

## BOARD MEETING MINUTES

Thursday, September 18, 2025  
CANYON PARK CLUBHOUSE  
6:00 PM

### MINUTES

**Attendees:** Dalene Felder, Keith Babola (On Phone), Margaret Rivas, Johnny Clawson, Jim Marxen

**Not Present:** Charles Smith, Robert Simard

**Visitors:** Josh Taylor (Water Contractors), Tyler Dear, Susan Soucy, Bobbi Moore, Patrick Kratz

Quorum present: Called to order at 6:05 pm

### DISCUSSION:


1. Dalene Felder asked if everyone had a chance to review August minutes. Margaret Rivas made the motion to accept the minutes; Keith Babola seconded the motion. Motion passed unanimously.
2. Dalene Felder reviewed the financials, covering the water accounts, expenditures, profit and loss for the month of July, and cash on hand in all accounts. Margaret Rivas made the motion to accept the financials; Keith Babola seconded the motion. Motion passed unanimously.
3. Jim Marxen indicated that the "Emergency Repairs" account has been renamed to "Emergency Reserve" at First National Bank of Livingston as agreed in the last meeting..
4. We received the notice that the IRS approved the 2022 tax exclusion. The entire penalty has been removed and we owe no further penalties or interest.
5. No word back from Ms Sealy (Grant Writer) on the grant process of being #53 out of several hundred utilities. In September the first round goes out to the top projects, and they have two weeks to reply. If there is grant money left over or some of these utilities do not reply with the proper documentation or qualification, they then go to a second round, moving down the list to the next project. She is hoping we obtain the grant on the second round. We should know at the end of September or in October.
6. There was then a discussion on how to handle abandoned meters that are still in the ground. The manufacturers recommendation is to replace the meter if it is in the ground and not used for at least 12 months or when the meter has over a million gallons registered. Many of the meters have been abandoned for years (i.e. since 2008 and 2015). We have a customer who's mother lived in Canyon Park years ago, got sick and was taken care of by her son until moved into a nursing home. The son of the mother

wanted to restart service on the house with the meter still there this past week. The meter should be replaced but since the customer had originally paid to have it installed. The discussion turned to having to cover our costs of the meter, fixtures and labor to install. The tariff should be reviewed to make any changes to cover the corporation's expense.

7. Jim Marxen indicated that two Dell Slimline Windows 11 Pro business computers were here and are scheduled to be configured this weekend. A local vendor has agreed to do the upgrade for \$90.00/hour and expense of coming to the office (\$110/hour) to finish the configuration. This will include new Microsoft 365 (formerly MS Office) licenses.
8. Josh Taylor and Johnny Clawson provided an update on the maintenance activities. The EDA's and plant surge protector have been installed at the plant, all sampling stations have been installed and the remaining item other than cleaning the storage tanks are the re-installation of the new tank fans. Josh Taylor to obtain a bid from 3B Controls on installing and wiring the fans. The fans would be installed once the storage tank cleaning is complete.
9. Jim Marxen provided an update that the number of meters still left to pull is 57. That would allow up to approximately forty (40) more service connections before we reached our plant capacity.
10. The next discussion covered the storage tank cleanings. We have received four bids ranging from just cleaning the tanks to cleaning and recoating the tanks. The two bids for just cleaning the storage tanks were \$8,900 and \$4,000. The vendor with the \$4,000 bid has been conducting the yearly tank inspections and the board is comfortable with their work and history. We would have to drain the tank before they would start. The higher cleaning bid did not include removal of the sediment that could incur additional costs. We would first do the smaller storage tank and after completion we would then do the larger storage tank. Further discussion identified that once the storage tank has been cleaned, we can then determine the next steps for any required repairs and if recoating is even necessary at that time. We could even have the four vendors re-submit bids once the scope of work has been identified. Dalene Felder made the motion to accept the \$4,000 bid to clean both tanks once inspection is complete. Margaret seconded the motion and the motion passed unanimously.

#### **NEW BUSINESS:**

1. Questions were taken from the attendees and most of these were related to POA ARA process and city permits.
2. Jim Marxen to forward new computer information to Margaret Rivas for specification for the POA to purchase computers



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**ADJOURNMENT:**

Dalene Felder adjourned the meeting at 7:17 pm.