

Tri City Water and Sanitary Authority

Regular Board Meeting

January 8, 2014

The Board of Directors of Tri City Water & Sanitary Authority met on Wednesday, January 8, 2014.

The follow board members were present: Chris DeWald, Lillian Elder, Bruce Stimpson and Mark Garcia.

Carl White was absent.

Employees Present:

Paul Wilborn, Cindy Barnett and Bill Thomas & Terry Griffin

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

Pledge of Allegiance

Election of Officers

Bruce nominated Chris DeWald as Chair. Mark seconded the motion. All in favor.

Chris nominated Bruce Stimpson as Vice Chair. Mark seconded the motion. All in favor.

Chris nominated Paul Wilborn as Secretary and Budget Officer. Bruce seconded the motion. All in favor.

Minutes Approval:

Bruce motioned to accept the December 11, 2013 minutes as presented. Mark seconded the motion. All in favor.

Wastewater Treatment Plant:

Steve Ledbetter attended the meeting and stated the plant is running well. They are putting out a great effluent and all tests are coming out good with the exception of one BOD test that did not have enough drop to be valid. Steve spoke with our DEQ compliance officer who told him to note this on the DMR but not to include it in the monthly average and to report it as best guess. The problem was that our effluent was too clean to give us the proper drop in dissolved oxygen.

Steve mentioned a problem with one of the raw pumps that will either have to be rebuilt or replaced. Steve stated he is researching the price for both before he makes a decision on which way to go. A copy of Steve's written report will remain a permanent part of the minutes.

Managers' Report:

#1 Pump Station Update: Paul reported the work has started on this project and there has been good progress so far. The pumps should be in the first part of February.

Managers' Report Cont.:

General Insurance Quote: Paul stated there was a Special Districts Insurance quote in their packets for their review and approval. Paul stated he felt we are getting a good deal with Special Districts. Bruce made a motion to accept and pay the SDIS Insurance as presented. Mark seconded the motion. All in favor.

Caselle Update: Paul informed the board the Caselle upgrade is scheduled for tomorrow.

Operations:

Landon reported that the water plant was doing well. No issues.

Bill reported he had completed the end of year report to the State. He thanked Paul for his part in making things easier. Bill reported he was pleased with the collections side of things.

Board Discussion:

Rate Review: The Board went over the annual rate review for water and sewer rates. After much discussion it was decided to table the water rate until more information is provided. Paul will email the board with a detailed outline of why the rates should have a minimal increase. Chris made a motion to keep the sewer rates as they are now. Bruce seconded the motion. All in favor.

Policy and Procedure Review:

Paul presented a collections policy to the board. This policy would bring accounts to a current status and help to keep them that way. Paul supplied a copy of City of Myrtle Creeks policy and procedures for review as a template to what we might adopt. The Board asked Paul to get together with office staff and write something up that works for TCWSA.

Old Business:

Dump Truck Bed – Paint Quote: Paul informed the board that the quote for the painting of the old dump truck bed is eighteen and nineteen hundred dollars. After discussion it was decided that the painting of the bed was more than the vehicle was actually worth. The board suggested to try to clean it up ourselves.

New Business Items not on Agenda:

The board requested flowers be sent to Carl and Paul.

Review Monthly Bills for Payment:

Bruce motioned to review and pay the bills. Mark seconded the motion. All in favor

Meeting was adjourned at 7:48 pm

Attested to by: Terry Griffin