

**MACKAYE HARBOR WATER DISTRICT
BOARD OF COMMISSIONERS
MINUTES
October 21, 2019**

CALL TO ORDER

The Board of Commissioners for MacKaye Harbor Water District met on October 21 at the Fire Hall meeting room. Chairman Olson called the meeting to order at 5:30 p.m. Present were commissioner Dean Anderson and clerk Helen Cosgrove.

REGULAR BUSINESS

A. Approval of August 17 and September 14 workshop minutes, August 24 and September 16 meeting minutes

Anderson moved, seconded by Olson to approve the August 17, August 24 and September 14 minutes. The motion passed unanimously. The September 16 minutes will be approved at the next meeting when Jennings is in attendance.

B. Approval of Vouchers and Payroll

Cosgrove distributed the claims payment request form. Additional expenses included A & A Well Drilling and Sound Publishing. Anderson moved, seconded by Olson to approve payment from the general fund vouchers in the amount of \$7,362.94 and payroll in the amount of \$640.00. The motion passed unanimously.

C. Financial Report

Cosgrove distributed the fund report; noted that of the \$91,700 budgeted, \$27,900 is ending cash leaving \$63,800 for actual expenses; expended \$45,200 to date; one customer still has not paid, several did not pay the assessed late fees. There is currently \$51,700 in the fund, with \$50,500 in the investment pool; will need to transfer money in November to cover expenses.

D. Manager's Report

Haefele was unable to attend the meeting; sent Cosgrove the following report:

Operations this month were normal. There were no service interruptions, water main breaks or equipment malfunctions. Things of note are:

Stanley and I spoke in regards to electricians. I called him to find out who we use so I could fill in one of the Management Plan forms. In the course of speaking Stan told me that though a new conduit had been run to the well control panel, no new conductor had been pulled once the original had been spliced. I told Stanley to have new feeder cables pulled and to abandon the old one. As it had broken due to age, causing us to run new conduit, it makes little sense to leave the job unfinished.

While updating the historical water use chart for this month I noted that water use for this year is markedly down from prior years. Not only was peak summer water use considerably less, but the summer demand kicked in later and dropped off earlier. Though there is no clear trend from 2016 to present, maybe our rate structure is having an effect?

The web site is up to date. No new minutes were posted because August minutes were not approved at the September meeting.

As an aside, Part 2 of the WMP is complete and typed, ready for me to print out for the next workshop and include in our master copy. I contacted Jolyn Leslie and asked how DOH wants it submitted. She said they want 2 paper copies.

E. Commissioners Reports

Olson said he received a call from one of the customers who owns 3 hookups – 1 active and 2 standby; is upset, has spent more on standby charges than original hookup fee; felt fee should be capped. Olson explained to him that every one must participate in the financial wellbeing of the District; to deliver product reliably; suggested customer send a letter or attend a meeting. Customer also asked if hookup connection could be sold; Olson replied no, can be transferred to new owner; sent him copies of policies. Anderson asked about buying back hookup. Cosgrove said that had occurred in the past. Olson suggested waiting until we heard from the customer again.

Olson asked who was running for election. Both Jennings and Anderson. Olson asked when Anderson's term ends since he is running this time because he replaced Kirstie Noreen before her term ended. Anderson will run again in 2021 for the 2022–2028 term.

F. Public Comment

None

G. Commissioners Additions to the Agenda

None

UNFINISHED BUSINESS

A. Discussion on Workshop – Water System Plan

Olson said that he and Jennings were not able to meet, haven't completed section; will schedule meeting once Jennings returns. Cosgrove asked about when the next workshop should be. A calendar was reviewed, December 14th was suggested; will check with Jennings and Haefele.

B. 2020 Budget

Cosgrove said she calculated the beginning cash for the 2020 budget to be \$37,000; work to be done in 2020 was added – \$20,000 for pressurizing the gravity section of the line and \$5,000 for a generator.

Anderson agreed that since the well is working, no need to drill a new one now. There was some discussion about one or two generators; decided to include the cost of 2 generators; increase to \$10,000; realized it didn't include installation costs. Cosgrove to contact Haeefele regarding costs of generators. Other line items on the budget were reviewed.

Olson suggested sending a letter out explaining the improvements to the system that are planned in 2020 with the January billing. Cosgrove suggested including the budget with the billing.

NEW BUSINESS

None

ADJOURNMENT

There being no further business the meeting adjourned at 6:15 p.m.

Commissioner – San Olson

District Clerk – Helen Cosgrove