



Leino Park Water District (LPWD)
Board of Commissioners' Meeting – January 5, 2022

1. **Call to Order:** January 5, 2022 at 7:02pm
 - **Members present:** Chairperson: Elizabeth Williams (EW); Water Commissioners: Bob Marien (BM), Bob Brown (BB); Water System Operator: Dave Crumbley (DC); Treasurer: Derek Knerr (DK); Clerk/Moderator: Amie Robillard (AR).
 - **Guest(s):** None.

2. **Review and Approve Minutes:** Meeting minutes from December 1, 2021 were approved as distributed.

3. **Reports:**
 - A. **Treasurer Report (Finance/Budget):**
 - **Receipts** – \$11.51 received. Income includes interest only (\$11.51)
 - **Expenditures** - \$433.92 paid out. Expenses include DC WSO license renewal (\$42.99), quarterly water testing (\$224), park utilities (\$68.44), salaries (\$83.34), and mileage reimbursement (\$26.66).
 - **Budget** – Water payments have been received by all residents.
 - The annual year-end balance sheet was reviewed and discussed.
 - **Billing** – Invoice received from Davenport Paving; approved for payment.
 - Several invoices received from McCarty Engineering (\$10,060.20); will be sent to USDA for payment approval.
 - 2022 Assessments were sent to the Town of Westminster for tax bills.
 - DK received notice of approval for a billing software grant. This grant was submitted by the Town of Westminster on behalf of Leino Park and approval was received mid-December. Congratulations DK! Thank you to the town administrator for her work on this grant, as well.

 - B. **Water System Operator's Report:**
 - **Maintenance of Line and Meters** – no maintenance at this time.
 - Water meter readings were taken Friday, Dec 31 and provided to DK for billing.
 - **DEP / Quality** – DC will be taking samples for DEP on Tuesday, Jan 11.

 - C. **Maintenance Report:**
 - **Bridge** – Davenport Paving provided some patch to the bridge surface.
 - **Roads** – Davenport Paving assisted in filling in some holes and rough road surfaces throughout Leino Park.

 - D. **Bridge Report:** LPWD is working to replace the current structure with a 210 foot long, 16 foot wide timber structure. Updates and current status included below -
 - **Replacement updates** –
 - Permitting is complete!
 - Required Form RD 1942-8, a Resolution of Members or Stockholders was submitted to the Agency, as requested.

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- An updated schedule was received as follows:
 - Bidding Opens: January 7, 2022 with mandatory pre-bid conference at the bridge.
 - Bidding Closes: February 7, 2022
 - Notice of Award: February 28, 2022
 - Milestone 1: Prepare and Submit shop drawings: March 1, 2022
- **Replacement funding** – LPWD has an approved \$1.1 million Rural Housing Service loan through the USDA.
 - Agency approval was received for the November project expenses (\$0).
 - December monthly Project Budget Report (MPBR) was prepared and sent to the Agency for review and approval. There were \$10, 060.20 in engineer project expenses submitted in November.

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
- **Mail and E-mail** LPWD@LeinoPark.org

4. New Business:

- Ongoing discussion about our street lights and the utilities used. DK prepared a comparison sheet with existing lighting and proposed LED lighting with reduced wattage. The changes proposed will be a cost saving of approximately \$175+/- per year. The board would like opinions on whether the street lights are bright enough as-is or should there be a reduction of wattage. Leino Park streetlamps are in the following locations: Old Oak and Pine, N. Shore and Pine, Old Oak and N. Shore, and the Bridge.
- EW and AR each drafted a letter to send to the homeowners on Honeybee Lane and Parkwood Lane with bridge replacement updates and a request to contribute financially towards the annual repayments. Editing will continue and a final draft will be presented for review and approval at the February meeting. It was also decided to send a letter to the Wyman Lake Association.
- JM to contact owner of Honeybee Lane with a request for permission to use Honeybee Lane and make repairs for improvement, as necessary. There is hope to expand small sections of HB Lane, with permission.

5. Old Business:

- 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.
- No dumping! Please respect our land and remind your guests/visitors to do the same. No dumping signs have been put up on Pine St.

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6. Adjournment: at 8:15pm.

Next Meeting: The next LPWD Board meeting will be held on the first Wednesday of next month: February 2, 2022, 7:00 pm at Derek Knerr's house: 11 Old Oak Ave.
All are welcome!

Respectively submitted,
Amie Robillard - Clerk/Moderator
AmieR@leinopark.org