VISTA WEST IMPROVEMENT AND SERVICES DISTRICT

Minutes of Regular Board Meeting

Nov 7, 2019

1. **Meeting Opening** – The District Board was called to order by Pres Keller at 7:06 p.m. VP Kelley and Sec/Tres Shoun were present. A quorum was declared. Members Dave Tonak, John Stang, his wife Susan, and Larry Kreuter were also present.

1. **Agenda** – The agenda was presented for any changes or additions. Agenda was approved as submitted.
2. **Minutes** – The minutes from the previous meeting were reviewed and accepted as presented.
3. **Financials** –
4. Checks were signed after approval
5. Monthly reports were presented by Pres Keller. There was $300 dollar overage in sewer budget due to sewer clog cleaning and purchase of additional chemicals for lagoon. No other issues noted, and the reports were excepted as presented.
6. Delinquent Accounts. There are currently no concerns in this area.
7. Financials accepted as presented.
8. With the resignation of Board member Tonak and the appointment of new Board Member Parker Shoun a motion was called for to change assignments with bank authorizations.

**Motion** –VP Kelley made a motion to remove David Tonak from signature cards and to deny all District financial business with Sundance State Bank on behalf of Vista West Improvement & Services District. This action will also remove access to district credit cards. This motion also authorizes the approval of Parker Shoun to have his named placed on the district’s signature card and access to financial business on behalf of the district and an issuance of a district credit card. Seconded by Sec/Tres Shoun.

**Discussion** – Hearing none

**Vote** – Passed unanimously

1. **Water Report** –
2. Water system repair update
3. Curb stop repair on Stang property has been scheduled by Pres Keller to be completed.
4. Further action that may be required to ensure lagoon #1 is properly maintained to handle the district’s needs was discussed. There is some concern that the water level may not be at enough depth to handle the proper processing of sewage. It is felt that a water survey should be done to check for depth and lagoon action. A representative from Paint Brush Sanitation was scheduled to speak but was unable to make the meeting. Continued investigation will take place with water professionals. It is felt the water level is deep enough to prevent freezing at the intake pipe.
5. Bacteria treatment has been completed on lagoon #1 and believe that is enough at this time.
6. Dave Tonak has purchased a thermostat for the alarm system.
7. Currently waiting on Sundance Electric to achieve the lighting goal for the water alarm.
8. Well pump #1 was activated and placed in use and pump #2 was idled for a while. VP Kelley will reactivate pump #2 and idle #1. Some investigation on pump 1 to determine if there are any issues that need to be resolved i.e. too much air in line and back flow to well.

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1. Dave Tonak talked at length about well specs and clarified water usage issues due to leaks and the costs related to these issues. Tonak demonstrated the necessity to continue to monitor the pumps and water usage to maintain the system properly and ensure that the district is doing everything possible to continue proper maintenance and service. This is an absolute necessity.
2. Discussion was held on the age of heaters in well houses and it was determined that a secondary system be made available and placed in the pump house.

**Motion** –VP Kelley made a motion to allocate $150.00 to purchase an infra-red heater for the well house as a secondary heat source and to set thermostat to activate if temperature drops below main heater setting. Seconded by Sec/Treas Shoun.

**Discussion** – Hearing none

**Vote** – Passed unanimously

1. **New Business** –
2. New Board Member Parker Shoun was assigned his position/duties as Sec/Treas. His duties were discussed and reviewed.
3. VP Kelley reported that he investigated the issue of fence alignment at various locations he determined he did not believe there was any issues with the fences.
4. Election schedule for 2020 was discussed. Pres Keller’s position will be up for election in March 2020 and he has the dates of actions required and will pass them on to Sec Shoun and VP Kelley who will be responsible for all election actions.
5. Pres Keller will set dates for 2020 meetings and library room. It will be posted on Web page

www.vwisdwy.gov

1. **Old Business –**
2. Completed items – None discussed.
3. Little Job Plow is being worked on and will be completed soon.

**Motion** –VP Kelley made a motion to increase the budget for repairs on Little Job plow from $1.000 to $1,500 to allow for additional work to be completed. Seconded by Sec Shoun

**Discussion** – Hearing none

**Vote** – Passed unanimously.

1. Items to do in Nov/Dec
2. Curb stop repairs for on Stang property.
3. **Adjournment** – With no further business before the board motion for adjournment was called for.

 **Motion** –VP Kelley made a motion to adjourn. Sec Shoun seconded it.

 **Discussion** – Hearing none

 **Vote** – Passed unanimously. Meeting adjourned at 7:53 p.m.

**Calendar of Events:** Next regular board meeting is scheduled for Jan 9th, at 7:00 p.m., at the Public Library. There is no board meeting scheduled for December