

**MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
DECEMBER 12, 2011**

CALL TO ORDER – Board President, Dan Stauffer, called the meeting to order at 5 pm. The meeting was held at the District Office, 5240 N. Old 102.

ROLL CALL – Roll call was taken and all Board members except David Anderson were present. Also present were Cliff Creason and Nel Mann.

INTRODUCTION OF GUESTS AND/OR PUBLIC COMMENT PERIOD – There were no guests present at this meeting.

ANNOUNCEMENTS – There were no announcements.

CUSTOMER CALLS/CONCERNS/INQUIRIES DIRECTED TO TRUSTEES -- None.

MINUTES & REPORTS – All reports (Minutes, Financial, Operations, and Maintenance) were emailed to all Trustees prior to the meeting for review. Dan asked if there were any additions, deletions, corrections, or questions on any of them. There being none, Janet made a motion and Sue seconded to accept all reports as presented. The motion carried by a verbal vote of six (6) to zero (0).

The Finance Committee, Janet and George, presented the 2012 Projected Cash Flow for Board review. Janet went over items that had been budgeted as well as those that should possibly be budgeted for the coming year.

The Personnel Committee, Sue and Mike, indicated that they still had some work to do relative to reviewing and/or recommending employee salary increases for 2012. They will make their presentation to the Board in January. They did recommend that the ‘floater’ holiday in 2012 again be Good Friday and there was no opposition to this by any Board member. It will be added to the approved 2012 holiday schedule.

OLD BUSINESS

- Dan asked the Board if they wished to have any additional discussion on Sections 16 & 17 of the approved Sewer Rate Ordinance. While most felt it still needed some review, it was decided to table it for now. It will be represented at a future Board meeting.
- Nel provided the Board members with a report on generator run times as requested in the November meeting.
- There was general discussion on some concerns Nel has with the AirVac contract. The Board felt that, until we received any customer complaints about service quality or promptness or until AirVac actually ‘defaulted’ on any portion of the contract, that we would do nothing further at this time.

There was no other old business discussed at this meeting.

NEW BUSINESS

- Nel informed the Board that we had two lift station pump failures again during the month of November—pump #2 at the Old Lake-New Lake Lift Station (now running on just one pump as the spare went into the Lagoon Lift Station) and the new pump (#1 installed in August, 2011) at the Lagoon Lift Station. Pump #2 was pulled and taken in for evaluation; it was reported back to us that it would cost nearly the same to repair as to replace. Sue made a motion and Mike seconded to authorize the purchase of a new pump and to have our vendor return any parts of the old pump which might still be useable. All members voted in the affirmative and the motion carried. The new pump from the Lagoon Lift Station has been sent back to the factory for evaluation/repair under (hopefully) warranty. Nel also suggested that the Board might want to consider having separate spare pumps for both of these stations which now ‘share’ a spare to avoid situations like this in the future. This will be discussed further at a later meeting.
- The 2012 Schnelker Engineering Contract was presented to the Board for review and approval. Sue made a motion, Mike seconded, to accept the contract as presented. All members voted in the affirmative and the motion carried. The contract was routed for approval signatures.
- Nel informed the Board that the District was not charging the Thorncreek Fire Department according to the approved rate ordinance. There was a lot of discussion on this topic, and it was suggested that we gather more information prior to making a final decision on how to bill them.
- Nel presented an option that would allow our customers to pay their bills online as had been requested by a couple of our customers. Due to the expense involved and the number of requests to be able to do this, it was decided that this would not be made available at this time. Should circumstances change, it will be investigated further.
- Our service truck was vandalized while sitting on the JMS Lot in Columbia City. The cost to repair is approximately \$1,500, and we had a \$500 deductible. The Board decided to do nothing as long as the truck sits on the lot in town. A ‘for sale’ note will be placed on our January bills.
- Nel ran a two-month study on walk-in traffic in the District Office to determine if we could possibly have fewer office hours as a cost-savings. The Board was not in favor of reducing office hours, so there will be no further discussion on this at this time.
- Nel updated the Board on the progress of the changes that will be required with the renewal of our NPDES permit next year.

There was no other new business discussed at this meeting.

ADJOURNMENT – There being no further business to be brought before the Board, Tom made a motion, Sue seconded, to adjourn. All Board members voted in the affirmative and the motion carried. Dan adjourned the meeting at 6:16 p.m.

Susan Schroeder, Secretary