

VISTA WEST IMPROVEMENT AND SERVICES DISTRICT

Minutes of Regular Board Meeting

April 12, 2018

- I. **Meeting Opening** – The District Board was called to order by Board President James Keller at 7:07 p.m. Board members present was Secretary Treasurer, David Tonak and new elected board member Max Kelley. A quorum was declared by Pres Keller. District members John Stang and Larry Kreuter were also present.
- II. **Agenda** – The agenda was presented for any changes or additions. Agenda approved as presented.
- III. **Election Results** – Max Kelley was elected on March 20 as new board member. The board welcomed Max Kelley. Former board member Kreuter surrendered issued district keys to Mr. Kelley. Duties and any questions Mr. Kelley may have had were discussed. Regular board meeting was adjourned at 7:08 for board reorganization meeting.
- IV. **Board Reorganization** – Reorganization meeting was called to order at 7:08. (See Reorganization minutes filed separately for actions.)
- V. **Regular Meeting** – Regular meeting called back in session at 7:13 In board reorganization meeting the following board positions are declared: James Keller, President; Max Kelley, Vice President, David Tonak, Secretary/Treasurer
- VI. **Meeting Minutes** –The minutes of previous months minutes were presented. Minutes accepted with no changes.
- VII. **Financials** – Were presented by Sec Tonak
  - A. Checks signed at close of meeting
  - B. Monthly reports were presented by Treas Tonak. The budget report on snow removal payments have been adjusted and cleared up. Jim Keller returned the overpayment check in the amount of \$445.00 to accountant and was properly payed in two separate checks in the amounts of \$300 and \$145 to reflect the proper disbursement of funds.
  - C. Delinquent Accounts. The Delinquent accounts have remained steady with exception of the McNeil account. Mc Neil water will be shut off when weather allows for repair of curb stop. Sec Tonak will continue to work on this account. Financials accepted as amended.
- VIII. **Water Report** –
  - A. The valve repair and meter replacement in chlorinator building has been completed. In the coming months calculations will be made coordinating water meters to determine accuracy and detect any leaks if possible. Tonak indicated that if there are major leaks Wy Rural Water could possibly assist in this area.
  - B. The annual State water survey has been completed and submitted in detail by Sec Tonak.
- IX. **New Business** –
  - A. Grass mowing contract newspaper ad will be placed by Keller for this year’s mowing.
  - B. Preliminary budget discussion was held and Sec Tonak stressed the point that future water infrastructure will need to be attended to that will be costly. Sec Tonak contacted a tank company to seal water tank. Further investigation is need on this issue. To complete tank repair

it will be necessary to attempt to get bypass valves operational on main water tank to divert water to secondary in-ground tank. This will be a main task this summer to allow for repairs. Sec Tonak indicated with these types of issues he sees the possibilities of an increase in monthly fees this year.

- C. There was discussion of a possibility of a secretary position to assist the board in the future. It was tabled at this time.
- D. There is a requirement at our bank that names be adjusted, after an election, to current board members for financial actions to legally take place regarding signatures, fund transfers, etc. A motion was called for

**Motion** –VP Kelley made a motion to remove past members Kreuter and Crum from bank cards and replace with Max Kelley and David Tonak. James Keller will remain on financial bank records.

**Discussion** – This motion is intended to meet all bank requirements for current board members.

**Vote** – Passed unanimously.

I. **Old Business** –

- A. Completed items –
- B. Curb Stop repairs – discussed last meeting and waiting on better weather to assess the situation and to determine course of action.
- C. Items to do in APR/May –
  - 1. It was determined that a district computer would not take place and use memory sticks instead to maintain records. It was tabled until next month
  - 2. Continue with a schedule from last year on sewer cleaning and inspection. Also to complete the inspection pipe split for access.
- D. Stang/Bennett law suit update – there is no action to report.

II. **Adjournment**: With no further business before the board motion for adjournment was called for.

**Motion** –Sec Tonak made a motion to adjourn the regular meeting seconded by VP Kelley

**Discussion** – Hearing none

**Vote** – Passed unanimously.

Meeting adjourned at 7:56 p.m.

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**Calendar of Events:** Next regular board meeting is scheduled for Tuesday May 8th, at 7:00 p.m., at the Public Library.