

1. The meeting was called to order at 6:00 pm.
2. The Pledge of Allegiance was led by Chairman Dennis Bass.
3. Roll Call: Neil Duncan, Harold Merritt, Kevin Sair, Mayor Moser, and Dennis Bass were present.
4. Declarations of conflict of interests.

None Stated.

5. Discussion of Policies and Procedures – Rod Mills

The Board members voiced their specific concerns.

Rod Mills explained that although there wasn't an abundance of water in the Apple Valley area, there was enough to cover the water rights that are going to be purchased.

Mayor Moser said that he was concerned with getting bank accounts set up and deciding on a financial software solution. He said that they needed to decide on water rates so that they could hold a public hearing. He recommended the same purchasing policy that the Town uses. He said that they need to get a job description ready for a certified operator so that they can post and interview soon. This will allow the SSD to be ready to assume water responsibilities.

Nathan Bronemann said that he had surveyed the surrounding municipalities in Washington County and virtually all of them were either using Caselle or Pelorus. He said that the cost would likely be several thousand dollars, but that he was waiting for price quotes to be emailed.

- a. Financial

Rod Mills agreed that the financial and billing software was an important issue and he said that they had good feedback from Pelorus users. He said that the plan was to not charge any existing water users any connection fees or impact fees. He recommended allowing vacant lot owners the option of paying a monthly standby fee or later paying an impact and connection fee when they started using the water. He also recommended not installing meters on vacant lots until they are ready to use water.

Motion made by Mayor Moser to have Rod Mills prepare a draft of the policies and procedures document and send it back to the board for review. Kevin Sair seconded the motion. Vote: Neil Duncan-yes, Harold Merritt-yes, Mayor Moser-yes, Kevin Sair-yes, and Dennis Bass-yes. The motion passed 5/0.

- b. Retail water service criteria

- c. Purchasing policy

Rod Mills agreed that the Town's purchasing policy would probably be good to adopt for the SSD.

Motion made by Neil Duncan to adopt the Town's purchasing policy for the SSD. Harold Merritt seconded the motion. Vote: Neil Duncan-yes, Harold Merritt-yes, Mayor Moser-yes, Kevin Sair-yes, and Dennis Bass-yes. The motion passed 5/0.

d. Certified operator agreement (if time permits)

Rod Mills recommended putting out qualifications criteria for the certified operator.

Motion made by Mayor Moser to have Rod Mills provide qualifications criteria that they could advertise. Kevin Sair seconded the motion. Vote: Neil Duncan-yes, Harold Merritt-yes, Mayor Moser-yes, Kevin Sair-yes, and Dennis Bass-yes. The motion passed 5/0.

6. Report on funding status and discussion on a possible open house and public outreach – Rod Mills

Rod Mills recommended doing something to get data to the people so that they could understand the intent of the SSD. He suggested holding an open house. He said that people could bring in their past water bills and then find out what they would pay under the new proposed system based on past usage. They could also ask questions about the proposed system and plans.

Motion made by Mayor Moser to schedule an open house on March 14th from 6-9 pm and the public hearing on the 21st at 6 pm. Neil Duncan seconded the motion. Vote: Neil Duncan-yes, Harold Merritt-yes, Mayor Moser-yes, Kevin Sair-yes, and Dennis Bass-yes. The motion passed 5/0.

Jay Kleinfeldt suggested drafting a full page flyer and that he would be willing to distribute that flyer with the Apple Views newspaper.

Motion made by Mayor Moser to have a flyer distributed with Apple Views at a cost not to exceed \$200. Neil Duncan seconded the motion. Vote: Neil Duncan-yes, Harold Merritt-yes, Mayor Moser-yes, Kevin Sair-yes, and Dennis Bass-yes. The motion passed 5/0.

On the topic of funding Rod Mills reported that the Rural Development people are asking that the existing systems be reevaluated to determine whether they will last beyond 15 years. He said that he had done so and was reasonably confident that the current well heads would not last beyond 15 years.

Rod Mills recommended setting up the funding based on future revenues rather than tying up all assets as is the case with a mortgage.

Rod Mills said that although incredibly optimistic, he was shooting for June 1st to have funding close.

7. Discussion on purchasing accounting/billing software package

(See item #5 where it was discussed that more research and price quotes were needed.)

8. Discussion and possible action on setting a public hearing date to impose fees for water usage.

(See item #6 where motion was made to schedule the hearing for March 21st.)

Motion made by XXX to XXX. XXX seconded the motion. Vote: Neil Duncan-yes, Harold Merritt-yes, Mayor Moser-yes, Kevin Sair-yes, and Dennis Bass-yes. The motion passed 5/0.

9. Acquisitions – Dennis Bass

None.

10. Funding – Kevin Sair

None.

11. Operations – Neil Duncan

None.

12. Resource Management – Mayor Moser

None.

13. Development – Harold Merritt

None.

14. Consider approval of minutes:

a. February 1, 2012 Regular Meeting Minutes

Motion made by Neil Duncan to approve the February 1, 2012 regular meeting minutes.

Kevin Sair seconded the motion. Vote: Neil Duncan-yes, Harold Merritt-yes, Mayor Moser-yes, Kevin Sair-yes, and Dennis Bass-yes. The motion passed 5/0.

15. Request for a closed session

None requested.

16. Adjournment

Motion made by Mayor Moser to adjourn the meeting. Harold Merritt seconded the motion.

Vote: Neil Duncan-yes, Harold Merritt-yes, Mayor Moser-yes, Kevin Sair-yes, and Dennis Bass-yes. The motion passed 5/0.

Meeting adjourned at approximately 7:33 PM.

Date approved: _____

ATTEST BY: _____

Nathan Bronemann

Chairman Dennis Bass