

**BONE MESA DOMESTIC WATER DISTRICT
P.O. BOX 1462
PAONIA, CO 81428**

On May 12, 2022 at 7:09, the special meeting of the Board of the Bone Mesa Domestic Water District was held. This meeting was called to order at the Living Farm Education Center by Andrea Wang, Vice President. Mitch Morgan, Secretary was present, establishing a quorum. Tom Gillespie, President was absent. Incoming board members Bruce Doak and Jacob Gray were also present.

New Board Orientation:

- Andrea presented a hand out listing the current Board Responsibilities of the President, Vice President, Treasurer and Secretary. The board agreed that individual responsibilities could be changed from the current assignee as the new board sees appropriate. The Special District Association (SDA) Board Manual should be consulted for specific duties. Members should be able to access the SDA board manual through the SDA website.
- Andrea said she is willing to contract for some of BMDWD management tasks.
- There was discussion on the importance of the Board to maintain ORC relationship & oversight and regular communications with CDPHE.
- Andrea reported that Kirk Morgan, ORC and owner of Snowline Services, LLC has assigned an employee of Snowline Services (Susan) as his ORC backup. Kirk would also use Ray Waske (plumber) if needed. There was discussion that BMW's contract is with Snowline Services and therefore the company assumes the liability for their employees.
- 811 Locations are currently being done by Tom Gillespie. Moving forward, completing 811 Locates need to be assigned.
- Andrea explained our answering service procedure. New Board needs to assign on-call duties and be given a copy of the procedure from Viva.
- There was acknowledgement to reinstate annual meetings with the Town of Paonia to stay apprised of our shared water interests.
- Andrea reported on the work started a few years back on an Operations & Maintenance Manual to identify system priorities and move toward more proactive planning. Andrea gave Mitch the 3 ring O & M Manual binder.

The meeting was adjourned at 8:05.

Andrea Wang, Vice President & Meeting Secretary