

**Monthly Meeting
February 21, 2018**

Roll Call: board members that answered to roll call Penrod, Thompson, Wilson and Kiso absent; Golden presides. Also present J. Jones and M. Long

Westbrook Audit report: (fiscal year ending 09/30/2017) Rita Russell to present audit report (copy on file for public view upon request)

Approval of Monthly Minutes 01/17/2018: motion was made by Board member Penrod to accept monthly minutes as presented and second by Board member Thompson. On a call by the chair for ayes and nays motion carried.

Approval of Treasurer's report and Monthly Bills: motion was made by Board member Thompson to accept treasurers and to pay monthly bills as presented and second by Board member Wilson. On a call by the chair for ayes and nays motion carried.

Approval of Budget amendment: motion was made by Board member Penrod to approve budget amendments as presented and second by Board member Thompson. On a call by the chair for ayes and nays motion carried.

Approval of Adjustments to utility billing: motion was made by Board member Wilson to approve adjustments to utility billing as presented and second by Board member Thompson. On a call by the chair for ayes and nays motion carried.

Discuss/Approve agreement with Holt Fire District: Chief Looper present, President Golden told Chief Looper that we have not heard back from our attorney on this issue. Chief Looper reported that he had met with J. Jones and we have located a good spot for pad. We are ready to go when the district is ready. Motion was made by Board member Penrod authorizing President Golden to sign and approve agreement with Holt Fire District when we receive the agreement from our attorney and second by Board member Wilson. On a call by the chair for ayes and nays motion carried.

Chief Looper also discussed with the board putting in a flush hydrant

Approval of Leak adjustment: Charles Waters, 415 Cleveland St. Charles Dawson, 7986 SE 33 Hwy.

There was a lengthy discussion on C. Dawson application, it clearly states on the application that the leak was in the wall. Our bylaws states that the leak adjustments does not cover leaks occurring indoors, stemming from faucets, toilets, blown pressure valves or hoses, faulty pipes or appliances. Motion was made by Board member Penrod to table C. Dawson application until we can get further information and second by Board member Wilson. On a call by the chair for ayes and nays motion carried.

C. Water's application was taken into consideration; motion was made by Board member Wilson to approve \$300.00 leak adjustment for C. Waters and second by Board member Thompson. On a call by the chair for ayes and nays motion carried.

Discussion of status of mixers and aerators: *waiting on approval from D.N.R; our engineers are working on additional information that D.N.R. needs. Hopefully we should have approval in the near future.*

Status update on office automations: *overview on the CUSI presentation: Board President Golden, Clerk and treasurer met with Charlie Jo with CUSI this afternoon. Topics that were presented and discussed; e-mail work orders to field tech module, e-mail billing module, recurring payment withdraw module and general ledger accounting module. For each module is a cost of \$1,000.00*
There was a lengthy discussion on e-mailing work orders module, e-mail billing module and general ledger accounting module. Board president Golden will do more research on the cost effectiveness of this.

Decker report of operations, monthly billing and quality of water: *J. Jones presented report to the board (copy enclosed as part of these minutes) Excelsior Springs still are not online yet.*

Public comment: *public comment will be allotted five (5) minutes please: Fred and Linda Wilson, 17803 Clinton County Line Rd. present. J. Jones explained to the board that the Wilsons are wanting to sub-divide their property and build a new house. It will be 320 feet to extend the water main to their property.*
President Golden told the Wilsons that when you are ready to do this come in and purchase your meter and put up customer deposit and we will start the process of providing you water. The frame to get water to you will be weather permitting.
J. Jones said that Decker will research boundary lines between Clay #3 and Clinton #4. I believe we are right on the boundary line.

The water line on 188th is in and ready to go. Water line on King Road has been bored.

Discuss/Approve Employee hand book modification: *there was a lengthy discussion on employee hand book modification. More research will need to be done and brought back next month for further discussion.*

Board President Remarks: *CUSI has training in Jonesboro, AR that I would like to see Clerk go to in March and treasurer in Sept. The training is free but the District would need to pay for the expenses not to exceed \$1,000.00. Two days travel time two days training, meals and lodging. Motion was made by Board member Penrod to approve sending Clerk to training in March and Treasurer in September not to exceed \$1,000.00 per training and second by Board member Wilson. On a call by the chair for ayes and nays motion carried.*

Adjournment: motion was made Board member Penrod to adjourn this meeting and second by Board member Wilson. On a call by the chair for ayes and nays motion carried.

Greg Golden, _____ Signed
PWSD #3 Board President

Attest:

Rita Waters, _____ Signed
PWSD #3 District Clerk