

## **08.08.2024 Board Meeting**

The meeting on August 8, 2024, covered several key points. Jerry Porterfield apologized for misunderstanding easement requirements and thanked Chelsea Fagan for her assistance. Chelsea updated on the JHL project, noting a \$88,000 extension cost and a \$16 million guaranteed maximum price for the plant project. The board discussed the employee handbook, addressing typos and insurance details. They also reviewed the 2023 audit draft and the need for a special election resolution. Josh Miller highlighted ongoing projects, including the drying bed lift station and the auto sampler. The meeting concluded with a discussion on utility notification center charges and the need for better management of tools and vehicles.

## **Outline**

### **Introduction and Roll Call**

- Ken Berger calls the meeting to order on August 8, 2024, and introduces himself and other members present: Jane Gowing, Joshua Miller, Mike Smith, Jerry Porterfield, John Volk, and Chelsea Fagan.
- Jerry Porterfield apologizes to Chelsea Fagan for misunderstanding the easement requirements and thanks her for her email.
- Chelsea Fagan confirms the updated drawings and mentions finalizing the letter for the attorney.
- Jerry Porterfield inquires about the timeline for the agreement, and Chelsea Fagan assures it will be ready soon.

### **Public Comment and Apologies**

- Jerry Porterfield apologizes again for any confusion and thanks Josh for his assistance.
- Ken Berger reassures everyone that they are all learning together and thanks Jerry for his cooperation.
- Jerry Porterfield praises Josh for his responsiveness and mentions he has been extremely helpful.
- Mike Smith and Ken Berger joke about past issues and express relief that things are improving.

### **Executive Session Postponement**

- Ken Berger mentions the absence of Joanne Moon and decides to postpone the Executive Session until the next meeting.
- Joe Fattor raises a point about the adequacy of the proposed notice for the Executive Session and suggests tabling it until the next meeting.

- Ken Berger agrees to table the Executive Session until August 22, 2024.
- Joanne Moller introduces herself and confirms her contact details for the meeting records.

### **Resolution Clarification**

- Chelsea Fagan questions the inclusion of Filing 6 in a resolution, and Jane Gowing confirms it is not mentioned.
- Ken Berger suggests having Angelina or Josh Miller research the issue and get back to Chelsea Fagan.
- Chelsea Fagan asks about the cost distribution for replacing lines and whether it will be spread among homeowners.
- Ken Berger and Jane Gowing explain that the decision on who pays for the replacement has not been made yet.

### **JHL Project Update**

- Chelsea Fagan discusses the JHL project, focusing on the lines tying into Pine Street and the cost differences between options.
- Joshua Miller mentions the property owner's decision to go with the cheaper route through Seventh Street.
- Ken Berger and Joshua Miller discuss the logistics of the project, including the potential need for a grinder pump.
- Chelsea Fagan confirms the need to sign a change order and mentions the additional cost of \$88,000 for the Seventh Street extension.

### **Plant Project Update**

- Chelsea Fagan provides an update on the plant project, mentioning the 90% GMP from Rice Lake West and the SRF loan.
- Ken Berger shares an incident of someone stealing water from the district.
- Chelsea Fagan emphasizes the priority of getting the CDOT affected driveway graded out by the end of October.
- Ken Berger and Chelsea Fagan discuss the WHS update and the need to avoid sending them out for another visit.

### **Employee Handbook Review**

- Jane Gowing reviews the employee handbook, identifying typos and areas that need clarification.

- Ken Berger and Joshua Miller discuss the qualifying period for insurance and the need to ensure employees are enrolled within the required timeframe.
- Jane Gowing questions the life insurance and long-term disability coverage, and Joshua Miller explains the current setup.
- Ken Berger and Jane Gowing agree to adopt the handbook with edits and ensure new copies are distributed to employees. There was a quorum of the board who voted to approve this item.

### **Resolution 06 Series 2024**

- Ken Berger and Jane Gowing discuss the time sensitivity of Resolution 06, Series 2024 and decide to send it to Angelina for review.
- Ken Berger suggests tabling the resolution until the next meeting if it is time-sensitive.
- Jane Gowing and Ken Berger agree to vote on the resolution if it is time-sensitive.
- Ken Berger mentions the need to get the resolution signed and adopted if it is time-sensitive.

### **2023 Audit and New Business**

- Ken Berger and Jane Gowing discuss the 2023 audit draft and decide to table it for the next meeting.
- Ken Berger mentions the need to review the audit and get input from Angelina.
- There is no new business or minutes to approve, and the meeting is adjourned.

### **Operations and Maintenance Updates**

- Joshua Miller provides updates on the drying bed lift station and the auto sampler for the headworks.
- Ken Berger and Joshua Miller discuss the need for a temporary pump for the septic system.
- Joshua Miller mentions the plan to start working on the clarifier and the need for DMR, QA, QC testing.
- Ken Berger and Joshua Miller discuss the utility notification center charges and the need to address them.

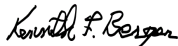
### **Final Remarks and Adjournment**

- Ken Berger asks if there are any final remarks or questions from the members.
- Jane Gowing mentions receiving a text from Sterling, who couldn't make it to the meeting.

- Ken Berger confirms the absence of Bob and adjourns the meeting.

Said Minutes were read and approved:



Signed by:



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Kenneth Berger, President

Signed by:  
Attested:



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Jane Gowling, Secretary