't paying. Stacy sent me a list of bounced emails and I went through the list of bounce emails. I have made phone call after phone call. I have gone to different sources to try to find the information. I have put together spreadsheets to give to Stacy today to update email accounts because the emails on many of the people on the aging report are not correct. Stacy and I are working on that to get the billing straightened out.

I have written a new procedure and the application will go to the selected board member to find out if they have a building permit or in their process of getting a building permit. As soon as they get that information, they will be given an application. When it comes in back filled out to Lora, she will update the water certificates. We have gone over how to do notice of transfers, how to do transfer of certificate from one lot to another and we're going through all of those different procedures. It is all written out and spelled out with forms.

When I leave, somebody is going to have to pick up the slack. 811 CALLS. I get a daily call from 811 and with that I get two text messages. In the text, where it has all those zeros in there, if there was a request for line locate there will be a number. A line clarification request will be in the text. MEWA will be penalized if not completed. The phone will need to be switched over to someone else.

Outstanding bills to be paid:

We have a couple bills to pay one is to Kirsten for the final bill we have a bill to pay to Dana Kempner for a \$118.52 which is a finance charge on a bill that we did not receive in a timely manner. Core & Mann - we got a final on the billing with them. I'm trying to get ACC figured out so they can be taken care of because that's where we get our road base. Jeff Johnson still needs to be paid for August through September.

I've got some mapping I want to update. I've been working on valve maps. I'm dealing with water corp. Steve and I have been discussing the new well at the pavilion, a bathroom with a vault toilet in place of the current toilet. It will be in a heated space and can be pumped out. We can't have a septic within 100 feet of that well. And we have a list of stuff for the office that Lora and I have been putting together including a new printer. The old printer is shot so I'm going to order a new printer. Steve took over ordering the aqua-flow devices.

Financial report: Roberto: The Aging Report, which went down from 45,200 to 37,800. As Jeff said as soon as we have all the email addresses and things correct addresses will be able to email them mail them and enforce the policy for payment.

Jeff: When though aging report. Jeff will have Stacey remove late charges due to inability to reach the treasurer. Stacey and Mary at the bank only have access to QuickBooks.

Steve discusses Aqua-flow.

- Aqua-flow device update - We have one aqua flow from Parkville - \$2400.00 is the price. We have asked for a price and we believe it will be less than \$2000.00. We have asked for a bulk price vs an individual price. Our first order will be for 10 units. This device helps to your service line from freezing. Steve believes we will be able to get them in a week after ordering.
- meter install update. – about 100 residence have meters now.
- meter compliance - – MEWA has given out over 100 meters. We have 210 houses. Those who do not choose to get a meter. Those owners will be charged at a top rate. This will be discussed at next meeting and develop a rate structure.
- Chris discusses his work with rate structures and will discuss it at next meeting. After a year of meter data then a tiered structure can be created. Funds to be placed in capital improvement account. This contributes to annual expense fund for emergency reserve and capital improvements fund.

Documents and general topics review: Nick

- Report on contractor issue on Parry Peak: - Nick discusses the contractor document. Nick will send this to all parties for feedback.
- **Metro District items**
 - Buyout of CAT loader – Nick will move this purchase ahead. Metro District will make last payment September. \$34,000. Will be the purchase price by MEWA.
 - Pavilion acquisition – Nick discusses details and the quick claim deed.
- **Review of governing docs**
 - Board duties and responsibilities in Bylaws - Nick discusses by laws. Officer duties are areas to be reviewed. All documents are on the website.
 - MEWA Governing structure discussed and paid duties.
 - Jeremy discusses testing and his duties. This is a paid position. Discussed needs to remain in compliance and his duties to keep MEWA in compliance.
- **Website**
 - Need to work on format to make below fit logically – Lora will coordinate with Will on the website format. Drop down menus which then reveal the documents.
 - Operating procedures to add to website in Governing Docs section
 - Frozen Line Policy
 - Broken Line Policy
 - Others Policy's
 - Add approved definitions to Rules and Regulations
 - History of MEWA on website

- **Constant Contact help:** Lora and Chris – Lora will contact Chris related to all website changes and needs. Nick will continue to help.
- **Executive Director position**
 - Potential candidates - TBD
 - Job description for all board members.
 - Communication: need for a dispatcher to field all calls. – Some options using the web site were discussed.
 - Chris discusses a system of a log related to the inquiry, date, issues and information provided.
 - Suggestion made for a solution on the website for questions and answers to member needs. Discussion on various issues related to phones and complaints. This will be a topic for the next meeting.
- **Annual meeting review:** Nick asks, was the senior center a good location and date and time? Need to get in touch with them early. Donuts and coffee were a good option. Annual meeting will go forward at this location next year.

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Other topics - WIFI – Steve will inquire about WIFI access with Tony. Board discussed a secure network. A zoom meeting system discussed.

Election of board officer positions –

Nick opens nominations –

Paul is nominated by Nick. Paul agrees. Roberto moves to close nominations. Lora seconds.

Nominations closed.

Vice president – Chris is nominated by Nick. Chris agrees. Roberto closes nominations. Board agrees.

Secretary – Lora is nominated by Nick. Lora agrees. Roberto closes nominations.

Treasurer – Roberto is nominated. Board agrees. Nomination closed.

Brent agrees to stay in as a member. Board agrees.

Roberto requests a zoom meeting with the purpose for discussing the budget and how to proceed.

Board discusses more details on the process.

Steve proposes signs with the names of the other well house be created. Board agrees. Signs and lights to illuminate the signs will be purchased.

Date and time for October MEWA board meeting – OCT 14th at 9am.

Adjourn - 10:43