

**High Meadow Ranch Water District
Board Meeting
December 21, 2023
Meeting began at 6:02 PM**

Location: Richard Smythe Wellhouse, 165 Sauk Trl, Boulder, WY 82923

Attendance: Cory Gale, Glenn Whicker, Laura Whicker, Richard Smythe, Rand Rhodes
Guests: Dustin Ensminger, Kolter Booth

Minutes: Cory made a motion to accept the November 2023 meeting minutes. Richard 2nd. All in favor.
Laura made a motion to accept the Streamline Follow-up minutes. Glenn 2nd. All in favor.

Water Operator/Engineer Report:

Water Testing: All water tests are up to date and all tests came back good. Jorgensen is waiting for the EPA 2024 requirements.

Usage: November's water usage was 959,176 gallons used. This is the lowest usage in the winter since starting the water project.

Maintenance Log: There have been two 811 tickets and four water turn-offs. All maintenance is up to date.

SCADA: The Board had approved in the last meeting for SCADA to be tied into the generator. Due to illness, it has been rescheduled from December 2023 to January 8, 2024.

Meter Pit Order: Jorgensen placed another order for meters and meter pits. Jorgensen is expecting the 1st order to be delivered in January 2024 and the 2nd order expected to be delivered in April 2024. These meters and meter pits are being held for stock for homeowners to connect to the water system after paying the water tap fee.

Pump Room Thermostat: There have been issues with the thermostat in the pump room. Jorgensen replaced the batteries in all thermostats, but the pump room thermostat still did not work. They had to replace the thermostat.

Change Order: A change order was needed for Phase III for longer valve boxes, a stand-alone modem for SCADA, SCADA server replacement, billing software, and cost of service update.

Lead Assessment: Jorgensen will have this completed by October 2024.

Midwest Assistance Program: This is a free service to the Water District. Laura made a motion to get this program started through Jorgensen. Richard 2nd. All in favor.

Phase III Update: Kolter received the paperwork from Wilson Brothers in the mail for Phase III.

Financial Report:

Presentation of Bills: The checks were passed out for double signatures for invoices to be paid.

Bank and Financial Statements: Rand wasn't currently present during this portion of the meeting. Laura passed out the statements for the Board to review.

Money from County: The County deposited \$45,654.54 into the Bank of Sublette County. Laura made a motion to move \$45,654.54 from the general account to the Repayment Loan Account. Richard 2nd. All in favor.

New Business:

Zoom Subscription: The Zoom Subscription expires in April 2024. The Board will need to update the software on the computer for Teams Subscription. The Board will replace Zoom with Teams.

Upcoming Election: Rand and Richard's positions are up for election in 2024. Richard will stay on the Board until a new Board member can replace him in November 2024. Dustin is interested in being on the Board but was worried about a conflict of interest. Laura will check with the attorney and get back with the Board.

Ordering Microsoft 365 and upload on computer: Rand was given the Water District credit card to order the software and get it uploaded.

Insurance Audit: Glenn explained the insurance audit. The paperwork must be completed and to the insurance company before December 28, 2023. Glenn will take care of this.

Motion to Adjourn: Cory motioned to adjourn the meeting. Laura 2nd. All in favor. The meeting ended at 7:22 PM.

The next meeting will be January 18, 2024, at 6:00 PM

Respectfully submitted,

Laura Whicker, Secretary

Glenn Whicker, President