

Tri City Water & Sanitary Authority

Regular Board Meeting

September 12, 2012

The Board of Directors of Tri City Water & Sanitary Authority met on Wednesday, September 12, 2012.

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

Minutes Approval

Carl motioned to accept the August 8, 2012 minutes as presented. Lillian seconded the motion. All in favor.

Visitors

None

Wastewater Treatment Plant

Sean was not able to attend the meeting but submitted his report via email to Paul. Paul made copies for each board member to review.

Engineering

- **Pre-Design for Pump Station #1**

Paul received a draft last week from Mark Denning, it should be finalized soon. Chris inquired if there was some kind of timeline for completion. Paul said there wasn't at this time.

Paul also asked the board if they would be interested in receiving their board packets via email instead of in the mail. All approved.

Correspondence

None

Manager Report

- **Landon Rainwater – DRC Contract**

Paul advised the board that Landon Rainwater has accepted the DRC Contract and will be signing off on the water plant. He was not able to attend this meeting due to illness. He will be under the same contract terms as Sean was.

Carl made a motion to accept the DRC Contract/Landon. Lillian seconded the motion. All in favor.

- **Elavon**

Paul advised the board that the Elavon Credit Card procedure was working well and that the customer's are appreciative. It has been very well received.

- **Backwash Pond**

The track hoe has been delivered and will be scooping debris from the pond soon. Improvements are being made so that we can maintain ourselves instead of hiring contractors.

- **Tracer Study**

HBH will do the tracer study on the baffling in the clear well.

Operations

Bill proposed to the board for the purchase of a sewer line camera. They desperately needed to use one on a sewer line last week and the camera truck that is shared was once again not in working order. This is a portable unit, it is shorter and wheel driven. It is also very user friendly and the price has decreased. It comes with a 1 year warranty. Mark inquired as to the purchase of an extended warranty when the 1 year warranty expires. Per discussion it has been budgeted for this year. The cost of the necessary equipment is \$78,000.00 which includes both cameras needed. If purchased there should be a reduction in the I & I issue.

Carl asked Bill if the Flodar was in good working order. Per Bill, it is working very well and will be reinstalled for the winter flows.

Carl made a motion to accept the bid for the sewer line camera equipment. Lillian seconded the motion. Mark voiced his concern about not having to increase the rates on customer's water bills with the purchase of this camera. It was again stated that it has been budgeted for so there will not be an increase in rates. Further discussion about the cost of replacement wheels when they needed to be replaced was - \$1,184.00 for 4 wheels. This piece of equipment also comes with the lift accessory which raises and lowers the camera in the sewer pipes for viewing. After all discussion – All in favor.

Carl inquired about the river pump that was rebuilt and if it was working properly now. It currently is not in use at this time but will be used as a backup when necessary. The pumps are checked on a yearly basis by Flygt and any maintenance or repairs are done then. They will be here for this yearly inspection on September 25, 2012.

Board Discussion

None

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Old Business

Chris asked about the status of the Aker Tank. Bill stated that the levels have been adjusted. They raised the levels giving it a false reading and filling it higher. It was determined that it had a bad sensor. For 2 -4 hours it showed flat line, all is working well. Terry physically checked and Bill fully approves also.

New Business

- **Credit Card Security Policy**

Paul submitted to the board that Tri City Water & Sanitary Authority is PCI Compliant but it needs to be in the Policy & Procedures and reviewed yearly.

Carl motioned that the board accepts that we are PCI Compliant. Lillian seconded the motion.

Discussion followed as to a possible phishing issue and location of equipment. All is secure and each Employee that is authorized has access by their own ID and login. All in favor.

- **Caselle** – Possible upgrade

Paul advised that the cost for the upgrade to Clarity will be \$3,700.00. The monthly maintenance fee payments will remain the same as what we are paying at this time. Paul had included the information for review in the board packets. Mark mentioned that software usually needs to be upgraded every 3-5 years.

Mark made a motion to upgrade to the Clarity version. Carl seconded the motion. All in favor.

Items not on the Agenda

Chris mentioned that he has measured and ordered a steel door for The Nail Set as the existing door has completely rotted and is falling apart.

Chris also stated that Del's Building Supply has purchased a truck big enough to pick up the necessary chemicals to run the water plant and they would loan it to Tri City Water to pick them up. It just requires the employee to have a CDL license. It was stated that Frank now has his CDL permit and Bill will be testing to have his also. Brian currently has his CDL license.

Review Monthly Bills for Payment

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

Meeting was adjourned at 7:25 p.m.

Attested to by: Cindy Barnett