

Tri City Water and Sanitary Authority

Regular Board Meeting Minutes

February 14th, 2024

The Board of Directors of Tri City Water & Sanitary Authority met on Wednesday February 14th, 2024.

Call to Order: Meeting was called to order by Jeremy at 6:30pm.

Pledge of Allegiance:

Roll Call:

The following board members were present: Jeremy Medley, Roger Phillips, Joe Pospisil and Brandon Legg. Chris Dewald was absent.

Employees Present:

The following employees were present: Paul Wilborn, Lisa Rogers, Brian Kelly, Cody Hammond, Shane Williams, and Brooke Rainwater.

Public Hearing Discussing Water and Sewer Rate Increases proposed in Resolution 24-01 and Resolution 24-02:

- Roger made a motion to adopt Resolution 24-01 A Resolution increasing water rates, amending resolution 23-01. Brandon seconded the motion. All in favor. Motion carried.
- Joe made a motion to adopt Resolution 24-02 A Resolution increasing sewer rates, amending resolution 23-02. Roger seconded the motion. All in favor. Motion carried.

Minutes:

- Joe made a motion to amend the January 10th, 2024, Regular Board Meeting Minutes to reflect a 2% rate increase for sewer rate. Brandon seconded the motion. All in favor. Motion carried. Joe made a motion to accept the January 10th, 2024, Regular Board Meeting minutes with the amended notes. Roger seconded the motion. All in favor. Motion carried.

Wastewater Treatment Plant:

Cliff Church – Cliff provided the Board with a copy of his report. The report will be a permanent part of the minutes on file.

<https://tricitywater.sharepoint.com/Shared Documents/Minutes/2023-2024 Minutes/Minutes 021424.docx>

Visitors:

Manager Report:

- **Financial Report** – Paul reported that the finances are looking good for the year to date. We are currently 58% of the way through the fiscal year and our revenues are above projections. Our expenditures are under projections.
- **Utility Shop Building Progressive Design Build** – Paul stated that we received an estimated cost for Phase 1a of the Utility Shop Building PDB. The scope includes conceptual site layout, defining permit and regulatory requirements, geotechnical investigation, flood plain considerations, alternative design concepts including estimated costs and a 20% design based on all information gathered. The estimated project budget is \$44,600. Joe made a motion to approve Phase 1a. Brandon seconded the motion. All in favor. Motion carried.
- **Emerging Contaminants Grant Agreement** – Paul reported that we received the contract document to accept the Emerging Contaminant Grant in the amount of \$50,000. This is for a feasibility study to determine the best alternatives for dealing with cyanotoxins. Paul would like Board approval to accept this grant. Joe made a motion to accept the grant. Brandon seconded the motion. All in favor. Motion carried.
- **OSHA** – Paul reported that the OSHA health inspector stopped by and reviewed our policies and procedures. He recommended updating our Hazard Communication and Asbestos pipe procedures. We should be getting a certified letter in the mail soon identifying our shortcomings. Once that is received, we will have 14 days to respond. We have been proactive in making his suggested updates and changes.
- **New service truck** – Paul stated that we purchased and received a 2024 Chevrolet PU for just under \$70,000. Gage and Shane have been working on getting the racking built for the bed of the truck and we will be taking it to have the bed lined the week after next. Once that is complete, it will be ready to be put into operation. The 2012 Chevrolet can be designated as surplus property to be auctioned or otherwise disposed of once that is complete. We are hoping to take three pickup trucks and the old flush truck to auction in the spring. Joe made a motion to designate the 2012 Chevrolet as surplus property. Roger seconded the motion. All in favor. Motion carried.

Operations:

- **Brian Kelly** – Brian reported that it has been business as usual and that he has been working on OSHA suggestions.

- Cody Hammond – Cody stated that they have been working on training and routine maintenance.

Board Discussion:

- **Jeremy and Roger SDAO Conference** – Jeremy went over his and Roger's major take aways from the conference. He stated that there is going to be new training available for board members, there is new House Bill 2805 that went into effect on January 1st and there will be training required for each board member and it will be required to be taken once per term and this will include budget committee members. He stated that the board members names need updated on the website and that we may look into posting about current projects, meeting minutes, information about current achievements. Roger had questions on procedures for check writes, public records custodian, and training for fraud in the office. Paul answered all of the questions and provided him with his own copy of our Personnel Policies.

Old Business:

- **Paid Time Off** - Paul spoke with Special Districts regarding transitioning to PTO rather than having sick and vacation time separate and they said that we could manage paid time off as we'd like but we would need to develop a policy to abide by. They stated that they had a policy that paid employees while they were waiting for their PLO benefits to start and required the employee to repay that amount once their benefits arrived. They also allowed using PTO to supplement the PLO so the employee would get full pay rather than the 60% or so that they cover. If we decide to do this, Paul believes that we could get a sample policy and adjust it according to our needs. We would need to determine an acceptable cap. Paul would recommend a relatively high cap, so our employees have the comfort of having plenty of time off if they have a serious health condition that requires an extended period of time off. After board discussion they have decided that 500 hours is an acceptable cap.

New Business:

Items not on Agenda:

- **The Nail Set** – Jeremy stated that he feels like the rent for The Nail Set is too low and that we should investigate increasing it. The board asked Paul to look to see if we have a current rental agreement and the legalities of raising the rent. We will discuss it again at the next board meeting.

Review Monthly Bills for Payment & Adjourn: Joe made a motion to review the monthly bills and sign checks. Roger seconded the motion. All in favor. Motion carried.

Adjournment: The meeting was adjourned at 7:32pm

Attested to by: Brooke Rainwater