

Nature Works Conservancy District
April 20, 2022
Board Meeting Minutes

Board Members Present: Kevin Steele, Geoff Blanco, Troyanne Libassi, and Dillion Dalton.

Also in Attendance: David Hollenbeck, Nathan Howell, John Sturgill, Karl Cender, and Jennifer Ray.

Chairman Steele called the meeting to order at 8:30AM.

The minutes from the February 2022 meeting were approved as presented.

Jennifer Ray reviewed the November and December financial statements. A motion was made and seconded to approve the financial statements. Motion carried. Jennifer then went on to present the signature page of the McMahan Engineering contract. The contract was reviewed by Attorney Hollenbeck and discussed at the February meeting. A motion was made and seconded to approve the McMahan Engineering contract. Motion carried. There was a discussion regarding the MS4 NOI permit application and the new regulations and requirements for the MS4 Program. It was decided that Jennifer would get some proposals for a website for the district. Finally, Jennifer reported that trapping of muskrats has begun around the Turnberry pond.

MCO, Nathan Howell reported on Plant performance and needs **(attached Exhibit B)**

Nathan reported they had an alarm at the main lift station and determined it was probably a “blip” that occurred. Lockerbie lift station had a high-level alarm, they found normal level, but lots of grease. They were called out again for a high run time due to a blockage which Superior repaired. Nathan reported that the Links pumps are operating well, but the guide rails are not installed in a way to easily remove the pumps. This issue will be corrected with the upgrades project. Nathan further reported that the lift stations are set to be cleaned next month. Nathan reported that they are still checking the manhole at Tommy B’s weekly. Due to the belly in the line, they are having to remove “stuff” more often. Nathan reported that the fine screen is running but needs some repair. He said that Superior will look at as time allows. Nathan reported that there was an air leak on the post aeration line. He said they ordered the parts and repaired the broken section of line. Nathan also reported that they will begin the manhole inspection this month. Nathan further reported that they will be ordering the samplers this week. Finally, Nathan reported that there is a leak in the copper water line at the plant and that Safe-Flow will repair.

John Sturgill of McMahan Group reported that R.V. Sutton completed the Eagleview drainage project and have submitted a final invoice for \$45,000 in addition they submitted a Request for Change Order. The order included extra work to include \$2,000 for additional concrete which they have already completed, the change from seeding to sod for an additional \$7,600.00, and irrigation repairs of \$2,500.00. After discussion, a motion was made and seconded to approve the changes for the concrete repairs and the irrigation repairs. Motion carried. John then reported that Accu-Dig televised the line in the rear yard of Lockerbie. They further provided a proposal to repair all the damaged line as well as a bid to repair just parts of the line. John

reported that due to the condition of the line, lining is not an option. After discussion, it was determined that additional bids would be needed, specifically ones for directionally boring. John then reported on the drainage issue at 279 Division. The homeowner is experiencing water from the rear yards along KinCraig onto her property. There is a 20-foot drainage easement between the homes, but no storm sewer. It was determined that John and Attorney Hollenbeck would meet with the homeowner regarding granting an easement for the installation of a storm sewer.

Attorney Hollenbeck reported that the general assembly adopted house act 1245 which makes it difficult to adjust tap on/connection fees. The deadline is June 30, 2022. The Board will need to make any adjustments at the June meeting with assistance from Karl Cender. Attorney Hollenbeck presented a policy for utilization of the hybrid meeting option. This policy requires 2 board members must be present in person to comply with quorum requirements. A motion was made and seconded to approve the policy. Motion carried. Attorney Hollenbeck the presented an ordinance adopting a capitalization and inventory policy. This policy is to comply with the State Board of Accounts various financial and accounting reporting standards. It allows for establishing a capitalization threshold and per the State Board of Accounts recommendation, the threshold has been set at \$20,000. A motion was made and seconded to adopt the capitalization and inventory policy. Motion carried. Attorney Hollenbeck then gave an update on the property tax budget and levy. Next Attorney Hollenbeck reported that he had been asked to contact the county building department regarding issuing occupancy permits for businesses in the district prior to the district making sure the proper grease traps are installed. Attorney Hollenbeck spoke with both the building department and the health department, and they said they would contact the district ahead of time. A discussion was had regarding Casteel's which has recently been sold and that they needed to provide proof that they have a 1000 gallon or more grease trap installed. Attorney Hollenbeck reported that he has been in contact with Roxanne at the Inn and she said that she has a signed contract with Free Flow for the grease trap installation, but they are not sure when they will be able to install. Attorney Hollenbeck reported he had not heard from Tommy B's.

Karl Cender reported on the updated rate study. Karl reported that the 3 million includes the capital projects along with adding the solid processing. A 45% rate increase is recommended regardless of the addition of Grand Oaks. There was a discussion regarding financing options, timeline, and project management. McMahan will begin the provider procurement process.

The Payment of clams was presented and approved.

The next scheduled Board meeting will be held June 22, 2022, at 8:30 a.m.

There being no further business to come before the Board, a motion was made and seconded to adjourn the meeting. Motion carried and the meeting was adjourned at 11:00 AM.

Respectfully Submitted,

Jennifer Ray, Property Manager
1st American management Co., In as Agent
Nature Works Conservancy District