

Tri City Water & Sanitary Authority

Regular Board Meeting

January 09, 2013

The Board of Directors of Tri City Water & Sanitary Authority met on Wednesday, January 09, 2013

The following board members were present: Chris DeWald, Carl White, Mark Garcia and Lillian Elder. Tonya Smith was absent.

Employees Present:

Paul Wilborn, Terry Griffin, Bill Thomas and Cindy Barnett.

The meeting was called to order by Chris at 6:30 pm.

Pledge of Allegiance

Election of Officers:

Board Chair – Chris nominated Mark for Board Chair. Mark respectfully declined stating he still had a lot to learn before taking on the position.

Mark nominated Chris for Board Chair. Carl seconded the nomination to appoint Chris as Board Chair. All in favor.

Vice Chair – Chris nominated Mark for Vice Chair. Carl seconded the nomination. All in favor.

Secretary and Budget Officer – Chris nominated Paul to be the Secretary and Budget Officer. Mark seconded the nomination. All in favor.

Minutes Approval

Lillian motioned to accept the December 12, 2012 minutes as presented. Mark seconded the motion. All in favor.

Wastewater Treatment Plant

Steve Turner came to the meeting to say good bye as he is retiring at the end of January. He wanted to express his appreciation to everyone for years of working with a fine group of people. He briefly reported that everything was going well at the Waste Water Treatment Plant. He is hopeful that Steve Ledbetter will be chosen to take his place. Steve feels he has a good grasp on the plant and knows how things operate. The City of Myrtle Creek is currently in the process of recruiting for his replacement.

Visitors/Engineering:

Sean Moran – Midea Development – Sean presented a detailed report for the proposed Back Achers water tank. There was a discussion regarding the various sites. Paul has all of the information necessary to continue on with the land acquisition.

Correspondence

No report

Manager Report:

Audit Report – Paul informed the Board that there is a copy of the audit in their packets. Paul stated that Tom from Neuner, Davidson and Cooley may be here next month to go over the audit and address any questions the Board might have.

Year End Financial Report – Paul stated there is a financial report in their binders for their review. Paul briefly went over the report with the Board stating that the numbers were running close to the same as last years report.

#1 Lift Station Update – Final Design – Paul reported Mark had a meeting with Francis January 15, 2013. We should get an update after the meeting.

Back Achers Update – Paul stated that everything had been covered with Sean’s report.

Operations

Landon Rainwater – No report

Bill Thomas – Bill reported there is nothing outstanding to report. Bill reported they ran the camera on Arnold and there is a lot of I&I. They will start working on this in the near future. All else seems to be going well.

Board Discussion

Financial Report – Rate Review Resolution 13-01 – Brief discussion. Lillian made a motion to leave the rates as they are for one more year. Carl seconded the motion. All in favor.

Policy Review – Resolution 13-02 – Carl made a motion to approve Resolution 13-02 – Policy and Procedures as they read. Lillian seconded the motion. All in favor.

Old Business

Tonya Smith submitted a resignation letter via email to Paul. The Board accepted the letter and will look into a replacement for her position.

New Business

Tree removal along RV Park fence line – Paul reported to the Board that another tree has fallen, this time taking out a section on the South West edge of the property. Paul stated he obtained three quotes from tree companies to have the 16 trees removed. The best of three was Limbwalker Tree Company. The Board briefly discussed this matter and said that Paul has the authority to proceed with the task and decide which company to hire.

Manager 6 month evaluation – Carl wanted to announce that it was his opinion that in the first six months of Paul’s employment he has done an exceptional job. The rest of the Board agreed. Carl made a motion to pass Paul on his probationary period. Lillian seconded the motion. All in favor. Chris will prepare an evaluation with the rest of the Board’s input and get back to Paul with it. Chris will also prepare a memo and send it to Terry with the decided pay increase for Paul.

Items not on the Agenda

Review Monthly Bills for Payment

Lillian motioned to review and pay the bills. Carl seconded the motion. All in favor.

Adjournment:

Meeting was adjourned at 8:35 p.m.

Attested to by: Terry Griffin