8.19.2026 WASSD minutes
Present: Craig Simpson and Eric Linscheid

Start 6:01 MST
Quick recap
This was a board meeting for a water district where Eric and Craig discussed current operations and projects. Craig provided a financial update noting an error showing $1.4 million in debt that needs to be adjusted to $750,000, and reported current reserves of $42,000 with about $2,000 in the general fund. They reviewed several infrastructure projects including blow-off valve installations at Ryan's Court and Jenna Court/Jenna Circle, with Craig explaining plans to install a fire hydrant at the bottom of Jenna Circle to meet state requirements. The board approved a $1,200 Zenner contract for system monitoring and discussed applying for a cybersecurity grant that could potentially cover both cybersecurity measures and the Zenner contract costs. They also addressed the need for a comprehensive valve mapping system and discussed plans for winterization work in October. The conversation ended with a discussion about potentially retaining Mark Anderson as legal counsel to handle ongoing commercial lot issues and disputes with property owners.
Next steps
Eric
- Sign the Zenner contract after the meeting and send it to Brad.
- Apply for the cybersecurity grant and clarify what the funds can be used for, including potential use for the Zenner contract.
- Put the discussion about retaining lawyer Mark Anderson on the agenda for the next board meeting.

Craig
- Adjust the financial report to reflect the correct debt amount (reduce $1.4 million to $750,000) and consult with the state auditor's office if necessary.
- Order OSB sheets and build an information board in the east side well house to post important documents.
- Draft a plan for the blow-off installation at the bottom of Ryan's Court, send it to the board, and get quotes from Ashley and Bay Brothers.
- Work on a map/schematic of the water system with labeled valves and post it for reference.
- Install a valve next to the west side control house to allow isolation of the building from the system.
- Finalize and print the maintenance spreadsheet, post it, and follow it.
- Invoice Valerie for work done in the fall.

Summary
Board Discussion and Family Visit

Eric and Craig discussed recent local news, including a fatal accident on 191, and Craig mentioned his brothers' upcoming visit on Friday. Craig indicated he had a recommendation for the board that he wanted to share once everyone was present, and he assured Eric that his brothers would maintain appropriate behavior during their visit. The conversation concluded with Craig offering to provide additional housing access to Eric if needed.

Financial Error and Reserves Review

The board meeting began at 6:00 PM with a quorum present. Chris moved to approve the June 25 minutes, which Bob seconded. Chris reported a financial error showing $1.4 million in outstanding debt that needs to be corrected to $750,000, and he is working with Valerie to determine the best way to adjust the books, potentially consulting with the state auditor's office. The current capital reserves stand at approximately $42,000, with about $2,000 in the general fund awaiting additional revenue from water bills.

Winterization and Infrastructure Planning

Craig discussed winterization plans for pump houses and concrete work on Austin Court, scheduled for October completion. He proposed installing a flow meter on the east side and creating an information board with important documents like maintenance schedules and emergency plans. The Capital Asset Replacement Fund was confirmed to be fully funded for debt service, and Craig planned to obtain quotes from Ashley and Bay Brothers for installing a blow-off at the bottom of Ryan's Court.

Jenna Court Project Planning Meeting

The team discussed the Jenna Court project, which has an estimated cost of $40,000. They agreed to replace the line at the T connection with 6-inch pipe and install a fire hydrant to meet state requirements for having hydrants within 500 feet. Eric requested getting a quote from Sunrise to include them in the conversation, though Craig noted this might be more expensive than handling the engineering in-house.

Water System Maintenance Planning

Eric and Craig discussed creating a maintenance spreadsheet and valve mapping system for the water distribution system. Craig explained plans to label valves with a numbered system, starting with valve number 1 near the west side control house, and mentioned the need to install a new valve near the west side control house to isolate the control house from the main system. The discussion revealed that while the east side already has proper isolation capabilities, the west side requires additional valve installation in a 6-inch line to enable better maintenance and pressure control without affecting the entire community.

System Documentation Movie Planning

Eric and Craig discussed creating a movie to document how the system works, with Eric making it a priority to do this in October. They reviewed the Zenner contract, which was approved for $1,200, with Craig seconding the motion but emphasizing the need for timely support from the vendor. The conversation ended with a brief mention of a cybersecurity grant that Eric intended to discuss further.

Cybersecurity Policy Implementation Discussion

Eric and Craig discussed cybersecurity policy implementation, with Craig noting they have a generic policy but need clarification on what funds can be used for cybersecurity measures, including potentially covering the Zenner contract. Craig confirmed they are working on updating the maintenance spreadsheet, which Sam reviewed and approved. They briefly discussed the concept of SMART goals as a framework for setting objectives.

Infrastructure Projects Status Update

Eric and Craig discussed various infrastructure projects, including work on Jenna Court and Jenna Circle where they plan to install a hydrant at the bottom of the circle. Craig explained that project priorities are tracked in QuickBooks, with the pump and motor for well number one identified as a high-priority item needing approximately $10,000 for replacement. Eric expressed interest in reviewing the projects in QuickBooks to stay informed about ongoing work and priorities.

Southfield Septic System Discussion

The board discussed the Southfield community septic system, which has been delayed and requires attention due to potential issues where multiple sewer lines connect. They agreed to consult with Sam, who is Level 3 certified, to develop a plan and timeline for addressing the system. The board also decided to engage Mark Anderson as legal counsel on retainer to handle disputes with commercial lot owners, particularly regarding lot changes and sales. The next board meeting is scheduled for September 17th.

Adjourn: 6:36 PM