



**Leino Park Water District (LPWD)**  
**Board of Commissioners' Meeting – January 6, 2020**

1. **Call to Order:** January 6, 2020 at 7:02pm
  - **Members present:** Chairperson: none present; Water Commissioners: Dave Crumbley (DC), Bob Brown (BB), Bob Marien (BM); Treasurer: Derek Knerr (DK); Clerk/Moderator: Amie Robillard (AR).
  - **Guests present:** Elizabeth Williams, Matt Hollows
2. **Review and Approve Minutes:** Minutes from the December 4<sup>th</sup> meeting were approved, after 2 minor edits were discussed and made.
3. **Reports:**
  - A. **Treasurer Report (Finance/Budget):**
    - **Receipts** – \$317.85 received. Income includes paid water bills (\$215), a late fee (\$100), and interest.
    - **Expenditures** - \$891.64 paid out. Expenses include a water testing (\$224), park utilities (\$57.64), WSO salary and mileage reimbursement (\$110), a bill for the title work (\$500).
    - **Budget** – Year-end balance sheet numbers were prepared.
    - **Billing** – Water bills were sent the first week of January.
    - **Other** – None.
  - B. **Water System Operator's Report:**
    - **Maintenance of lines and meters** – No problems; no updates.
    - **DEP/Quality** – DC will be taking water samples on January 14<sup>th</sup> with Matt Hallows shadowing.
    - **Water System Operator** – Matt Hallows has begun pursuing the requirements needed for the Water System Operator certification.
    - **Other** – Discussion with Matt about the types of meters in Leino Park and specifications, testing dates, the variety of tests offered, etc.
  - C. **Maintenance Report:**
    - **Bridge** – Further repairs were made to the bridge surface thanks to BM and BB.
    - **Roads** – A pothole in front of the bridge entrance on Old Oak side will be filled with rocks and plan for road tar to be added covering the surface.
  - D. **Bridge Report:** LPWD is working towards meeting the requirements of the USDA loan. DK and AR continue working to research, compile the necessary documents, and exchange communication.
    - **Replacement funding** – Although the USDA has approved a \$1.1 million Rural Housing Service loan, funding will not be provided until the completion of the project. Obtaining interim financing and Bond Counsel is now a top priority. The following is an overview of the events that occurred to secure funding -
      - A certified, signed copy of the Special District Meeting voting results was sent to UniBank, as required.
      - A requirements letter was received from Bond counsel
      - USDA is not authorizing their approval of Bond counsel until an Engineering Agreement is completed, along with a plan showing the details of the new bridge. This 100+ page document was sent to an engineering firm for completion.

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- **Replacement options** - Proposals for both engineering services and the construction contract are on hold until interim financing is completely secured.
- A question was raised if it would be beneficial to add sewer line access to our project? Discussion about our current lines, basic rules around needing lines to be run alongside or through the bridge (not underwater) and ideas to make sure there is a possibility to add lines.

**E. Communication Report:**

- **Facebook** – Please search for Leino Park and “like” our page. This can be one of the quickest ways to get up-to-date information on our neighborhood.
- **Website** - [www.LeinoPark.org](http://www.LeinoPark.org) - The website content is up-to-date however, we are interested in having someone design a new website for us. If you are interested please contact us through facebook or email.
- **Mail and E-mail** [LPWD@LeinoPark.org](mailto:LPWD@LeinoPark.org) – Please continue to send your current email address to [amier@leinopark.org](mailto:amier@leinopark.org) ; the first email blast was sent regarding the change in meeting date for the January meeting.
- Bridge Fund Increase letter was mailed to all residents and was posted online.
- Town tax bills have been received and you should notice the increased assessment included.

**4. New Business:**

- A motion was made nominating Elizabeth Williams as the new Chairperson for Leino Park Water District, effective immediately. This motion was seconded and approved by the Board. Welcome Elizabeth and thank you for stepping into this position!

**5. Old Business:**

- Reminder to shovel any snow away the fire hydrants near your house; a 3ft clearance is needed.
- The Wyman Lake Association began the lake drawdown on Nov 1<sup>st</sup> and the drawdown will continue until spring.
- Reminder: when waiting for the school bus, please pull far enough off to the side, utilizing the dirt area and keeping your car off the road.
- We remind everyone to travel slowly when crossing the bridge (max 5 mph) to avoid rattling or vibrations. Maintain a slow speed when traveling throughout the Park as well.
- Only 1 car on the bridge at a time. Please remind visitors and guests to travel slowly and no more than one car on the bridge per crossing.

**6. Adjournment:** at 8:10pm.

**Next Meeting:** The next LPWD Board meeting will be held on the first Wednesday of the month: Feb 5<sup>th</sup> 2020, 7:00 pm at 11 Old Oak Ave.

Respectively submitted,  
Amie Robillard - Clerk/Moderator  
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