



BOARD OF DIRECTORS MEETING MINUTES MAY 17, 2018

Vice President Keller called the Meeting to order at 4:00 p.m. at 1315 Lahontan Drive, Silver Springs, NV.

Roll Call:

- Present: Claud Butler, Joyce Jenkins, Scott Keller, Avis Moniz, Charles Noble and Peggy Yon.
- Absent: Excused was George Peek.

Member's Comments:

- Greg Peek attended the meeting; no comments were received.

Secretary's Report:

- Secretary Butler presented the Secretary's Report. Secretary Butler made a motion to accept the Annual Membership Meeting Minutes of March 15, 2018 as presented; 2nd to the motion was made by Member Yon. Motion carried unanimously.

Treasurer's Report:

- The financials for December, 2017 and January, February and March, 2018 were read by Treasurer Moniz. In December, there were \$1,498,723.72 in total current assets with current liabilities at \$458,652.32, long term liabilities of \$2,073,830.47 and total liabilities at \$2,532,482.79. Total liabilities and equity were \$7,845,911.28. Income was \$76,636.25 with net ordinary income at (\$5,737.97). Interest income was \$460.83 and net income was (\$5,277.14). The month of January ended with \$1,178,748.40 in total current assets with current liabilities at \$348,190.91, long term liabilities of \$2,070,940.82 and total liabilities at \$2,419,131.73. Total liabilities and equity were \$8,010,107.82. Income was \$76,719.42 with net ordinary income at \$2,133.77. Interest income was \$1,008.42 bringing the net income to \$3,142.19. February realized \$1,052,496.54 in total current assets with current liabilities at \$87,571.16, long term liabilities of \$2,068,045.01 and total liabilities at \$2,155,616.17. Total liabilities and equity were \$7,880,580.69. Income was \$71,267.38 with net ordinary income at (\$15,572.82). Interest income was \$758.32 and net income was (\$14,814.50). Lastly, March experienced \$1,015,314.24 in total current assets with current liabilities at \$75,833.48, long term liabilities of \$2,064,718.13 and total liabilities at \$2,140,551.61. Total liabilities and equity were \$7,865,929.99. Income was \$73,350.72 with net ordinary income at (\$5,091.99). Interest income was \$505.85 and net income was (\$4,586.14). There being no discussion, Secretary Butler made a motion to accept the financials for December, 2017 and January, February and March, 2018 and file for audit; 2nd to the motion was made by Treasurer Moniz. Motion carried unanimously.

Manager's Report:

- Equal Pay Program: The program gained one enrollee in April; ten (10) owners are participating.
- SOFTtelPay Program: 228 payment records for \$16,848.23 were paid to SSMWC for the period beginning January 1, 2018 and ending March 31, 2018. Convenience fees were \$857.50.
- Cross Connection Control Program: Backflow Prevention Monitoring and Site Inspections continue as annual re-inspections become due and/or individuals apply for business licenses or building permits. One (1) business failed to comply and subsequently disconnected for a 24 hour period and regained compliance status very quickly. A meeting with officials from the Central Lyon County Fire Department was held where procedures were discussed and water company policies (as adopted by the SSMWC Board) were explained. The result of this collaboration was successful in that all parties now understand the requirements of SSMWC's Cross Connection Program and the actions that will be taken, if necessary.
- New Service Connections: Three (3) new service connections were added since last report. Capacity and meter fees for 1190 Ft. Churchill, 2960 Toiyabe and 2745 Ft. Churchill were received. Installation has been completed for Ft. Churchill with 2960 Toiyabe parts on order and 2745 Ft. Churchill monies just received on April 30, 2018.
- Water Right Audit and Consumptive Use Analysis: Farr West Engineering has completed the audit and analysis; tasks 1 and 2 are to be paid for by the Developer Group. Our contribution was office staff time of 18 hours. Task 3 is the GIS Overlay for Vue Works (our mapping program); we are continuing to work with Farr West Engineering staff to get the overlay to our liking.

Board to Amend Fee Schedule to Reflect Increased Capacity Fees:

- The amended fee schedule was presented by General Manager Martensen for approval. This recommendation is tied to and developed from financial data with increasing ratios for larger meters developed from the smallest meter buy-in cost. Member Yon made a motion to amend the fee schedule as presented; 2nd to the motion was made by Treasurer Moniz. There being no further discussion, motion carried unanimously.

DWSRF Idaho Well Replacement Project Design and Construction:

- Request permission to: submit application to DWSRF for funding the Idaho Well replacement, estimated project cost \$800,000; also request permission for General Manager or Project Coordinator to sign all documents pertaining to application and project. Treasurer Moniz made a motion to move forward as written *for this and Agenda items numbered six (6) through eight (8) [DWSRF, CDBG, USDA]*; Vice President Keller called for discussion. 2nd to the motion was made by Member Yon. Motion carried unanimously.

CDBG Community Development Block Grant:

- Request permission to: submit application to CDBG to fund necessary maintenance to original North Tank, (refer to quote); also request permission for General Manager or Project Coordinator to sign all documents pertaining to application and project. *Approved in item six (6).*

USDA Loan/Grant to Purchase Trailer Mounted Generator:

- Request permission to: submit application to USDA to assist in funding Trailer Mounted Generator; also request permission for General Manager or Project Coordinator to sign all documents pertaining to application and project. *Approved in item six (6).*

Conflict of Interest Policy:

- The Conflict of Interest Policy must be read and signed annually by each Director and staff member. Annual task has been completed.

Board to Affirm Updates to Required Plans and Policies:

- Staff has reviewed the Annual Financial Statement Policy; Emergency Response Plan; Unclaimed Property Policy and Procedure; and recommends the Board re-affirms each as written. General Manager Martensen explained that there were no changes. Treasurer Moniz made a motion to affirm the plans and policies as written; 2nd to the motion was made by Member Yon. Motion carried unanimously.

Directors Comment:

- None.

Closed Personnel Session:

- None held.

Adjournment:

- Adjourned at 4:10 p.m.

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