

**MINUTES OF WORKING MEETING OF THE  
CONCHO WASTEWATER IMPROVEMENT DISTRICT**

**May 13, 2017**

**Call to Order was at 9:37am. Meeting was held at the CWID/ Livco Water Co office at #1 CR 5100.**

**Attending was Susan Maddock, Tracy Howard, and Bill Wilder (on phone). Jenni Wicks attended as Clerk and Manager. No public attended.**

1. Approval of minutes for March 21, 2017: Maddock motioned to approve. Wilder seconded. All voted in favor to approve with Howard abstaining as she had not been at that meeting.
2. Approval of minutes for April 25, 2017: Wilder motioned to approve the minutes. Howard seconded. All voted in favor to approve the minutes with Maddock abstaining as she had not been at that meeting.
3. Discussion of changes to regulations and rates:
  - a. As per a decision in a previous open board meeting, Wicks added the following wording to section 6.2: "The service will not be connected prior to CWID receiving a copy of the approved building permit issued by Apache County." Wilder asked if permits for the sewer line need to be requested from the County. Wicks said that the District handles all sewer line permits. The County handles the building permits.
  - b. Wicks clarified the difference between Excess Density and Subdivided Lot Fees in the explanation of rates in the Rules and Regulations document. Excess Density pertains to more than one home or business on one connection. Subdivided Lot Fee pertains to an existing lot within the District that is subdivided. New rates were added to the proposed rates for the next year for both fees. Maddock motioned to approve the regulation changes and the new rates. Howard seconded. All voted in favor to accept the new regulations and to add the new rates to the proposed rates for next fiscal year.
4. Discussion of the budget for fiscal year 2017-2018:
  - a. Wicks went over worksheets with the Board that showed the proposed budget for next year covering estimated overhead costs based on the current year expenses plus to cover repairs and maintenance projects that have the highest priority. Sample budgets were proposed based on getting a loan to help cover the expenses and also budgets without including any loans. All of the priority repairs would cost about \$78,000. The highest priority repairs would cost about \$58,000. Howard felt that all of the repairs should be included in the budget. All board members agreed it would be best to do repairs without getting a loan but this would mean raising the ad valorem tax on everyone in the District. It was then discussed that it would be better to not raise the taxes and to get as small of a loan as possible to cover the repairs while using the emergency fund up first before getting the loan.
  - b. Maddock motioned to vote on the budget keeping the tax rate the same as the current year (\$80 per parcel), including all of the priority repairs, keeping the emergency budget level around \$15,000, and including a \$25,000 loan. Wilder seconded the motion. All voted in favor as per Maddock's motion.
5. New business: Howard stated that due to family issues, she may be gone for a period of 2 ½ months sometime in the future and would elect that Wilder act as pro-tem Chairperson during that time. Howard should be able to attend meetings by phone during that time. Howard also stated that her identity had been stolen recently and felt it may put CWID's accounts at risk if she was a signer on the checking account. For this reason, she will not add her name to the National Bank checking register.
6. The next meeting will be June 17 at 9:00am at the CWID/Livco office.
7. Maddock motioned to adjourn. Wilder seconded. All voted in favor of adjourning at 10:37am.

Dated this 16th day of May, 2017

CONCHO WASTEWATER IMPROVEMENT DISTRICT



Jenni Wicks, Clerk