

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
December 10, 2012

CALL TO ORDER – Board President, Sue Schroeder, 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 were present except Tim Brower. Also present were Cliff Creason and Carol Martin.

CUSTOMER CALLS/CONCERNS/INQUIRIES DIRECTED TO TRUSTEES --
No new calls or inquires to Board members was received and/or presented.

MINUTES & REPORTS – November Minutes were emailed to the Trustees prior to the meeting for review. The Financial and Maintenance reports were presented to the board at the meeting for review. Sue asked if there were any additions, deletions, corrections, or additional questions on any of the reports. George Schrupf asked for clarification regarding with the Maintenance Systems line items. Cliff explained how they were broken down by line items. There were no corrections, Tom Wise made a motion to except, Dick Eckert seconded, to accept all reports as presented. The motion carried by unanimous vote.

OLD BUSINESS --

- ◆ There was discussion about the different committees and committee responsibilities before the appointment of members. Sue then was able to make the committee appointments as follows.

Executive Committee – President, Treasurer & Secretary
Budget & Finance Committee – Janet Moss & George Schrupf
Personnel & Benefits Committee – Sue Schroeder, Janet Moss & Dick Eckert
Construction & Capital Committee – Tom Wise & Dick Eckert

Sue asked for a vote to approve the appointments to the committees. George Schrupf made a motion to except, Tom Wise seconded to accept the committee appointments. The motion carried by unanimous vote.

- ◆ The yearly MacAllister maintenance agreement will be presented to the board at the next meeting by Paul Dygert from MacAllister. He has different options for the board to review, one year, two year and a five year preventive maintenance option for the generators.
- ◆ There was no other old business to discuss.

NEW BUSINESS

- ◆ Office personnel changes, the board has agreed to hire Tina Lemon on a one year contract and hired Jennifer Lay full time after a six-month probationary period on a 32 hour work schedule at \$13.50 per hour.
- ◆ Carol is going to see about relocating files from the old executive office to utilize that now storage space as office space. This will help accommodate three office personnel with work space. She will look into the record retention schedule and hope to have a list for the next board meeting of files that can be relocated or destroyed.
- ◆ After much discussion and with the change in personnel, the personnel committee ask to have Matt Shipman review the handbook regarding employees paid time off and how it should be paid out. The committee is going to look into the vacation policy and come up with another way to figure vacation and paid time off for the new employees. George Schrumpf made a motion to pay all of Nel's remaining PTO time in 2012 so the district did not have a carry over into 2013 with one week of pay on a W2. Tom Wise seconded the motion. The motion carried by unanimous vote.
- ◆ There was no other new business discussed at this meeting.

ADJOURNMENT – There being no further business to be brought before the Board, George Schrumpf made a motion, Dick seconded the motion to adjourn. All Board members voted in the affirmative, and the motion carried. Sue adjourned the meeting at 6:05 p.m.

Tim Brower, Secretary