

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

January 9, 2015

Call to Order was at 9:00am

Attending was Pat Murphy, Sheldon Barrett, and Rick Kautz. Jenni Wicks attended as Clerk and Manager.

1. Manager's Report.

- a. One new hookup (Motel) was opened and one new hookup pending for total of 29 accounts.
- b. On 10/24/14 ACC approved the transfer of assets to CWID from Livco.
- c. On 12/30/14 Deed was filed to transfer lagoons real estate to CWID
- d. Transferring the franchise within the county is the last action needed to complete the transfer of everything to CWID

2. Approval of Minutes of October 10, 2014 meeting.

Murphy motioned for approval. Barrett seconded. All voted in favor of approval of minutes.

- 3.** Erik Schaefer, the new owner of the motel, spoke to the board of his intention to open an RV park north of the motel property. It will have 10 to 12 spots and he does not plan on having a dump station. This park would only be for vacation use – not year round rentals. There would be one sewer connection to the main system and each spot would feed into that one connection.

The Board directed the manager to look into what the suggested monthly fees would be for an RV park's monthly fees and to research what the impact of the RV type of waste would be on the current system.

- 4.** Tracy Howard interviewed with the Board as a possible replacement as a Board member if one of the current Board members decides to retire.
- 5.** Board member voted on the officers of the Board for 2015. Barrett moved to keep all of the officers the same – Murphy as President, Barrett as Vice-President and Kautz as Treasurer. Kautz seconded the motion. All voted in favor.
- 6.** The Manger presented a resolution to the Board to accept the transfer of the Livco Sewer county franchise. Motion to approve and sign by Murphy, seconded by Barrett, and all voted in favor.
- 7.** Manager discussed accounts payables and receivables with Board. Nothing was out of the ordinary.
- 8.** Next meeting will be on February 13, 2015 at the Concho Public Library.
- 9.** Murphy motioned for adjournment at 10:10am. Kautz seconded. All voted in favor to adjourn.

Dated this 21st day of January, 2015

CONCHO WASTEWATER IMPROVEMENT DISTRICT

Jenni Wicks, Clerk



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

February 13, 2015

Call to Order was at 9:00am

Attending was Pat Murphy, Sheldon Barrett, and Rick Kautz. Jenni Wicks attended as Clerk and Manager.

1. Manager's Report.

- a. Currently have 29 hookups.
- b. Still working on transferring the franchise to CWID

2. Approval of Minutes of January 9, 2015 meeting.

Murphy motioned for approval. Kautz seconded. All voted in favor of approval of minutes.

3. Manager discussed with Board her suggestions for rates and requirements for new RV park:

- a. Use existing commercial rates for now but analyze costs again during annual budget and rates meeting.
- b. Require RV park owner to file an easement for the sewer lines along the east side of the property.
- c. Require approved engineering for RV park before commencement of construction.
- d. Require RV park will be limited at a maximum of 14 units and will not have a public dump station.
- e. All access points to the sewer connections will be locked when the RV unit is not occupied.

4. Manager discussed petition from the catholic church in Old Concho to add three lots to the District. The Manager will proceed with the paperwork with the lawyer.

5. Manager discussed costs to by-pass the pressure line going across the golf course from the lift station closest to the motel. The costs would be between \$10,000 to \$12,000 plus the cost of a new pump. She suggests that a new pump be looked at this summer if there are funds. The project of by-passing the pressure line should be put off until CWID's revenue is higher.

6. Manager discussed accounts payables and receivables with Board. Nothing was out of the ordinary.

7. Rick Kautz submitted resignation. Barrett motioned to appoint Tracy Howard to replace Kautz on the Board and as Treasurer. Kautz seconded the appointment. All three voted in favor. Tracy Howard accepted the appointment.

8. Next meeting will be on April 10, 2015 at the Livco Water Co office.

9. Murphy motioned for adjournment at 10:10am. Barrett seconded. All voted in favor to adjourn.

Dated this 10th day of March, 2015

CONCHO WASTEWATER IMPROVEMENT DISTRICT



Jenni Wicks, Clerk

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

April 17, 2015

Call to Order was at 9:00am

Attending was Pat Murphy, Sheldon Barrett, and Tracy Howard. Jenni Wicks attended as Clerk and Manager. Rick Kautz attended as consultant.

1. Manager's Report.
 - a. Had a repair on the main golf course lift station
2. Approval of Minutes of February 13, 2015 meeting.

