

Tri City Water and Sanitary Authority

Regular Board Meeting Minutes

March 13, 2024

The Board of Directors of Tri City Water & Sanitary Authority met on Wednesday March 13, 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, Brandon Legg and Chris Dewald.

Employees Present:

The following employees were present: Paul Wilborn, Gage Maddux, Brian Kelly, Shane Williams, and Brooke Rainwater.

Minutes:

- Joe made a motion to accept the February 14th, 2024, Regular Board Meeting minutes. Roger seconded the motion. All in favor. Motion carried.

Wastewater Treatment Plant:

Cliff Church – Cliff was not able to attend the meeting but he provided the Board with a copy of his report. The report will be a permanent part of the minutes on file.

Visitors:

Manager Report:

- **Financial Report** – Paul reported that the finances are looking good for the year to date. Revenues are above projections. Our expenditures are under projections.
- **Utility Shop Building Progressive Design Build** – Paul stated that we had a kick-off meeting and will be scheduling Geotech, elevations certificate and surveying soon. There may be

an issue with the historic flood plain in the site location. Paul is working with the County and Department of State Lands to resolve that.

- **OSHA** – Paul reported that we received a citation and notification of penalty resulting from OSHA’s visit. Paul returned the Letter of Corrective Action prior to its due date. Paul requested an OSHA consult after this process is completed to make sure we are working safely and to be prepared for any other inspections that may follow.
- **Engineering Services Agreement** – Paul stated that receiving the Emerging Contaminant Grant required us to produce an unexpired Engineering Agreement. Sean found an agreement dated April 2012, expiring April 2014. We have amended this agreement through December 2025. We need board approval to enter into this Contract. Joe made a motion to approve the contract with Midea Development. Chris seconded the motion. All in favor. Motion carried.
- **I&I project** – Paul would like to start working on a substantial I&I project in the #1 and #2 Basin to control the peak flows in those Basins. During heavy rain events, peak flows are causing issues with capacity at the wastewater treatment plant. It’s hard to justify the expense of an I&I project but if we can defer an upgrade to the wastewater treatment plant, that will help. Paul would like to see if there is any funding available to help with this project. The board approved for Paul to start investigating an I&I project.

Operations:

- Brian Kelly – Brian reported that it has been business as usual.
- Cody Hammond – Cody was absent. Gage said that they have been working on routine maintenance and turning valves.

Board Discussion:

- **Website** – Roger requested that we update the website with more information, such as projects and minutes. The board asked Paul to talk with Systech to see what they could do for us that wouldn’t require a monthly bill.

Old Business:

- **Paid Time Off** - Paul provided the board with updated policies for the district to combine the current sick time policy and vacation policy into one policy for Paid Time Off. The new policy the employee will receive their 8 hours of sick time plus their current rate of vacation as PTO. The employee will retain their current sick time and will be able to use it until it is gone. The new policies will be a permanent part of the minutes on file. Joe made a motion to approve the new Paid Time Off Benefit policy. Chris seconded the motion. All in favor. Motion carried.
- **The Nail Set Rent** – The board requested for Paul to speak with the owner of The Nail Set and get a date on which she plans to retire, so that we can draw up a new contract and have an end date of tenancy.

New Business:**Items not on Agenda:**

- **Budget Committee Nominations** – The board suggested Paul reach out to Mike Axtell, Anita Russell, April Rachor-Broyles, Will Petterson and Robert Cavaner to see if they are available to be on the Budget Committee.

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

Adjournment: The meeting was adjourned at 7:17pm

Attested to by: Brooke Rainwater