

Meeting called to order at 7pm by Robert Montague, Board Chairman

In attendance Board Members: Robert Montague, Whitney River, Shawna Grassie

Absent Board Members: Blanche Clawson, Sherrill Lambson

Also in attendance: Michele Macias (secretary), Flint Tietjen (operator)

Flint Tietjen offered opening prayer.

Pledge of Allegiance was given.

Flint reported the old dodge truck will start but won't continue to run, probably needs the fuel tank emptied. Suggests selling as is and have purchaser haul.

Starting bid should be \$500. We could take a picture of truck and post a flyer to accept sealed bids for the truck.

Flint had to buy another starter motor for generator at sewage treatment plant. He ordered it and used RW&SD credit card to purchase that needed equipment. Secretary stated the RW&SD credit card has a limit of \$1,500. So, it was agreed upon by the board that the Operator could use that credit card to purchase smaller equipment as needed and gas for work truck for no more than \$1,500 per month. Last month he had to purchase a good battery for the sewage treatment plant.

***Whitney River made a motion for Flint Tietjen, the operator, to have a spending budget of \$1,500 per month, which coincides with the RW&SD credit card limit. Unless there is an emergency need for more, at which time, Flint, the operator, would need to make a request to the RW&SD Board if he needed more than the allowed amount of \$1,500 per month. The motion was seconded by Shawna Grassie. Robert called for a vote. The motion passed unanimously.**

Flint explained the backhoe transmission was replaced by JRL and that we expect to get a refund/reimbursement for the core if it was in good condition of approximately \$1000.

Flint will be purchasing the mounts and other necessary supplies to attach the snowplow. That is all ready within the amount the Board had voted for getting a new snowplow in a previous meeting.

Flint informed the Board that the customer who had problems with their water pressure discussed in September's meeting, the line has been repaired and water pressure restored.

Flint and other board members suggested at some point the city needs more fire hydrants. The possibility of the water trust board being able to help with those costs was discussed. A reminder that any major projects that RW&SD Board takes on, we would need to work on and complete in phases. With the understanding that we are moving towards a final goal of ensuring the safety of the community. The safety issue of possible forest fires and limited fire hydrants available in the area was presented as a valid point to bring up to the water trust board.

Robert discussed the need for the extension of our DOT projects. Our DOT representative says that we would need to get bids for the work on those projects, if we are using an outside source. There has been a limited supply or nearby source for millings.

Request relayed by board members from community members for Flint to fill in a major pothole on Davis Street.

The board needs to approve minutes from August meeting and minutes for September.

***Shawna made a motion to approve board meeting minutes for both September meeting and August meeting. Whitney seconded the motion. Robert called for a vote. The motion passed unanimously.**

Michele presented the board with a summarized monthly revenue and expenses report for the month of September.

The secretary presented the RW&SD Board with the form called the SAF (Security Access Form) for for Local Government Budget Management System. This is the state agency that RW&SD will be submitting quarterly and yearly projected budgets to.

Board discusses hiring contract labor to train secretary on QuickBooks.

***Whitney makes a motion to hire Amy Renaud at \$20 per hour for contract labor (1099) to train the secretary on QuickBooks up to 15 hours, if we need more than 15 hours we would come back to board to request more hours. Shawna seconded the motion. Robert called for a vote. The motion passed unanimously.**

Board discusses secretary hours needed to accomplish all required tasks and discusses winter office hours of availability. Winter hours starting Monday Oct 9th.

***Shawna Grassie makes a motion to put winter office hours into effect, starting October 9th, 2023, changing operating office hours to Tuesday Wednesday and Fridays from 9am-5pm. Mondays reserved for secretary driving to Gallup to make bank deposits and pick up office supplies. Also, increasing the secretary's hours per week up to 35 hours, with an additional 20hrs per month allotted for QuickBooks training with new software as needed. Whitney seconded the motion. Robert called for a vote. The motion passed unanimously.**

Robert discusses the asset inventory needing to be done. Robert says he will work with Flint to complete the asset inventory report.

Robert provided the Board with a rough draft projected budget for FY24. He sent a rough draft to Karen, and she provided us with what was budgeted in FY23 and what we actually spent in FY23 for us to use as a source for calculating projected FY24 budget. Board discusses separating fuel for equipment (diesel fuel), separating from vehicle fuel expense and separating the mileage for reimbursement on the budget. Board asks secretary to discuss fuel usage with Flint. Secretary later asked Flint about how much diesel fuel he uses yearly. He estimated that we spend approximately \$1000 in diesel fuel for the backhoe, street sweeper, and big mower. Robert says all we need in the main bank account is 2 months' worth of operating expenses, approximately 40K to 50K for an operating budget.