Murphy motioned for approval. Barrett seconded. All voted in favor of approval of minutes.
3. Manager discussed accounts payables and receivables with Board. Will note to replace starters on all major list stations when there are funds. Nothing else was out of the ordinary.
4. Manager discussed San Rafael petition to join district. Parcel #201-12-023 Concho Addition Block 2 Lots 3,4 &11

PM motioned to allow district expansion. SB seconded. All voted in favor. PM signed resolution.
5. Board worked on the annual budget for fiscal year 2015/2106. Proposed budget will be published in newspaper.
6. Board worked on the rates for fiscal year 2015/2016. Kautz acted as consultant. No change to existing rates. Two new rates added: \$20 for multiple residences on one hookup and \$50 permit fee.
7. Next meeting will be the official hearing on the rates, budget and district expansion for San Rafael on May 29m 2015 at 9:00am at the Concho Public Library.
8. Murphy motioned for adjournment at 10:45. Barrett seconded. All voted in favor to adjourn.

Dated this 28th day of April, 2015

CONCHO WASTEWATER IMPROVEMENT DISTRICT



Jenni Wicks, Clerk

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

May 8, 2015

Call to Order was at 1:00pm Meeting was held at the Livco Water Co office.

Attending was Pat Murphy, Sheldon Barrett, and Tracy Howard. Jenni Wicks attended as Clerk and Manager.

1. Manager's Report.
 - a. Nothing to report
2. Approval of Minutes of April 17, 2015 meeting.

Murphy motioned for approval. Barrett seconded. All voted in favor of approval of minutes.
3. Board worked on the annual budget for fiscal year 2015/2106. Made changes from last meeting to lower ad valorem tax from last meeting. Proposed budget will be published in newspaper.
4. Board worked on the rates for fiscal year 2015/2016. No change to existing rates. Density fee was reduced to \$500 from \$800 per subdivided lot.
5. Next meeting will be the official hearing on the rates, budget and district expansion for San Rafael on June 5, 2015 at 9:00am at the Concho Public Library.
6. Murphy motioned for adjournment at 1:35pm. Barrett seconded. All voted in favor to adjourn.

Dated this 12th day of May, 2015

CONCHO WASTEWATER IMPROVEMENT DISTRICT



Jenni Wicks, Clerk

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

June 5, 2015 at the Concho Public Library

1. **Call to Order was at 9:00am**
2. **Attending was Pat Murphy, Sheldon Barrett, and Rick Kautz. Jenni Wicks attended as Clerk and Manager.**

HEARING OF NEW 2015/2016 BUDGET & RATE CHANGES

3. **The Board approved the new budget and rates** as decided at the May 5, 2015 public meeting. Howard Motioned to approve. Barrett seconded. All voted in favor.
4. **The Board approved to accept the property owned by San Rafael Church** into the District. Parcel #201-14-023. Murphy approved. Barrett seconded. All voted in favor.

REGULAR AGENDA FOR WORKING MEETING

1. **Manager's Report.**
 - a. Nothing new to report.
2. **Approval of Minutes of May 5, 2015 meeting.**

Howard motioned for approval. Barrett seconded. All voted in favor of approval of minutes.
3. Discussion of payables and receivables with Manager. No new unexpected costs on projections.
4. Discussion of election process with Wicks. Howard may not run in November. Board members discussed notifying members in the district that may be interested in running for the open seat.
5. Next meeting will on August 29, 2015 at the Livco Water Co/CWID office building unless new business creates a need for an earlier meeting.
6. Murphy motioned for adjournment at 9:40am. Howard seconded. All voted in favor to adjourn.

Dated this 11th day of June, 2015

CONCHO WASTEWATER IMPROVEMENT DISTRICT



Jenni Wicks, Clerk

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

October 10, 2014

1. **Call to Order was at 9:00am**
2. **Attending was Pat Murphy, Sheldon Barrett, and Rick Kautz. Jenni Wicks attended as Clerk and Manager.**

HEARING OF NEW RATES

3. **Rates for Commercial Accounts and Public Restroom facilities:**

The Board approved the new rates for commercial accounts and for public restrooms as follows:

Commercial monthly rates: \$50 base fee plus \$3.50 per thousand gallons of metered water purchased.

Public Restrooms monthly rates: \$50 flat rate fee for facilities up to 4 toilets. \$75 flat rate fee for facilities with more than 4 toilets.

Barrett motioned for approval. Kautz seconded. All voted in favor of new rates. Rates will go in to effect on November 1, 2014. There were no public comments.

