

**MINUTES OF WORKING MEETING OF THE
CONCHO WASTEWATER IMPROVEMENT DISTRICT
February 24, 2018**

Call to Order was at 9:17am. Meeting was held at the CWID/ Livco Water Co office at #1 CR 5100.

Attending was Tracy Howard, and Bill Wilder. Jenni Wicks attended as Clerk and Manager. Susan Maddock was unable to attend. No public attended.

1. Approval of minutes for November 11, 2017: Wilder motioned to approve. Howard seconded. All voted in favor to approve.
2. Board positions: Wicks advised the Board that Maddock had stated in the past that she wanted to remain the treasurer. Wilder and Howard discussed that there was no reason to change the current Board member positions with Howard as Chairperson, Wilder as Vice-Chairperson and Maddock as Treasurer. Howard motioned to vote on keeping the Board positions the same. Wilder seconded. All voted in favor of keeping the Board positions the same.
3. Wicks explained that past Board members had asked if the terms of the board members could be changed so that one year did not have two elections on the same year. Wicks explained that the board can change a current term to be shorter but not longer to accomplish this. Currently Maddock's term ends Dec 2019, and Howard and Wilder's terms end Dec 2020. Wilder asked if it could be changed so all terms ended on the same year. Wicks stated that the state regulations state the terms have to be staggered to avoid having an entire board change all at once. It is better to have some continuity when board members change. As there has never been anyone who actually ran during an election and so far board positions have been filled by appointment of the remaining board members, the term ending dates are not critical at this time. Howard and Wilder agreed that nothing should be done at this time but it can be revisited in the future.
4. Discussion of financials with manager. Wicks stated that income and expenses are about as projected. The \$900 estimated cost to pump out lift station #1 in Old Concho was actually only \$400 instead of \$900. The biannual review is complete and there were no surprises. The accountant said we were doing everything correctly and the financials looked fine.
Currently we have 30 active customers and 2 soon to be hooked up. The condos by the Villas may connect within 3 months and the park model to be moved to the north of the motel may hook up sometime in the next 6 months. Tax revenue is as projected but Wicks stated that in the summer she would like to do an analysis of the tax revenue paid by the county. It would probably take about 8 hours of time to go back and check each of the 680 customers to see who has paid vs how much has been distributed by the county. Howard asked if it's possible to get reports from the county and Wicks said she would look into it. Howard made a motion to table this discussion until a summer board meeting. Wilder seconded. All voted in favor.
5. Wicks discussed with the board about having double signatures on checks. As the banks only care about one signature and that signature must be on file, the second signature is just for internal purposes. She stated that when checks are signed, as long as one legal signature is on the check along plus another board member's signature, this will satisfy the requirement for two signatures on every check. The issue was brought up because both Maddock and Wilder were not available to sign some checks in February that were needed to pay bills. Wicks stated that unless the Board makes another ruling, the second signature can be any Board member plus Wicks' signature or two board members. Wilder asked why two signatures were required in the first place and Wicks said this was set up to protect both the Board and Wicks when checks were issued.
6. Wicks discussed the status of the current repairs. The motel pump is working on one pump. Everything with Carlson has been delayed due to the death of Barrett who was overseeing most of the work in Concho. The price will be higher than estimated but the system will be put in correctly with rails for easier maintenance in the future.

The Old Concho station was pumped out for regular maintenance. After the motel lift station is completed, the lift station next to Maddock's house will be next (already approved by the Board). During the next budget meeting, the expected plant repairs will be reviewed and built into the next year's budget.

7. Wicks let the board know she is still waiting for the written proposal from the engineering firm. Verbally she was given an estimate of \$1500. It may be higher because she will want to add zones for each lift station with notes on flow directions and types of lines. As this has been approved by the Board previously, she will move ahead with the project once she receives the written proposal. Wilder wanted a wall size copy which Wicks will get from the engineering firm along with the pdf files and the digital files.
8. Howard said she had not had a chance to look into creating a section 208 Designated Management Agency yet. She will have it before the next meeting. Wilder motioned to table this discussion. Howard seconded. All voted in favor.
9. As there are no expected projects coming up that have not already been approved by the Board, Wicks suggested that the next meeting should be the budget meeting along with the normal business in May. If something unexpected comes up in March or April, then an emergency meeting can be called. The Board should plan for a longer than normal meeting. Wicks will advise the Board by email as to the progress of the projects and monthly financials. If any Board member wants to discuss anything in detail, an emergency board meeting will be called.

The next meeting will be May 12, 2018 at 9:00am at the CWID/Livco office.

10. Wilder motioned to adjourn. Howard seconded. All voted in favor of adjourning at 10:13AM

Dated this 27th day of February 2018

CONCHO WASTEWATER IMPROVEMENT DISTRICT



Jenni Wicks, Clerk