

# **Tri City Water and Sanitary Authority**

## **Regular Board Meeting Minutes**

**January 8, 2025**

The Board of Directors of Tri City Water & Sanitary Authority met on Wednesday January 8, 2025.

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

### **Pledge of Allegiance:**

### **Election of Officers:**

**Chairperson of the Board-** Jeremy made a motion to elect Brandon as Chairperson of the Board. Joe seconded the motion. Jeremy, Roger, Joe and Chris were in favor, Brandon abstained. Motion carried.

**Vice-Chairperson of the Board-** Chris made a motion to elect Roger as Vice Chairperson of the Board. Jeremy seconded the motion. All in favor. Motion carried.

**Secretary of the Board-** Chris made a motion to elect Paul as Secretary of the Board. Joe seconded the motion. All in favor. Motion carried.

**Budget Officer-** Chris made a motion to elect Paul as Budget Officer of the Board. Joe seconded the motion. All in favor. Motion carried.

**Attorney-** Chris made a motion to elect Eileen Eakins as Attorney of the Board. Jeremy seconded the motion. All in favor. Motion carried.

### **Roll Call:**

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

### **Employees Present:**

The following employees were present: Paul Wilborn, Lisa Rogers. and Brooke Rainwater.

### **Minutes:**

- Chris made a motion to accept the Regular Board meeting minutes from December 11, 2024. Jeremy 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 we are halfway through the fiscal year. Our revenues are above budget, and our expenses are generally below projected.
- **Utility Shop Building Progressive Design Build** – Paul stated that he emailed the Phase 2 Contract to the Board and our Attorney for review. If agreeable, the Board of Directors, acting as the Contract Review Board needs to approve the Contract for construction. Jeremy made a motion to approve the Contract for construction. Joe seconded the motion. All in favor. Motion carried.
- **Angus Ln. water storage reservoir –Environmental & Cultural Statement of Work** – Paul stated that the Archaeologists are tentatively scheduled to complete the field work on January 14-15. Their statement of work was approved by the Bureau of Reclamation on January 6<sup>th</sup>.
- **Ms. Miles sewer claim update** – Paul reported that Jeff Griffin (WHA Insurance) and Paul went and spoke with Ms. Miles and Mrs. Herrington just before Christmas. Mr. Griffin called Kinnan, Black Pearl and both of their insurance providers and left messages to try to get this claim moving again. The last Paul heard was that he didn't get any response from them. He is willing to assist the claimants as much as he can.
- **Resolution accepting Bureau of Reclamation Grant** – Resolution 24-06 authorizes a grant agreement between the Bureau of Reclamation and Tri City Water & Sanitary Authority. It is required by the Bureau of Reclamation before we can accept the grant. Joe made a motion to adopt Resolution 24-06. Jeremy seconded the motion. All in favor. Motion carried.
- **Personnel Policy Review** – Annual review of the Personnel Policies, Paul recommended changing the Per-Diem to the current rates. Joe made a motion to change the Per-Diem to the current Federal Standard Rate. Jeremy seconded the motion. All in favor. Motion carried. Joe then made a motion to approve the Personnel Policy with the changes made. Jeremy seconded the motion. All in favor. Motion carried.
- **Water and Sewer Rate Review** – Annual review of rates to be done in January of each year. Chris made a motion to increase the current water service rate by 3%. Jeremy seconded the

motion. All in favor. Motion carried. Chris made a motion.to increase the current sewer service rate by 2%. Jeremy seconded the motion. All in favor. Motion carried.

**Operations:**

- Brian Kelly – Brian was absent.
- Cody Hammond – Cody was absent.
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**Board Discussion:**

**Old Business:**

**New Business:**

**Items not on Agenda:**

**Review Monthly Bills for Payment & Adjourn:** Jeremy 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 6:55pm

**Attested to by:** Brooke Rainwater