Regular Meetings Minutes

Date:	March 6, 2018
Time:	7 P.M.
Location:	AWSD Conference room

Meeting Type	Х	Regular	Special
Minutes Type	Х	Draft	Approved

1. Call to Order

The meeting was called to order at 7:00 pm.

2. Roll Call

Board Member Attendance

Mike Reynolds	President	X Present	Absent
Roger Nummerdor	Director	X Present	Absent
Tom Osborne	Director	X Present	Absent
Alan Rohde	Vice President	X Present	Absent
Tom Degele	Director	X Present	Absent

Other Attendees: Bill Dahl, Lori Good (Note: Tom D. arrived after vote to approve Agenda.

Approval of Agenda

Motion:Roger moved, and Tom O. seconded the agenda be approved.Ayes:4Nays:0Absent:1APPROVED

3. Approval of Minutes – Regular

Motion: Roger moved, and Alan seconded that the minutes be approved. *Ayes:* 5 *Nays:* 0

Financial Report

Tom O. asked why the Balance Sheet included the assets and depreciation. Lori explained that it came straight from Quickbooks like that. In the past, she had provided a report listing only checking and savings accounts. He would like to invite Mary Kay Bjorndahl to attend a meeting to discuss accumulated appreciation after the 2017 Taxes are complete.

Motion:Tom D. moved, and Roger seconded that the financials and payroll be accepted
Ayes: 5Ayes:5Nays:0APPROVED

4. Manager's Report

Bill reviewed the Manager's Report (on file.) Lynn was on vacation so two people were hired to read meters. Accounts on Henry and Lehner were estimated.

5. Public Comment

None

6. Old Business

Distribution System Improvements Project:

Mike began by reviewing the significant events that happened on Friday, March 2. We received word that we had DEQ approval for the project, the TSEP contract was finished and in process of obtaining necessary signatures and that the Invitation to Bid had been received and would be in this week's Stillwater County News as well as on various plan sites. We are moving quickly!

Easements: Board members and Bill met with the Stillwater County Commissioners regarding an easement near Hawkin's Park. They were very agreeable but there is concern that a small portion of it will cross state property. The most difficult task is determining the actual owner of the subject property. Mike sent Bill Irvin a revised drawing of an easement that would cross his property between two ditches. Bill is not averse to allowing the easement but would prefer they try to go across the state property first. Alan would like to explain the difficulty and time crunch we are under and persuade Bill to allow the easement. Roger explained that the worstcase scenario would be to not do this loop at this time rather than postpone the entire project. Bill shared that Tommy Robert's is willing to sign the easement with the agreement that when they replace his fence they replace it with a higher fence. The Board did not see an issue with this.

Conference Call: The March conference call will be March 7 at 9:30 AM.

Project Schedule: Per the Invitation to Bid, provided by Collette Anderson, the Invitation will be in the local newspaper on March 8 and 22nd. There will be a pre-bid conference on March 22 at 1 pm in the District Conference room. The Bid opening will be April 3 at 3 pm in the District Conference room. The Bid contract signing will take place at the April 10th Board meeting.

TSEP Contract/Draw: The TSEP contract is complete and appropriate signatures are being signed electronically. Ann Davey, our attorney, will review and sign it first. Mike will then receive it and sign. Finally, Lori will sign to attest to the contract.

Motion: Tom O. moved, and Roger seconded that Mike be authorized to electronically sign the TSEP contract.

Ayes: 5 *Nays:* 0 APPROVED Mike and Alan both signed the first TSEP draw which will be sent to Great West Engineering for processing.

8. New Business

Personnel Policy item 9:000 Time Sheets/Preparation of Payroll was reviewed. Currently pay periods are from 12:01 Midnight Sunday and ends 12:00 Midnight on Saturday. There is no "payday" referenced or length of payroll period.

Motion: Tom O. moved, Alan seconded that for the purposes of amending Personnel Policy 9:000 Time Sheets/Preparation of Payroll to indicate a bi-weekly pay period, consisting of 2 weekly pay periods. Payroll will be processed by noon Monday after the end of the second week of subject pay period with distribution of paychecks by end of business on Wednesday. To be effective with the pay period that begins 12:01 a.m., Sunday, March 18, 2018.

Ayes: 5 Nays: 0 APPROVED

Yellowstone Money Market Account. At the last meeting there was a vote to close this account and transfer the funds to Operating Savings. It was determined that none of the current Board members are signers on this account.

Motion: Roger moved, Tom O. seconded that all current Board members become signers on the Yellowstone Money Market Account. This will include Mike Reynolds, Alan Rohde, Tom Osborn, Tom Degele and Roger Nummerdor.

Ayes: 5 Nays: 0 APPROVED

9. Board Comments

Tom D. stated that while meeting with the Commissioners, he talked to Mark Schreiner with Stillwater County Roads Department. He would like to be kept apprised of upcoming project to ensure that a Stillwater Project and District project don't overlap. Mark said he would be in contact with Bill.

Mike Reynold's called for an Executive Session for Bill's job review at 8:05 pm. The meeting was re-opened at 8:58 pm.

Adjournment

Motion: Alan moved, and Roger seconded that the meeting be adjourned at 9:00 p.m.Ayes: 5Nays: 0Abstained: 0APPROVED

Minutes Certification:

Proposed minutes respectfully submitted,

Board Secretary/Recording Secretary

Date

Board President Attachments Date