

**Hagensborg Waterworks District**  
**Extra Ordinary Board Meeting**  
**MINUTES**  
December 14, 2011

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**Location:** District office, 1878 Hwy 20 **Recording Secretary:** Rosemary Smart  
**Present:** Charles Bryfogle, Don Mikkelson, Ken Dunsworth, Chris Matthews, Steve Hodgson

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Meeting called to order: 4:13 p.m.

1. Trustee's reviewed to adopt the Agenda

MOTION to adopt the Agenda

*Bryfogle/Dunsworth/Carried*

2. Trustee's reviewed to adopt Minutes from November's regular monthly meeting.

MOTION to adopt the minutes

*Bryfogle/Dunsworth/Not carried*

ACTION to replace the notes taken by the recording secretary in the minutes, with a transcript of the recording; Minutes will be approved at the next meeting.

3. Trustee's reviewed invoices received since last meeting.

4. Trustee's moved In Camera to discuss legal matters. The following items were taken out of In Camera

MOTION: In the circumstance of water shut off

- a. Amend the policy that the third shut-off notice will be mailed no ~~more than~~ less than **14** days before shut-off date, by mail, and to identify a shut-off "on or after" a specific date. On that date, if funds are not paid, water will be shut off with no further notice.

- b. Chronic late payers who have their water shut off more than three times will be notified that, if water must be shut off again, their water service will be disconnected. They will be responsible for disconnection costs. They will also be responsible for the Capital Development Fee before reconnection can be made.

- c. In the circumstance where a client whose water has been turned off, causes the water to be turned back on without the authorization of the water district - water will be turned back off immediately upon discovery, without notice, a second water turn-off fee will be charged, and a warning sent that a second instance will result in immediate disconnect to the water system. They will be responsible for disconnection costs. They will also be responsible for the Capital Development Fee before reconnection can be made.

*Dunsworth/Mikkelson/Carried*

5. New Business

- a. Strategic Plan:


ACTION Rosemary and Ken will review the Plan and determine if this is actually a Strategic Plan or could be amended into one.

MOTION: Rosemary will direct abusive complainants to call a designated board member authorized to speak for the board.

*Dunsworth/Mikkelson/Carried*

MOTION to adjourn at 7:18 P.M.

*Dunsworth/Mikkelson/Carried*

 (Chair)

