

Pursuant to the Open Records Act: The minutes of the LCRWS #17 are available to its members upon request. Copy rates are posted at the LCRWD #17 office and on file with the County Clerk. Minutes will also be available at our website lcrwd17@myruralwater.com

LCRWD#17 Board of Directors Meeting Minutes

June 11, 2024

- John Butler led the meeting with a prayer.
- Member questions not on Agenda: None.
- Roll Call: Vicki Cearnal Chairman, present. Jean Conklin Vice-Chairman, present. Deb Butler Treasurer, present. Kendle Ortiz Secretary, present. Matt Pollard, member at large, present. Also present were John Butler, Water Operator and Sean Balzanna, Operator apprentice.
- Meeting called to order at 6:00 PM.
- Secretary's Report: Kendle Ortiz had emailed the board a copy of the BOD meeting minutes from the special BOD meeting minutes from May 14th, the BOD meeting minutes from May 14th and the special meeting minutes from May 20th. Kendle asked if there were any questions or amendments to the minutes. It was noted that the date on two of the minutes stated March instead of May. Kendle stated she would amend that. Jean stated that the minutes from the executive session should be sealed and filed. Kendle stated that they were typed and sealed and would be filed with the

minutes. Jean had asked if we had received the insurance details that were discussed at the last meeting. Deb stated yes and gave Jean a copy of the insurance breakdown to review. Jean asked Deb if she had applied for the grant for engineering costs. Deb stated the engineering costs have not been determined and therefore no grant has been applied for. Jean asked if there had been any updates from Jim Grider or DEQ permits. Matt asked what the turnaround time frame was for DEQ. Deb stated that she was told 30-90 days. She stated that Trey was going to push it through as soon as possible. There was a discussion regarding Wall Engineering and having them give us monthly updates on the status of everything. There was a discussion regarding the application last year and that we did not want anything to delay our application for the DWSRF for this year. There was a lengthy discussion regarding the environmental survey and being shovel ready by September 1st. There was a lengthy discussion regarding our DWSRF placement and that we are currently 5th on the list. There was a lengthy discussion regarding testing and DEQ. Vicki Cearnal made a motion to accept the BOD meeting minutes from May 14th and the special BOD meeting minutes from May 14th and May 20th with the dates to be changed to the correct dates. Matt Pollard seconded the motion. Vicki Cearnal voted yea. Jean Conklin voted yea. Deb Butler voted yea. Kendle Ortiz voted yea. Matt Pollard voted yea. Motion carried.

- **Treasurer's Report:** Deb Butler presented the Treasurer's report to the board. Copy of the report filed with the meeting minutes. There was a lengthy discussion regarding the Treasurer's report. There was a lengthy discussion regarding our loan from Communities Unlimited and how much we currently had borrowed and our repayment of the loan. Deb stated that she had received an invoice from Wall Engineering but that we would wait to pay them until we had received DEQ approval for the permits. There was a lengthy discussion regarding the payment to Wall Engineering and the permitting for the DWSRF grant. There was a lengthy discussion regarding Wall Engineering give the board monthly updates regarding our status. There was a lengthy discussion regarding the environmental survey

and the process for that. Deb stated that she had heard from Wall Engineering that all the letters for the environmental survey had been sent out and received. There was a lengthy discussion regarding paperless billing. There was a lengthy discussion regarding incentives towards signing up for paperless billing and auto pay for the members. There was a lengthy discussion regarding the possible amount of incentive for signing up. There was a discussion that signing up for paperless would potentially be \$10 credit to their bill and a potential \$25 credit if they signed up for auto pay. There was a lengthy discussion regarding the cost of mailing. Deb stated that paperless billing would really help as there is a large percentage of members who call in complaining they have not received their bills and it would bypass all the problems associated with the mail if they were paperless. Kendle Ortiz made a motion to accept the Treasurer's Report. Matt Pollard seconded the motion. Vicki Cearnal voted yea. Jean Conklin voted yea. Deb Butler voted yea. Kendle Ortiz voted yea. Matt Pollard voted yea. Motion carried.