>Board discusses possibly needing the cemetery account to be separate from the main account. Robert mentions there is a need for a cemetery committee on the board. Board discusses what could be done to improve the physical look of the cemetery and better maintain the cemetery grounds. The board expresses the need to show the community that we are trying to improve the cemetery.

>Board discusses the necessity for transparency to show community where their money is going and how their money is being spent to improve everything that RW&SD is managing. The board discusses that there is still a well fee on the water bill and the board needs to be able to explain to our customers where that money goes to. The board asks why we still have a well fee. Is the well fee for maintaining the wells we use to provide water? Was the well fee to pay for the new well we purchased?

Board members suggest there are certain amounts on the budget that should be the same every year, so we should be able to know those figures in the future. The secretary asks about insurance line items on budget. The board says Clay Fultz provides our insurance. The secretary will get more information on RW&SD's insurance policy, the cost and what is covered.

>Board members discuss projected budget until each member is comfortable with the projected amounts. The secretary adds up the numbers with the new amounts. Budgeted expenses are below projected revenue.

The Board says that they had voted to approve the projected budget in a past meeting and we just needed to make a few adjustments. The board asks the secretary to type up the adjustments to the projected FY24 budget and to email it to Karen.

***Whitney makes a motion to accept the bill from JRL to replace the transmission on the backhoe at the cost of 9,830.48 with a possible return of a small portion of that if the core on the old transmission was still good. It was an emergency expense, because the backhoe was needed to dig grave plots. Shawna seconds the motion. Robert calls for vote. The vote passes unanimously.**

The board discusses when we will hire a new auditor and vote on that in the November board meeting. The board discusses the options we have for auditors and that we need to have the information to the new auditor before the end of the year. The secretary discusses that we might have difficulty downloading the information in the format that we have it, into a format that the auditor needs like excel. The Auditor we will hire will be for FY23 audit.

The board discusses status of both DOT projects and the need to request an extension of time for both projects, because of a lack of millings and needing to find contractors to do the work.

>Aside from DOT projects, board members asked if we have enough gravel to fill the potholes discussed earlier in the meeting. Board chairman says we can purchase up to a certain amount without a vote. If RW&SD needs to purchase more gravel to fill the potholes. We can do that without a vote. Board member asks can we order that gravel before November 1st. to get the potholes filled before it starts snowing.

>Board understands now that we have to asks for bids for contract work for our DOT projects and that we now have a better understanding of dates and times that we need to submit certain paperwork by certain dates. Robert says he will type something up that has specific dates on it and give that to the secretary.

***Shawna Grassie makes a motion to accept and sign the 2 resolutions to request more time for both DOT projects (extended to December 31st 2024) for project L600204 and project L600218 and submit the 2nd amendment for project L600204 to the DOT and the first amendment for project L600218 to the DOT. Whitney River seconds the motion. Robert Montague calls for a vote. All in favor, said "Aye" the motion was passed unanimously.**

Secretary expresses once Robert, Michele and Flint sign the resolutions and the amendments, she will scan those in and email those to Bill Santiago, our contact at the DOT.

Board discusses the company All Funeral Services. Clarifies there will be a minimum monthly payment of \$150 to the company. The board members express that this would be a worthwhile investment for the community, helping us update the map of the cemetery and maintain the records for the cemetery. We would have the ability to print out a physical map. Also, we can look at pictures online of current occupied plots and gravestones and pictures of plots available to the community.

***Whitney makes a motion to go forward with accepting the service agreement with All Funeral Services with an initial set up charge of 4,050 and then a minimum monthly charge of \$150 to AFS. Shawna seconds the motion. Robert calls for a vote. The motion is passed unanimously.**

The secretary will print out the service agreement with AFS so Robert Montague can sign it and then the secretary will scan it in and email it to David Wanner, our contact person with AFS.

Robert Montague presents the survey results/map to the other board members. Board members discuss and clarify how much more land they have for the cemetery now. Robert says he found a quick claim deed and he will copy another quick claim deed he found. Give that quick claim deed to Gene Merrill and ask

Alan Lewis to notarize it and once that is notarized, take it in, register it and RW&SD will owe Gene Merrill 2 cemetery plots.

