

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

**November 5, 2016**

**Call to Order was at 9:00am Meeting was held at the CWID/ Livco Water Co office.**

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

1. Approval on minutes for September 23, 2016 minutes  
Barrett motioned for approval, Maddock seconded and all voted in favor.
2. Manager reviewed financials with the Board. No large or unexpected expenses coming up. At this time, Wicks (the manager) had not been notified of the amount of taxes collected in October. Currently there are 31 active customers with 2 more possible new accounts that may connect within the next 6 months. She did not need to make a draw from the Warrant account in October.  
Maddock asked Wicks to explain the check paid to Livco in October. Wicks stated that \$400 was the management fee, \$15.35 was postage and \$25 was labor to install a controller on Lift #5. In November, there will be an invoice for labor for administrating the insurance claim for Lift #5.
3. Wicks discussed the status of the plant repairs fro the report created last April. Two had been completed (berm at lagoons and extra pump in Lift #5) and one job partially completed (corroded pipes in Lift #2). Concrete contractors will be viewing the manhole and Lift #2 next week to estimate the cost for repairs. Wicks also plans to get estimates for electrical repairs so that the Board can make a decision on contractors to hire at the January board meeting. At that time she should have more information on obtaining a loan with a possible preapproval. Wicks has been verbally advised that the insurance company will pay for the repairs on the electronics for Lift Station #2.  
Barrett asked about the pipes in Lift #2 that were not part of the repair last time. Wicks suggested that when work starts on the cement repairs, possibly Carlson Electric could do some of the other repairs that are needed at the same time.  
Barrett asked about moving the controls on some of the smaller lift stations and the need for fencing. Wicks stated that the new placement of the controls will be part of the electric repair estimates. The fencing has not been an issue with ADEQ yet so the priority for adding fencing is not as high as making some of the other repairs.  
Barrett stated that he noticed that the controls for Lift #1 seem to be leaning and this was not included on the repair list. Wicks will have the maintenance supervisor check it out.
4. Wicks said she had been approached by the group who is looking at incorporating Concho to ask if CWID and/or Livco would consider turning over the utilities to the town if there is an incorporation. Barrett and Maddock said that at this time they would not consider it. Maddock stated that there is not enough information available to ensure that the town would be able to manage the District properly. Barrett felt that there would be a loss of control in managing the District if it was part of the incorporated town. Wicks has not yet asked the owner of Livco Water about the issue.
5. Murphy had asked Wicks to pass on to the Board that due to an illness in the family, he will be out of town for at least 3 months and does not know when he will be able to return. As this will be the last meeting of 2016, it should not affect the operating of the District. Barrett will be leaving the Board as of the end of his term (December 31, 2016) and Tracy Howard will be taking his place as of January 1, 2017 so CWID will have a continuous quorum for the Board business. By the end of December, Murphy felt he would know if he can continue on the Board in 2017 and will communicate this to Wicks. If he cannot return, the Board members will find a replacement.  
Wicks will send a resignation form to Barrett to officially resign on 12/31/16. He has stated that he will continue to volunteer as a consultant on repairs and maintenance issues if the Board needs the help. He may consider rejoining the board after he retires in late 2017 if there is a position available.
6. The next public meeting will be January 17, 2017 at 4:30pm at the CWID/Livco Water Co office.
7. Barrett motioned to adjourn at 9:55am. Barrett seconded. All voted in favor to adjourn.

Dated this 8th day of November, 2016

CONCHO WASTEWATER IMPROVEMENT DISTRICT



Jenni Wicks, Clerk