

## **Tri City Water & Sanitary Authority**

### **Regular Board Meeting**

**April 11, 2012**

The Board of Directors of Tri City Water & Sanitary Authority met on Wednesday, April 11, 2012

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

#### **Employees Present:**

Bill Thomas, Terry Griffin, Vicki Howren and Cindy Barnett.

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

#### **Pledge of Allegiance**

#### **Minutes Approval:**

Lillian motioned to accept the March 14, 2012 minutes as presented. Mark seconded the motion. All in favor.

#### **Visitors:**

None

#### **Wastewater Treatment Plant:**

Sean provided a written report that will remain a permanent part of the minutes on file. Sean briefly went over the items in the report.

#### **Engineering:**

Update on Pump Station #3 – Mark from SHN reported that everything was going pretty well with the project. Mark reported that there is a problem with the vendors delivering product on time. This problem is going to push the completion of the project back about a month. Another issue is the custom gas regulator. It is going to cost about two thousand dollars instead a few hundred dollars as originally planned.

Mark reported that the hoist was manual and it would need to be electric. He couldn't remember what had originally been requested but that it needed to be electric. Mark stated it wouldn't take much to modify the change.

Mark provided an estimate for the lift station one upgrade. The estimated cost is three hundred – eight thousand (308,000.00). Mark went over the plans and details of the upgrade of which he provided a copy to the board and a copy will be on file as a permanent copy of the minutes.

#### **Correspondence:**

Miscellaneous – No Discussion

**Manager Report:**

Financial Report - Vicki stated there was a financial report provided in their packets and briefly went over the report. Vicki reported she and Bill had been researching purchasing our own camera in lieu of sharing the camera truck with Myrtle Creek. The cameras being looked at would cost between forty to sixty thousand dollars. Bill commented on the current camera truck we share with Myrtle Creek, Riddle and Canyonville. He said every time we go to use the camera truck it's in the shop or something is wrong with it and they have to work on it to get it running or someone else has it checked out. Purchasing our own camera would eliminate these issues that have hindered us in the past. Bill stated it would be a major tool in locating and helping to resolve the I & I problem. Vicki stated she wanted to put it in the budget. The board thought it was a good idea. Vicki also reported Bill had been pricing new pickups to replace the oldest in our fleet. This is in the budget and it is scheduled for this year.

**Operations:**

Sean reported to the board that the water plant was running very smoothly primarily because of the way Bill is running it. Sean stated Bill has implemented procedures that have made it more efficient and smoother operations.

Bill reported that the fish screen problem could possibly be resolved this summer. They have a new design and need to jerk the old one out when flows are down. They are hoping to work under the same permit.

**Board Discussion:**

Chris announced that Paul Wilborn is resigning from the Board of Directors, effective immediately. Chris presented Paul's letter of resignation. Chris stated they would have to appoint someone for his position. Carl White (who was in attendance) agreed to serve until the next election in 2013. A motion was made to appoint Carl. Mark Garcia seconded the motion. The board unanimously voted in favor.

**Old Business:**

No Report

**New Business:**

Vicki reported she will be retiring on June 30, 2012 and a copy of her retirement letter is in the board packets. Vicki stated she will be happy to stay on to help with the training and transition of the new manager. Per the request of the Board Vicki is to write an updated job description and present it to the board prior to the next meeting so they can review it and put something together for advertising the position. The Board would like it advertised as soon as possible.

**Items not on Agenda:**

No report

**Review Monthly Expenditures for Payment:**

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

Meeting was adjourned at 7:56 p.m.

Attested to by:

Terry Griffin