

BUFFALO CREEK WATER DISTRICT

Board of Directors

Meeting

Minutes

July 13, 2015

In attendance

Directors In Attendance:

President – Page Whitesides

Treasurer – Tom Benton

Director– Sharon Chamberlain

Director- Marsha Petry

Director- (Bill Miller absent)

Staff:

Water Manager - Jim Green

Bookkeeper – Pam Werdene

Citizens:

None

Call to Order

Page Whitesides called the meeting to order at 7:00 PM at his residence at 23916
Creek CO

Logan Ave, Buffalo

Correspondence

Page received:

Collins Cockeral and Cole sent a notice regarding collection of Delinquent payments.

Secretary's Report

Tom, Pam made corrections to previous minutes – typos and correction of DTK contact. Tom Benton moved to accept the June 2015 BOD meeting minutes with the minor corrections mentioned. Sharon Chamberlain seconded. Unanimous for.

Treasurer's Report

Pam Werdene presented the 2nd Quarter 2015 Financial Reports. Tom questioned a negative balance on Operating Fund – Pam explained that the value represented how Marge recorded grants and that value carries over year to year, and it should approach \$0 as we get income.

Action Item: Pam and Tom will look at QuickBooks and get an explanation of this value for the board at the next Board Mtg.

Discussed interest expense and how earlier reports had it under "Other" but now is in the main body of the report – question was asked whether it should be back in "Other" or in the main body and general consensus was that it is proper in the main body (that is, remains where it is).

Discussed new members of the community for Thomas and Collins property and whether or not the new members have been notified of having to make water payments. Additionally, a problem arose between where a bill was sent for the "Hagar" property and what directions were given to the treasurer for sending the bill; the subject was closed after limited presentation of the issue and may be continued outside of the meeting but will not be discussed further in the board mtg.

Page Whitesides moved to accept the all the reports: Balance sheet, P&L, Budget v. Actual, Check Detail and A/R Aging reports; Sharon Chamberlain seconded. Unanimous for.

Water Manager's Report

(Jim Green's report was delayed until after Continuing Business #1 and #2 were discussed so that Pam Werdene could be present and then leave before Water Mgr report.)

Jim reported:

- Presented charts of elevated turbidity during May; our turbidity rose way above normal levels. Jim felt that maybe because it had been so dry and then all of the sudden during May it got a huge wash, the system got filled with fine silt that was stirred up. Jim sent a "turbidity letter" to all members because it was required.
- Lamp had problems – fixed.
- Injector valve for chlorine was giving bad readings – may have gotten clogged. The meter readings did not match what Jim got on a handheld meter. The injector problem was fixed.
- Got 1 bid for 126 job – SRC Enterprises. Rough estimate ~12K, under what we estimated. August would be the timeframe.
- Would be possible to also rework schoolhouse line at this time, if someone involved wanted to pay.
- Tom asked if we needed a recorded document to allow the manhole and other equipment on the Archdiocese property. It was decided that this should be done but should not hold up the project – a document could be signed afterwards and verbal agreement from the archdiocese has been obtained so it's not expected that there would be any problems.
- Page, Jim and Pat Lang need to meet to discuss the additional work that the schoolhouse driveway has to be realigned.

Page Whitesides proposed to allow Jim Green to move forward with the project, and engage SRC Enterprises with a maximum up to \$15,000, and project will be under Jim's control, and once the job is completed BCWD will go back and file necessary JeffCo documents for utility easements. Tom Benton seconded. Unanimous for.

Continuing Business

1. Delinquent Payments.

Page Whitesides submitted a Payment Collection Policy/Procedure for board review. Discussion on how many late payments would trigger certain procedures occurred; also discussion on putting all the charges to the customer in the mail from the Treasurer.

Marsha Petry moved to accept the Policy with the changes discussed: 1) 60 v. 90 days and 2) President intervention. Tom Benton seconded, all agreed.

2. Hardship Policy

Marsha Petry presented a Hardship Policy for review. Discussion about "Payment Forgiveness" resulted in the removal of any Payment Forgiveness options. Page brought out the point that a hardship situation should not be reviewed by the entire board with the delinquent member present because it feels like an inquisition; based on that verbiage will be added that mentions that only one person will be the contact with the delinquent member.

Page made a motion that it be reworked within a week but not voted on officially until the next board meeting; should a situation arise where the Hardship Policy is required a special board meeting will be approved. Sharon seconded.

3. Spaghetti Dinner – Page mentioned that he doesn't have confidence that the folks who usually make it will do it this year. Discussion: we could make it ourselves or get JJ Madwells. Page will make a call and talk to Bill about whether the usual folks will do it; if he feels that it's highly likely that the usual folks will NOT make the dinner then we will go to JJ Madwells for sauce and make the noodles ourselves, and we'll change out the Ceaser salad for a regular salad.

New Business

1. New board member :

Decided that it's not a good idea to ask Baz Beeson at this time.

Mike Rider

Debby Rider

Mark Logan

Janet Shown

"Dude" John McGowan

2. Financial future: Page and Tom have looked at financial situation. They are looking at 20 year future and based on Page's first calculations/analysis the initial estimates look like there may be a shortfall. Grant income is not possible due to high avg income of BC residents. Page would like to start working with Jim to assess our water system and determine 20 year requirements: what needs to be replaced, what we will need to add. No motions required – Page is just presenting this to let everyone know that he and Jim will be doing this.
- 3.

Motion to adjourn at 10:00pm by Page Whitesides and seconded by Marsha Petry.

APPROVED:




Tom Benton

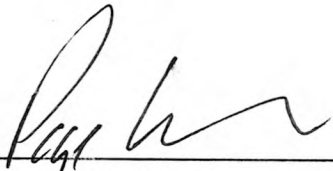
Sharon Chamberlin



Mike Ryder



Marsha Petry



Page Whitesides