

**MACKAYE HARBOR WATER DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES  
May 18, 2020**

**CALL TO ORDER**

The Board of Commissioners for MacKaye Harbor Water District met on May 18 via the internet. Chairman Olson called the meeting to order at 5:07 p.m. Present were commissioners KC Jennings and Dean Anderson, manager Wayne Haefele and clerk Helen Cosgrove.

**REGULAR BUSINESS**

**A. Approval of April 20 meeting minutes**

Olson moved, seconded by Jennings to approve the minutes of the April 20 meeting. The motion passed unanimously.

**B. Approval of Vouchers and Payroll**

Cosgrove distributed the claims payment request forms. Jennings moved, seconded by Anderson to approve payment from the general fund vouchers in the amount of \$2,777.96 and payroll in the amount of \$512.00. The motion passed unanimously.

**C. Financial Report**

Cosgrove distributed the general fund report; transferred \$5,000 from investment pool, should be enough to cover June expenses; will start to collect revenue in July; sent reminder to customer that hasn't paid along with late payment policy.

**D. Manager's Report**

Haefele reported he updated the website; water use in April was among the highest, might be caused by the coronavirus. Was reviewing the small systems manual, removed all instructions and more; what remained is now ready to be sent into the DOH. Upcoming capital projects will require DOH review and approval; submittal of the manual will help with that review and approval.

Next steps in leak detection include doing same test at Bumblebee Lane as was done at Barlow Bay Lane; figures he will encounter same issues, no valves, will install. Will be time consuming, checking out the various sections; discussion about was this an essential service due to coronavirus; Olson thought this was an essential service; leak still continues, in March it was 30,000 gallons, April was 39,000. Olson wanted the work to continue to find the leak, considers the work essential. By consensus, it was agreed to have Arnott continue now, to locate the leak. Jennings said he talked to Arnott; had filled the storage tank before shutting down the system, when turned back on, checked the storage tank and it dropped 2 feet.

Jennings suggested going back to all the repairs that have been done from tank to well and make sure there aren't any leaks at those locations. Haeefele asked if he should ask Arnott to put in valves between the well and the tank. By consensus, it was agreed to move forward with the project; Olson to prepare letter to send to Arnott with direction to take and essential service standards and protections needed.

Upcoming projects include Agate Beach Lane, generators, control system upgrades; status of OPALCO project – Jennings met Vekved at the site, Haeefele didn't know project was imminent; contacted Vekved re: open cut or directional drill. Response was still unknown, project design still being done; if we can participate with them, construction documents need to be prepared, reviewed by DOH; challenge to pull that all together before OPALCO starts in September or October; can be done, but will be pressed to meet the timeline; may need a special meeting in order to move forward with the steps needed. Olson asked if DOH could hold it up. Haeefele said management plan needs to be approved by DOH before projects can begin. Cosgrove will take manual in to have copies made after picking it up from Haeefele. Jennings said even though the District doesn't have the monies, OPALCO would carry the District's costs until funding could be secured. Olson asked if a memo of understanding would be prepared between OPALCO and MHW. Haeefele to follow up with Vekved. Jennings said Agate Beach residents had received letters re: need to work on Agate Beach Lane by OPALCO. Haeefele explained what the plans required; did similar one for another client; Haeefele said his fee would be approximately \$5,500 to put the design together. By consensus, it was agreed to have Haeefele move forward with the design at the price he quoted.

Haeefele said funding must be pursued, the sooner the better; may want to approach multiple funding sources at the same time; should include Agate Beach, generators; controls that the District wished to replace, which Haeefele is reluctant to move on; existing ones work, are crude and old fashioned; has inherent distrust of anything internet compatible. Expensive, software upgrades would be required, won't get utility out of it that might be expected. Olson said it may be worth looking into more, advantages and disadvantages. Olson recapped items to be dealt with; Haeefele and Cosgrove to follow up on getting management plan to DOH.

E. Commissioners Reports

None

F. Public Comment

None

G. Commissioners Additions to the Agenda

None

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**A. Funding Options for Projects**

It was decided to hold a special meeting to discuss and review funding options. Jennings asked if customers need to be notified about the projects. Haefele said that customers should be notified once the details of the projects are determined. It was decided to meet on June 13<sup>th</sup> at Olson's residence. Anderson asked if one submittal could be sent to the different funding agencies. Cosgrove said that each had their own requirements and timelines. Cosgrove said she hadn't thought of bonds through the bank. Haefele asked if bond council was needed. Cosgrove said yes and the fee was about \$1,500 to \$2,000. After discussion, it was decided to hold a special meeting on June 13<sup>th</sup> at 10:00 a.m.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 6:20 p.m.

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Commissioner – San Olson

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District Clerk – Helen Cosgrove