

# **Tri City Water and Sanitary Authority**

## **Regular Board Meeting Minutes**

**May 8, 2024**

The Board of Directors of Tri City Water & Sanitary Authority met on Wednesday May 8, 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: Roger Phillips, Brandon Legg, Chris Dewald. Jeremy Medley and Joe Pospisil,

### **Employees Present:**

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

### **Minutes:**

- Joe made a motion to accept the April 10, 2024, Regular Board meeting minutes. Chris seconded the motion. All in favor. Motion carried.
- Joe made a motion to accept the May 1, 2024, Budget Committee meeting minutes. Chris 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.

### **Visitors:**

### **Manager Report:**

- **Financial Report** – Paul reported that our financials look good. Our revenues are above projections and expenses are in line.

- **Utility Shop Building Progressive Design Build** – Paul stated that we are making progress on this design. It looks that a metal building is going to be the more cost-effective option. Paul would like to focus our efforts on metal construction going forward if all the board agreed. The Board agreed for Paul to focus on metal construction for the Utility Shop Building.
- **Pump Station No. 8 – Amendment #2** – Paul reported that the retaining wall and the road to the location have been started. This amendment is to get the long lead time items ordered, pumps and controls, vaults, piping materials. The total cost of the amendment will increase the total cost by \$120,258.63 to \$230,058.63. Chris made a motion to approve Amendment #2 for Pump Station #8. Joe seconded the motion. All in favor. Motion carried.
- **Water Master Plan** – Paul asked for authorization to start working to update our Water Master Plan (WMP). Our current WMP needs to be updated by 2026, but there is currently funding available to assist in an update. Paul stated that we have completed the first steps for a Technical Assistance grant which is a \$20,000 grant and \$60,000 loan. Paul will also be applying for a Sustainable Infrastructure Planning Program Grant that will help cover the costs of the seismic assessment requirements of the WMP. Joe made a motion to authorize work on the Water Master Plan. Chris seconded the motion. All in favor. Motion carried.
- **Bureau of Reclamation WaterSmart Grant** – Paul stated that we received a letter suggesting a \$1,219,558, 50% grant. We will be responsible for the remaining 50%. This will help fund the Angus Ln. water storage reservoir.
- **OSHA** – Paul reported that we had our OSHA consultation on April 25<sup>th</sup>. Paul said that it was a really good experience and we have already taken care of most of the findings.

#### **Operations:**

- Brian Kelly – Brian was absent.
- Cody Hammond – Cody said that they have been working on water leaks and patching. He said that everything is going great.

#### **Board Discussion:**

#### **Old Business:**

- **Website** – Paul reported that we received a quote from Systech in the amount of \$2,760 for a website rebuild. This is a one-time fee and as he understands it there will be no monthly fee associated with the project. This website should be designed where we can update as needed and

we will have support when necessary. Chris made a motion to approve the contract with Systech to rebuild our website. Roger seconded the motion. All in favor. Motion carried.

**New Business:**

- **Manager Evaluation** – Jeremy said that he has already been working on Paul’s evaluation. He stated to the board that he noticed that Paul’s Personal Time Benefit has not been increased since he started in 2012. Chris made a motion to increase Paul’s Personal Time Benefit to 80 hours per year. Joe seconded the motion. All in favor. Motion carried.

**Items not on Agenda:**

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

**Adjournment:** The meeting was adjourned at 6:54pm

**Attested to by:** Brooke Rainwater