

**MWSD Board Meeting Minutes**  
**March 21, 2017**

- 1) Call meeting to order and verify quorum.
  - a. Meeting called to order at 7:02 PM.
  - b. Directors Beley, Carter, Kisner, Paris, and Wade were in attendance. Manager Pfohl was also in attendance.
- 2) Approval of meeting minutes.
  - a. Director Kisner moved to approve the March 7, 2017 meeting minutes. Director Wade seconded and the minutes were approved.
- 3) Treasurer's report.
  - a. Director Paris presented payables of \$13,923.23. Director Carter moved for approval of the payables. Director Beley seconded and the payables were approved.
- 4) Manager's report.
  - a. Ken presented the paperwork for the water storage tank inspection and cleaning work.
  - b. Ken presented the Project Authorization for the I&I Study.
- 5) Board Actions.
  - a. The Directors discussed section 2 of the Personnel Manual. Director Beley moved to approve this section. Director Paris seconded and the motion passed.
  - b. The Directors discussed the water storage tank inspection and cleaning work. Director Paris moved to sign the Project Authorization Form, 2017 Project Plan, and the CW Divers proposal. Director Beley seconded and the motion passed.
  - c. The Directors discussed the I&I Study proposal. Director Paris moved to approve the Project Authorization form including the VSR and Saylor & Sons bids. Director Carter seconded and the motion passed.
- 6) Other business.
  - a. The Directors discussed the need for annual employee compliance training. They asked Ken to provide a draft policy on this.
  - b. The Directors want all vendors to supply copies of their workers comp and liability insurance for our records when we contract with them for either project work or regular maintenance services.
- 7) Documents signed.
  - a. Meeting minutes.
  - b. 2017 Project Plan.
  - c. Storage Tank Inspection Project Authorization Form.
  - d. CW Divers proposal.
  - e. I&I Study Project Authorization Form.
- 8) Adjournment.
  - a. Director Beley moved to adjourn. Director Kisner seconded and the meeting was adjourned at 7:52 PM.

Andy Carter  
Secretary