REGULAR AGENDA FOR WORKING MEETING

1. **Manager's Report.**
 - a. Lien for 73 Spring Drive will be filed as soon as total legal costs are known.
 - b. Final approval of ACC for assets to be transferred from Livco Sewer Co to CWID will be on Oct. 15, 2014.
2. **Approval of Minutes of September 5, 2014 meeting.**

Murphy motioned for approval. Barrett seconded. All voted in favor of approval of minutes.
3. Discussion of payables and receivables with Manager. No new unexpected costs on projections.
4. Discussion of methods to add more customers to district. Murphy will contact some people in Old Concho area. Wicks will contact people on edge of district that may be building soon.
5. Next meeting will on January 9, 2015 at the Concho Public Library unless new business creates a need for an earlier meeting.
6. Murphy motioned for adjournment at 9:40am. Barrett seconded. All voted in favor to adjourn.

Dated this 15th day of October, 2014

CONCHO WASTEWATER IMPROVEMENT DISTRICT

Jenni Wicks, Clerk



Minutes of Public Meeting August 1, 2014 for Concho Wastewater Improvement District

Attended: Rick Kautz (by Skype), Pat Murphy, Sheldon Barrett and Jenni Wicks (clerk)
Meeting held at the Concho Public Library.

Call to order time: 9:00am

1. Manager's Report
 - a. Electric bills have all been converted to CWID from Livco.
 - b. CWID withdrew \$1500 from CCP line of credit.
 - c. Lien paperwork for 73 Spring Drive is being reviewed by lawyer.
 - d. Manager advised of new pending accounts and loss of one existing account.

2. Board discussed accounts payables and receivables with Manager.

3. Board discussed issue that the deadline to notify the State to be included on 2014 tax rolls was missed. The lawyer is trying to get this approved. Board will discuss how to handle issue at the next board meeting.

4. Board discussed options for obtaining low interest loans. Board tabled the vote on applying for a line of credit through the county.

Motioned: Barrett Seconded: Murphy All voted in favor.

5. At Manager's request, the Board discussed clarification in Rules and Regulations concerning property owner responsibility when CWID lines or equipment are damaged. Manager was instructed to make changes.

Motioned: Murphy Seconded: Barrett All voted in favor to have Manager clarify the wording.

6. Board discussed putting in an article in the Concho Connection announcing CWID. Approved placing an ad in the same publication for discounted rates to join the sewer system.

Motioned: Murphy Seconded: Barrett All voted in favor to run the article and place the ad.

7. Discussed rates for new types of commercial accounts and public restrooms. Tabled vote on approving new rates.

Motioned: Murphy Seconded: Barrett All voted in favor to table vote on new rates.

8. Tentative meeting set for August 15 to discuss tax issue. Another meeting set for September 5.

9. Motion to adjourn at 10:07am: Murphy Seconded: Barrett All voted to approve.

Dated this 20th day of August, 2014

CONCHO WASTEWATER IMPROVEMENT DISTRICT

Jenni Wicks, Clerk



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

September 5, 2014

1. **Meeting was called to order at 9:00am.** In attendance was Rick Kautz, Pat Murphy, and Sheldon Barrett. Jenni Wicks was in attendance as the Clerk and Manager of CWID.
2. **Manager's Report:** No new business other than waiting for attorney's review of the lien for 73 Green Drive.
3. **Minutes** were approved for June and August 1, 2014 meetings.
4. **Regular Agenda Items:**
 - a. Accounts payables and receivables were discussed with Manager.
 - b. Due to filing date missed with the State to be on tax roles for 2014 bills, the Board approved revising the management agreement with Livco Water Co. The new agreement will state that through 2015, Livco Water Co will pay any bills that CWID cannot pay including paying the current amount due to Country Club Properties. Starting January 2016, Livco will charge a late fee of 1.5% monthly (18% per annum) on all outstanding invoices that CWID owes to Livco. After the attorney has reviewed and approved the new agreement, the new management agreement will go in to effect.
Motioned for approval: Barrett Seconded: Murphy All voted in favor of the new agreement
 - c. The Board discussed and adjusted rates for commercial accounts and for public restroom facilities. The hearing for the new rates will be on October 10, 2014 at 9:00am.
Motioned for approval: Murphy Seconded: Kautz All voted in favor of the new rates
 - d. Board ordered the Manager to discontinue the ad in the Concho Connection.
5. Next meeting Public Meeting to be held on October 10, 2014 following the Hearing for the new rates.
6. Motion to adjourn at 10:50am by Murphy. Seconded: Barrett All voted in favor of adjournment.

Dated this 7th day of October, 2014



By Jenni Wicks, Clerk
Concho Wastewater Improvement District