

## Regular Meetings Minutes

**Date:** December 12, 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	X Present	Absent
Alan Rohde	Vice President	X Present	Absent
Tom Degele	Director	X Present	Absent

Other Attendees: Bill Dahl, Lori Good, Fay Espeland, CPA

### Approval of Agenda

Motion: Roger moved and Alan seconded to reverse the order of Financials and Managers Report and to approve the agenda as changed.

Ayes: 5                      Nays: 0                      APPROVED

### 3. Approval of Minutes – Regular

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

Ayes: 5                      Nays: 0                      APPROVED

### 4. Manager's Report

Mike explained that he had asked Faye to come in and review the books and procedures of the secretary position. Fay reviewed what procedures had been reviewed. Discussion on what the Board wants to see and how to proceed in tracking expenses and income for the DSIP project. The requirement for audit at the end of the project was discussed; Fay explained what auditors look for. Lori explained that it was suggested that the "Secretary Report" be replaced with reports produced directly from Black Mountain and QuickBooks Pro. Fay suggested Lori not use her personal Amazon Prime account to make purchases for the District. Also, PayPal should be listed as a Bank account rather than just transferring the payments.

Bill reported that the pump from the Tank has been pulled. Aaqua Drilling came in and took a picture of the inside of the pipe. It is 110 feet deep. There are algae and such and needs to be cleaned. Discussion on costs and how to proceed. The casing is in good shape. Considering a variable speed pump. The drill holes for the DSIP are complete. 1" pvc pipe with flush cap. Tom D. questioned what the Work Order Log was. He would like it to reflect what is being done.

**5. Financial Report**

Tom D. moved, and Roger seconded that all financial reports were reviewed as amended by showing the Capital Fee income.

Ayes: 5

Nays: 0

APPROVED

**6. Public Comment**

None

**7. Old Business**

**Distribution System Improvements Project:**

*Easements:* Mike has received verbal agreement for four of the six home owners. Has sent an email to one more and are trying to find contact information on the second. We need to print out the documents that Collette provided and get them signed. During discussion with the school, they are considering installing a new restroom. If they do, they will need to request that they connect to the District or get permission to drill a well

*Conference Call:* The minutes of the Conference call held November 15, 2017 were reviewed.

*Public Meeting:* Timing of the meeting was discussed. It was agreed to see if Collette was available on January 10 at 7 PM. The meeting will be held at the District office.

*Bylaws:* At the last meeting, Alan provided a new copy of the bylaws that included the updated laws as outlined in the Montana Code Annotated and removed the outdated laws.

Motion: Alan moved, Roger seconded that the bylaws be approved with changes.

Ayes: 5

Nays: 0

APPROVED

2018 Final Budget: Discussion on whether the Operating Budget must be balanced. It was decided to call Capital Improvement to Capital Reserve.

Motion: Tom D. moved, Tom O. seconded that the 2018 Budget of \$251,940 with change noted above be accepted

Ayes: 5

Nays: 0

APPROVED

**8. New Business**

**9. Board Comments**

None.

**Adjournment**

Motion: Roger moved and Tom O. seconded that the meeting be adjourned at 9:15 p.m.

Ayes: 5

Nays: 0

Abstained: 0

APPROVED

**Minutes Certification:**

Proposed minutes respectfully submitted,

\_\_\_\_\_  
Board Secretary/Recording Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President  
Attachments

\_\_\_\_\_  
Date