

BATTLE GROUND
CONSERVANCY DISTRICT MEETING

December 20, 2023

Attendance: Chairman Carol Watson, Vice Chairman David Bisher, Philip Baer, Ron Holladay, Rick Oliver, and Joe Kline (virtual). Andrea Agree was absent.
Also present: Georgia Jones (Financial Clerk).

Chairman

There was one addition to the agenda to discuss benefits.

Carol Watson encouraged directors to stay in contact with local government officials regarding the proposed water pipeline to Boone County.

Minutes

Rick Oliver **moved** to approve minutes for November 17, with second of Ron Holladay. Motion carried with unanimous roll call vote, 6 Aye.

Customer Service

This report was deferred to January.

Water Superintendent

There was a water main break on Prophet Street earlier in the day and Dan could not attend the meeting. He supplied a written list of projects. One of the items reports the new ATS is in operation for well houses 1 & 2. A load of scrap metal was sold for recycling. The fence repair at 2461 Musket Way was completed to the satisfaction of the resident, replacing a couple boards and adding some lumber to improve the support.

Financial Clerk

David Bisher **moved** to approve the register of claims Nov 18 to Dec 20. Second of Rick Oliver, motion carried with unanimous roll call vote. Budget line-item transfers were made to several appropriations for year end. Fund balances were reviewed.

The annual meeting was advertised in a newsletter and mailing expense was shared by the town.

Ron Holladay will complete a fourth quarter director audit. The state auditors recently looked at Town of Battle Ground books and identified the capital asset policy is inadequate to capitalize complete replacements of infrastructure. The Conservancy is advised to update its ordinance and consider using an in-house software for tracking capital assets.

Directors submitted disclosures for Conflict of Interest, and Nepotism.

Old Business

Employee Manual - The employee manual was updated by committee. There was a discussion about proposed changes to PTO to provide a safety net in case of illness and bridge the period prior to short term disability. Phil Baer **moved** to approve the document as revised.

Second of David Bisher, motion carried with unanimous roll call vote. The changes take effect January 1, 2024.

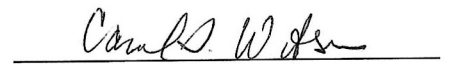
New Business

Employee Benefits – Phil Baer moved to add employee benefits for life insurance, accidental death and dismemberment, and long-term disability. The selected carrier is Kansas City Life.

The total cost for two full-time employees would be \$2791.20 the first year. Second of Rick Oliver, motion carried with unanimous roll call vote.

Motion to adjourn at 7:23 p.m. by Rick Oliver with second of David Bisher.


Georgia Jones, Financial Clerk


Carol Watson, Chairman of the Board

Memorandum of Open-Door Law Compliance

Date: December 20, 2023

Time: 6:00 p.m.

Members Present in Person: Carol Watson, David Bisher, Phil Baer, Ron Holladay, Rick Oliver

Member Present Virtually on screen: Joe Kline

Member Present by Telephone: none

Also Present in Person: Georgia Jones

Guest Present in Person:

Guest Present virtually:

Electronic Means of Communication Used For Members and Public: Zoom.us

Attest:

A handwritten signature in black ink, appearing to read "Georgia Jones", is written over a horizontal line.

Georgia Jones, Financial Clerk