

Regular Meetings Minutes

Date: July 11, 2017
Time: 7 P.M.
Location: AWSD Conference room

Meeting Type	X Regular	Special
Minutes Type	Draft	X 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	Present	X Absent
Alan Rohde	Vice President	X Present	Absent
Tom Degele	Director	X Present	Absent

Other Attendees: Steve Skuhra, Lori Good, Bill Dahl – Tom O. arrived during Executive session.

Approval of Agenda

Motion: Roger moved, Alan seconded that the Agenda be approved.

Ayes: 4 Nays: 0 APPROVED

3. Approval of Minutes - Regular

Motion: Tom D. moved and Roger seconded that the minutes be approved.

Discussion: Roger questions whether the Board has specified a minimum amount to keep in the checking account. Consensus was no.

Ayes: 4 Nays: 0 APPROVED

Approval of Minutes – Special

Motion: Alan moved, Tom D. seconded that the minutes be approved.

Ayes: 4 Nays: 0 APPROVED

4. Financials

The Treasurer's report stated, "Montana State Fund" would receive payment. It should have been "Montana Association of Counties". This will be corrected. Tom D. questioned how Bill's schooling was budgeted. It was split between Education and Travel. He also discussed how we should reserve funds for vacation and sick leave time owed. There will be an account entered in 2018 to track this liability.

Motion: Roger moved, Tom D. seconded that the payroll and financials be accepted.

Ayes: 4 Nays: 0 APPROVED

5. Manager's Report

Bill reviewed work completed as shown on the work order log. The Standard Operating Procedure for

Cash Handling was reviewed.

Motion: Roger moved, Alan seconded that the SOP be accepted.

Discussion: Line 18 regarding refunds. Refunds are typically only given for renters who paid a deposit or if a customer prepaays their account and moves out prior to using all the funds.

Ayes: 4 Nays: 0 APPROVED

Steve reviewed a letter he had written to Mark Schreiner with Stillwater County Road & Bridge Department regarding using District hydrants to obtain water. The Board agreed the letter should also be sent to the County Commissioners and County Attorney.

Steve also had an agreement that was signed by the District and the Circle T HOA representative agreeing to water use to wet down the roads.

Motion: Roger moved to accept and Tom D. seconded that the Managers report be accepted.

Ayes: 4 Nays: 0 APPROVED

6. Public Comment

None

7. Old Business

Distribution System Improvements Project

The Board will hold a Special Meeting with Collette Anderson, Great West Engineering to begin the design stage of the project.

Good vs AWSD Board of Directors

Mike called for an Executive session to discuss this. Lori was excused, the other employees remained.

8. New Business

9. Board Comments

At last month's meeting, two instances of cash loss were discussed. Alan stated that these incidents needed to be written up and put in the appropriate personnel files. Roger felt there should be a SOP on how we handle recycling.

Adjournment

Motion: Roger moved and Tom D. seconded that the meeting be adjourned at 8:15 p.m.

Ayes: 4 Nays: 0 Abstained: 0 APPROVED

Minutes Certification:

Proposed minutes respectfully submitted,

Board Secretary/Recording Secretary

Date

Board President

Date

Attachments