

**WATER DISTRICT NO. 1 OF MIDLAND COUNTY
BOARD OF TRUSTEES MEETING MINUTES
DATE: MARCH 18, 2020**

Board Members Present:

Roger Crockett, Lincoln
Craig Gosen, Edenville
Carl Hamann, Sanford
Bill Page, Edenville
Dave Rothman, Hope
Bill Stewart, Lee
Bonnie Whaley, Sanford
Kevin Wray, Lincoln

Staff Present:

Rowan Everleigh
Ron Rose

Drafted: 3/18/2020

Approved: 3/19/20

CRG LOR

Board Members Absent:

Laura Grubaugh, Jerome
Andy Kobisa, Hope
George Whittington, Lee
Mike Wood, Jerome

MEETING LOCATION: Jerome Township Hall, 737 Beamish Road, Sanford, MI

CALL TO ORDER: Gosen called the meeting to order at 7:00 PM.

PLEDGE TO THE FLAG AND ROLL CALL: Gosen led the pledge. Eight (8) members were in attendance, a quorum.

MINUTES It was moved by Stewart, seconded by Hamann, to approve minutes of the Feb. 19, 2020 meeting. Motion approved by voice vote.

OPERATIONAL BILLS: It was moved by Rothman, seconded by Stewart, to approve payment of bills totaling \$52,420.84, checks 11529, 11537-11541, 11551-11558. Motion approved by roll call vote, 8/0. It was moved by Rothman, seconded by Stewart, to approve payroll totaling \$37,083.36, checks 11528, 11530-11536, 11542-11550 and 2 EFTs. Motion approved by roll call vote, 8/0.

CORRESPONDENCE: None

STAFF REPORTS: Everleigh- 876 late notices sent out, total in penalties = \$6,212.29. A lost water case was decided by staff, 77,000 gallons lost.

Rose- Butterfly valves at bottoms of water tanks were exercised. Generator maintenance done at Price Road. 13 meter repairs, stakeout activity increasing. Old pickup truck was sold for \$2,300. The Jerome water tower will be cleaned. Annual cost of tower maintenance was calculated to be \$24,550, while we

only put \$12,500 into the tower maintenance funded account. We need to double funding of that account. The 50% complete bill for the new pole building was submitted. Building exterior is complete, concrete floor poured. Next steps- cut floor, wiring and insulation. Wade Trim is still working on the GIS app.

COMMITTEE REPORTS:

Executive Committee: Gosen discussed a variety of contingency proposals during the coronavirus crisis. He proposed allowing small groups of Board members to make some time-critical decisions. Case #1- allow Finance Committee to approve payment of bills. It was moved by Wray, seconded by Stewart, to approve the proposal for a period of 2 months. Motion approved by voice vote. Case #2- allow the Executive Committee to make key policy decisions. It was moved by Hamann, seconded by Stewart, to approve the proposal for 2 months. Motion approved by voice vote. Case #3- Allow the O&M Committee to make decisions about operations and staffing. It was moved by Gosen, seconded by Stewart, to approve the proposal for 2 months. Motion approved by voice vote. Case #4- There are many water utilities that are delaying shutoffs. City of Midland is delaying shutoffs by 3 weeks. It was moved by Gosen, seconded by Stewart, to delay shutoffs until May 1. Motion approved by voice vote. Case #5- Protection of staff during the coronavirus crisis. The office will be closed to foot traffic to reduce staff exposure. A sign will be posted and a dropbox will be provided for payments outside the office building. Case #6- to reduce need for Grubaugh and Rothman to come to the office to sign checks, staff will send images of checks to Grubaugh and Rothman for approval, then Rose and Everleigh will sign the checks. Case #7- Contingency planning to cover office work in event of staff illness. Rose can take payments. We need a way for Everleigh and Martens to log into their workstations remotely. Rothman to call IT Right to get them set up for remote access. The office has spare laptops available for staff to use at home. Case #8- There are new rules from Governor as of today for conducting electronic meetings in compliance with Open Meetings Act. Everleigh will look into this and we will conduct the next WD#1 Board meeting by conference call for practice.

A Capitalization policy was circulated to the Board. It was moved by Stewart, seconded by Wray, to approve the new policy. Policy approved by voice vote.

Operations and maintenance: Already presented by Wray.

Business and Finance: Rothman reviewed the minutes of the April 16, 2020 B&F meeting.

Policy- Page- no report

Human Resources: Wray- no report.

UNFINISHED BUSINESS: none

NEW BUSINESS: none

OTHER ITEMS: none

PUBLIC COMMENT: none.

ADJOURN
PM.

It was moved by Whaley, seconded by Stewart, to adjourn. Meeting adjourned at 8:09

L. David Kottner

C.R. Lown