

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

**September 9, 2016**

**Call to Order was at 4:35pm Meeting was held at the CWID/ Livco Water Co office.**

**Attending was Sheldon Barrett, Susan Maddock and Jenni Wicks attended as Clerk and Manager.**

1. Manager's Report.
  - a. Currently have 31 customers
2. Approval on minutes for June 21, 2016 minutes  
Barrett motioned for approval, Murphy seconded and all voted in favor.
3. Manager reported on the accounts payables/receivables. There was an unplanned pumping fee for All Pro Pumping when lift station #2 was hit by lightning during the last week of August. Also, the repairs on Lift Station #5, which are complete, was approximately \$1000 over budget. CWID received a partial invoice for the repair and will expect the final invoice within the next few weeks. Wicks could not send out the payment for the pumping until there was an approval by the board.
4. Wicks stated that there needs to be a procedure to handle payments on emergency repairs so that payments that are over the \$1000 threshold can be made without calling an emergency board meeting. She suggested that if there is such a payment needed, that she could get an email confirmation from at least 2 board members. Murphy said that it was important to hear about the emergencies right away and Wicks said she would text everyone as soon as possible after the emergency was discovered as she did with the lightning strike. Barrett and Maddock agreed.

Murphy made the motion: In case of an emergency, the Manager will contact the Board as soon as possible to advise of the problem. If there are immediate costs to take care of repairs and/or pumping and they are over the pre-approved threshold of \$1000, the Manager will get approval from at least 2 Board members in writing (emails) to approve the cost before the Manager submits the payment check for the second signature.

Barrett seconded the motion. All voted in favor.

5. Wicks explained the damage to Lift Station#2 by the lightning strike. One motor starter was burnt out and possible damage to the second one. Carlson Electric was called to look at the damage and get a preliminary assessment. All Pro Pumping had to be called out to pump out the station until at least one pump could be fixed to start pumping. After the coil was replaced in one starter, that pump was able to run on automatic. The second pump would run but not pump. The damage to the control panel was extensive. Maddock stated that she would feel more comfortable if the control panel was replaced and not just repaired because electrical damage can take a while to be discovered. Wicks, Murphy and Barrett agreed with this. Wicks has started the insurance claim process but needs estimates before finalizing the claim.  
Two different electrical companies have been contacted for estimates to replace the panel and to pull the second pump to find out what is wrong. These estimates should be available within two weeks. Until the pump is pulled, there is no way to know what the costs will be to repair that pump.
6. Wicks discussed the process of getting estimates for the pro-active repairs as stated in the June 21 meeting. After a discussion with the engineering firm, it was decided that it would be simpler to contact a variety of companies that the engineering firms recommended and get estimates. Going through a formal bid process may cause ADEQ to become involved with additional requirements over and above the regular repairs. All members of the board agreed that Wicks should continue with obtaining the estimates without the formal bid process.
7. Discussion of dedicated emails for all board members. Murphy stated that it was very important that all board members get a dedicated CWID email account. Wicks explained that to get a specific CWID email address would have to be done by creating and maintaining a domain. Though the cost is not great, she felt it was unnecessary to go through the process when it is just as simple for each board member to get a Gmail or Hotmail address and use it only for CWID business. Maddock suggested that everyone get a Gmail address for consistency. Murphy suggested a format of First Initial (dot) Last Name (dot) CWID@gmail.com . All board members said they would get their own addresses and advise the others when it is done.

8. Discussion of replacements for Board: Murphy stated that two people may be interested in taking places on the board – Nestor Montoya and Tracy Howard (Howard was attending this meeting). Montoya wanted to wait a few months but will come to future meetings to see how things are run. Howard said that she could rejoin the Board at any time. Howard explained her background of sanitation districts, paralegal, and real estate experience as Maddock had not met Howard previously.

Barrett said he plans to resign from the Board at the end of his term on 12/31/16. Howard said she would fill his position. Murphy said he would stay with the Board until Montoya or someone else was able to replace his own position. Wicks stated that it would be best that two positions on the Board did not change at the same time. Murphy agreed. Maddock was concerned that Barrett and Murphy would be leaving and that there would be a lack of experience on the Board. Wicks said that Barrett had told her he was willing to come back as a consultant when needed for technical issues and he may come back if there is an opening after he retires from his full-time job.

Murphy brought up the comment about increasing the Board to 5 persons instead of 3. Wicks said there would need to be an election on it plus there is a problem in that there is a very small pool of people to choose from to be on the Board. It may be difficult to keep 5 seats filled. Murphy agreed.

9. The next meeting to review the estimates of the repairs for Lift Station #2 will be held on September 23, 2016 at 4:30pm at the CWID/Livco Water Co office..
10. Murphy motioned to adjourn at 5:45pm. Barrett seconded. All voted in favor to adjourn.

Dated this 15th day of September, 2016

CONCHO WASTEWATER IMPROVEMENT DISTRICT



Jenni Wicks, Clerk