- Operator's Report: John Butler presented his operator's report to the board. A copy of the operator's report is filed with the meeting minutes. There was a lengthy discussion regarding the operator's report. John stated that we had received the notice of violation from DEQ. There was a lengthy discussion regarding the notice of violation from DEQ. There was a lengthy discussion regarding the notice of violation and Pipe Springs and the booster stations. John asked if there is an option in the notice that if the repairs are too costly to be able to stop service. There was a lengthy discussion regarding the cost of providing water to Pipe Springs and the revenue that we received from it. Vicki stated that she would discuss with Dean Warren the district's legal obligations. Sean Balzanna presented his operators report. Copy of his operator's report filed with the meeting minutes. There was a lengthy discussion regarding his operator report. There was a lengthy discussion regarding the leaks that were fixed this month. John and Sean were thanked for their reports and hard work.

- Old Business:
 - Grants Update: Deb Butler presented the board with the grant updates. Deb stated that she was looking at USDA to see if we can get money for the engineering costs. There was a lengthy discussion regarding the booster pumps and the electrical and plumbing issues there. There was a lengthy discussion regarding possible grants or RIG to cover the costs of the repairs and the engineering costs for the booster projects.

- New Business:
 - Resolution for KEDDO grant: There was a lengthy discussion regarding the roof and building repairs. Deb stated that we need to get two bids for the roof repair to submit for an insurance claim. She stated there was a deductible for the insurance but that getting bids for an insurance claim would be much easier than getting bids for a grant. Deb Butler made a motion to have a resolution to apply for a KEDDO grant for no more than \$15,000 for prepping and painting of the office building. Kendle Ortiz seconded the motion. Vicki Cearnal voted yea. Jean Conklin voted yea. Deb Butler voted yea. Kendle Ortiz voted yea. Matt Pollard voted yea. Motion carried.
 - Building needs: There was a lengthy discussion regarding the building and the roof. Deb stated we would apply for the KEDDO grant to fix and prep the porch and repaint the outside of the office building and that we would submit to our insurance for hail damage to the roof that has caused several leaks. We would need two bids for the roof repair to be submitted for an insurance claim. Deb stated that the deductible for the roof repair was \$1000. Deb Butler made a motion to make an insurance claim for the roof repair. Kendle Ortiz seconded the motion. Vicki Cearnal voted yea. Jean Conklin voted yea. Deb Butler voted yea. Kendle Ortiz voted yea. Matt Pollard voted yea. Motion carried.

- Financial needs: There was a lengthy discussion regarding the districts revenue and the financials. Vicki stated that she had spoken with Gaylene from Communities Unlimited about possibly drawing money from the loan for interim capital. She stated that Gaylene had stated that the district could certainly do that if we needed to. There was a lengthy discussion regarding the unexpected expenses that had occurred that were not budgeted for that had caused the financial difficulties the district was facing. There was a discussion regarding drawing money from the savings account to put into checking. Jean stated that we needed a policy regarding this with an established threshold for when to do this. Deb stated that she wanted the board to be aware of the amount of money in the checking account as it was very low at this time and she had been worried about making payroll. Deb stated that she would like the board members who are signing checks to be aware of the amount of money in the checking account when they are signing. Kendle stated she would be happy to print out the report to leave with the checks when she prints checks for them to review. Matt asked about the potential of selling the office building and property. Vicki stated that she had spoken with Dean Warren and that it was not an onerous process if we wanted to sell. There was a lengthy discussion regarding storing the district's files and renting a space or building to hold the meetings in. Jean Conklin made a motion to establish a policy for the treasurer to move money out of the savings account into the checking account when the checking account balance falls below \$5,000 at the treasurer's discretion. Matt Pollard seconded the motion. Vicki Cearnal voted yea. Jean Conklin voted yea. Deb Butler voted yea. Kendle Ortiz voted yea. Matt Pollard voted yea. Motion carried.

- Open Member Discussions: None.

- Adjournment: Vicki Cearnal made a motion to adjourn the meeting. Jean Conklin seconded the motion. Vicki Cearnal voted yea. Jean Conklin voted yea. Deb Butler voted yea. Kendle Ortiz voted yea. Matt Pollard voted yea. Motion carried. Meeting adjourned at 8:01 PM.

Signed: *Kendle Ortiz*

Seal:

