

MINUTES

1. Chairman D'Amour called the meeting to order at 3:00 PM
2. All five Directors were present: Anthony AhMu, Mark Barbier, Derek D'Amour, Shawna Jefferson, and Dale Rhoades. General Manager Norman Dean and Office Manager Marvel MacDonald were also present.
3. Chairman D'Amour announced that the attending public might address the Board on each agenda item during the actual consideration of the item. At this time, the Chairman also offered the public in attendance the opportunity to discuss any non-agenda items with the Board.
4. **Approval of Minutes from August 16, 2018 Regular Meeting**
Director AhMu made a motion to approve the minutes from the August 16, 2018 Regular Meeting, as written. The motion was seconded by Director Barbier and approved 3-0. Directors D'Amour and Rhoades abstained from voting due to their absence from the August meeting.
Ayes: Anthony AhMu, Mark Barbier, and Shawna Jefferson
Noes:
Absent:
Abstained: Derek D'Amour and Dale Rhoades
5. **Communications**
No communications were presented to the Board for review.
6. **Review of August 2018 financial reports**
Financial reports from August 2018 were reviewed by the Board.
7. **Approval of Warrant No. 8/18 for the amount of \$111,015.79**
Director Jefferson made a motion to approve Warrant No. 8/18 for the amount of \$111,015.79. The motion was seconded by Director AhMu and approved 5-0.
Ayes: Anthony AhMu, Mark Barbier, Derek D'Amour, Shawna Jefferson and Dale Rhoades
Noes:
Absent:
Abstained:
8. **Introduction of Swift H2O Emergency Message System**
District administration is looking into the purchase of an emergency message system that would enable staff to notify customers of outages in their service area via phone message or text. The cost of the Swift H2O system would be approximately \$1000 annually. It was recommended by the Board that other systems be researched prior to purchase. More research will be conducted.
9. **Manager's Report – discussion of Distribution System, Plant Operations, and Administration**
A new computer server has been purchased through Client Works and installed at the office. The old server was not running Windows 10 and did not contain adequate memory. The installation was coordinated with Corbin Willits to ensure that the MOM's operational program is working successfully on all workstations. The cost of the new computer was \$3,056.36.

The computer at the water treatment plant is also in need of replacement. The computer will be purchased through Client Works and the District's IT technician will coordinate the installation with Calcon to insure the SCADA program is operating correctly. To date, no cost estimate has been received.

The General Manager's cell phone is not working properly. A new phone will be purchased.

10. Closed Session

Closed Session was not necessary

11. Board's general discussion

A brief discussion or report of general items, not specifically noted on the agenda, was not necessary at this meeting.

12. Adjournment

Director Barbier made a motion to adjourn the meeting at 3:20. The motion was seconded by Director AhMu and approved 5-0.

Ayes: Anthony AhMu, Mark Barbier, Derek D'Amour, Shawna Jefferson
and Dale Rhoades

Noes:

Absent:

Abstained:

Approved October 18, 2018