

**WEST SLOPE WATER DISTRICT**  
**Special Board of Commissioners Meeting**  
**December 30, 2020**  
**Meeting Summary**

**CALL TO ORDER**

Present on Virtual Meeting: Chair Charles Conrad; Commissioners Michael Hoffman, Paul Schuler, Andy Smith, and Carol Wild

Management Staff: Michael Grimm, General Manager; Lucy Dawes, Finance & Customer Service Manager; Bart Johnson, Operations Manager

Absent: None

Public: None present

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**1.0 - CALL TO ORDER**

Chair Conrad called to order the special meeting of the West Slope Water District Board of Commissioners at 1:03 P.M., Wednesday, December 30, 2020. The meeting was held through Zoom remote teleconferencing technology. The public was made aware of the meeting through the District’s website (agenda posted on website with the login information).

**2.0 - PUBLIC COMMENTS/COMMUNICATIONS**

No public comments or communications were received by the District directed for the Board.

**3.0 - APPROVAL OF RESOLUTION 07-2020**

Mr. Grimm stated the District currently owns four trucks used by field staff for operations within the District. Since the start of the Covid-19 pandemic, District field staff suspended the practice of two employees riding in a District truck to each District field staff drives alone in District truck. Prior to the pandemic, the District’s oldest truck, a 1997 Ford F-150, was seldomly used. Since the pandemic, the truck is used on a daily basis. Mr. Johnson stated this truck has required more and more maintenance to keep the vehicle operating safely. Recently, the truck has become unsafe to drive consistently within the District, and staff believes it is time to replace the 1997 Ford F-150 with a 2020 Nissan Frontier 4x4 pickup of similar size for about \$22,000 not including other accessories such as a bed toolbox and safety lights. Mr. Grimm stated the District places a high premium on employee safety. Ms. Dawes stated the purchase of a new vehicle was not included in the adopted FYE 2021 budget as an anticipated expense, so there are no appropriations within the budget for a truck. Ms. Dawes further explained the District’s General Fund contingency exists for such a situation as this, and that the Board may transfer appropriations within the budget as long as there is no increase in the total appropriations of the District’s adopted budget. In this case, money will be transferred out of the General Fund

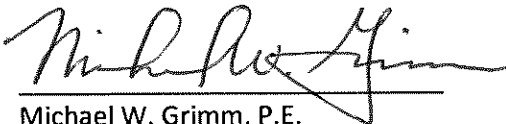
contingency and into a Transfer In account then from a Transfer Out account into the Equipment Reserve Fund for a capital outlay expense. Chair Conrad asked how much money is in the General Fund contingency, and Ms. Dawes responded she believed the balance was over \$1 million. Commissioner Smith asked if the District does its own vehicle maintenance or is a special technician or dealer used for vehicle maintenance. Mr. Johnson replied that small or minor maintenance tasks are performed by District staff while major repairs are outsourced to auto mechanics. Commissioner Smith asked if the Nissan truck being requested is of sufficient size to accomplish the needed tasks of the field operations staff. Mr. Johnson replied that the truck is a 1/2 ton pickup similar to the Ford F-150 and seems very well suited for the staff's needs. Ms. Dawes reiterated the need to provide safe, reliable transportation for District staff and how this expense was not anticipated prior to the Covid-19 pandemic when the FYE 2021 budget was being drafted and ultimately approved. Commissioner Smith asked what will happen to the Ford F-150. Mr. Johnson stated the District will either sell the vehicle in a public auction or public sale or haul the vehicle to a junk yard. Commissioner Smith made a motion to adopt Resolution #07-2020 for the purpose of transferring budget appropriations with the FYE 2021 budget in order to purchase a new District truck. The motion was seconded by Commissioner Hoffman, and the motion was approved unanimously.

#### 4.0 - ADJOURNMENT

Chair Conrad thanked the Board There being no further business to discuss, Commissioner Schuler moved to adjourn the meeting. Commissioner Smith seconded the motion, and it was approved unanimously. Chair Conrad adjourned the December 30, 2020 Special Board of Commissioners meeting at 1:17 PM.

Respectfully Submitted,

Approved:



Michael W. Grimm, P.E.  
Acting Secretary