Board members brought up wanting fencing for part of the cemetery. Board chairman asks board members to bring in quotes and ideas for possible fencing to the next meeting.

Board discusses Rural Water Impact the company that will design and create a website for RW&SD. For one time fee of \$349 and an annual fee of \$457.

***Shawna Grassie makes a motion to hire Rural Water Impact to build our website for a total of \$806, which includes the initial set up fee of \$349 and the first year's annual subscription fee of \$457. Whitney seconds the motion. Robert calls for a vote. The motion passes unanimously.**

Online bill payment options are discussed. Nexbillpay is discussed as the best option because it can interface with our billing system Core, which minimizes the work the secretary will have to do for updating billing. (When the Board was considering the options, Nexbillpay had told us there was NO monthly fee for their services. The secretary later found out through reading Nexbillpay's service agreement that there is a minimum monthly fee for their online payment services of \$100. Nexbillpay says if that minimum monthly fee isn't met through our customers paying their bills online, then we, RW&SD would have to pay that monthly fee.) Secretary informs the board that for an online bill payment system to interface with our Core billing system, that we would need to pay a one-time fee of \$600 to Core to unlock their online bill pay interfacing capabilities.

***Whitney makes a motion to accept Nexbillpay as our online payment processing source, which includes no monthly fee to us, but charges a fee to the customers who pay their water bill online, depending on the amount of their water bill decides the amount of the fee they are charged. Also, Whitney motions to make the one-time payment of \$600 to Core billing to unlock the online bill payment interface capabilities. Shawna seconds the motion, and the motion passes unanimously.**

Discussion that we will take sealed bids for the old dodge truck instead of posting on public surplus.com

The board discusses the updated emergency response plan and what was changed and what names were updated.

***Shawna makes a motion to accept and approve the updated emergency response plan. Whitney seconded the motion. The motion passed unanimously.**

The secretary will email the updated emergency response plan to Gordon Miller.

Board discusses purchasing locking filing cabinets to better organize and secure all our files, for all board members to more easily access those files.

Whitney asks Shawna about the possibility of an internship from the high school of having a worker who could spend time in the office being trained to file and organize files. Shawna mentions there aren't any available this year, possibly in the spring someone would be available. Shawna will get us the paperwork for that as an option.

Robert would like to have at least 3 locking filing cabinets. The secretary asks would each board member have a key to these locking filing cabinets. Board discusses that the Board president should have a key to the office door. The Treasurer should have the key (access) to the safe and the closet where the safe is stored, but no board member currently has access to those. Board member Whitney and Board member Shawna do not have keys to the office. Robert Montague (Board chairman), Flint Tietjen (Operator), and Michele Macias (Secretary) are the only people with keys to the office front door. Michele Macias, the current secretary, is the only person who has the keys to the front door, the closet the safe is locked in, the safe code and the key to the locking desk which has passwords and files with sensitive information on them.

***Whitney makes a motion to purchase 3 locking filing cabinets, costing approximately \$1500. Shawna seconds the motion. Robert calls for a vote. The motion passes unanimously.**

Robert says once those are ordered, we can ask Flint to pick them up and bring them to the office.

The board discusses current water rates.

The secretary expresses that RW&SD Board needs to verify the current rates are what is on the paper from the 2015 established rates. Commercial is \$33 base rate for the first 2000 gallons with every 1000 gallon after that costing \$6.75, the residential rate is \$22 base rate for the first 2,000 gallons and every 1000 gallons after that at a cost of \$4.50. The sewer flat rate for residential is \$20, sewer flat rate for commercial less than 10,000sqft is \$40. New well fee is \$2.25 per meter per month, residential monthly trash pick-up is \$35 per month, maintenance for residential is \$13 per meter, and is the same for commercial. The only billing differences beyond that are the school billing established fees/rates.

Board members state that before we discuss raising the water rates, we need to show improvements in the community and show how the money already being spent by our customers is going toward improvements. Board members reiterate the need for this board's transparency to establish continued trust with the community. The board also discusses the possibility of a levy and that would need to be voted on in the general election. If the board wants a levy or to raise rates, we need to have very specific plans in place for improving the community. Board member brings up where is the (PER) Professional Engineering Report, we could use that to help plan improvements for the community. Robert says that DePauli is currently over the PER and that pertains to RW&SD providing water. The sewage treatment aspect of our business is not under the PER.

***Whitney makes a motion to adjourn the regular meeting at approximately 9:22pm to go into the executive meeting. Shawna seconds the motion. Motion passes unanimously.**