

**MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
OCTOBER 8, 2012**

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 for George Bruce were present. Also present were Nel Mann and Cliff Creason.

ANNOUNCEMENTS – None

CUSTOMER CALLS/CONCERNS/INQUIRIES DIRECTED TO TRUSTEES -- Customer Craig McCullough, who had asked to be placed on the agenda for this month, was unable to attend due to the death of his father. He will reschedule if he still wishes to address the Board with a concern on grinder repair fees.

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

COMMITTEE REPORTS -- The Personnel Committee requested to provide a report at the end of the meeting (see below).

OLD BUSINESS --

- Nel provided written updates to the Board by email on items from previous meetings. She asked if there were any questions on any of the updates; there were none.
- Nel informed the Board that Jim Lauer was revising his design for the influent flow meter and would be presenting it to the Board at a future meeting. Until then, this project has been placed on hold.
- The Board briefly discussed Phase 2 loan options again, but no decision has yet been made. They did, however, feel that we should proceed with the standard 5% rate increase and Nel will begin work on that.
- There was no other old business discussed.

NEW BUSINESS

- Nel informed the Board that one of our sewer pumps in Station D had failed again and was taken by AirVac in for repair. She indicated that AirVac was recommending that this pump be replaced as they could not guarantee that the 'fixes' they made would be good for any extended period of time. The Board discussed the need for a spare pump anyway. Mike made a motion to purchase a new sewer pump at a cost not to exceed \$21,000; Dave seconded the motion and it carried by unanimous vote. Nel will proceed verify pricing of a like pump with other vendors/manufacturers and then proceed with purchase.
- There was brief discussion, again, on the need to possibly upgrade the copier/fax machine due to its age, difficulty with securing replacement parts, and costs per copy. Nel informed Board that she was able to negotiate the quarterly fee for copier usage from \$200.93 to \$150.00 per quarter, a small savings.
- Nel reminded the Board of upcoming officer elections and committee assignments.
- Nel requested the Board to select the 'floater' holiday for 2013. After some discussion, it was decided to just add Good Friday to the approved holiday schedule so that this approval is not needed yearly. Nel will make the edit to the Employee Manual for Board signature at the next meeting.
- The Personnel Committee had questions on various aspects of the interviewing and selection process of a new administrator. Mike Martin was excused from the meeting at this time since his wife has applied for the position. The Board discussed a salary range and other topics of interest to those who interview. The Board gave the committee (Sue, Janet, and Cliff) the authority to make a selection and an offer if they found someone. The name of the selected person will be brought before the Board for approval at a future meeting.
- 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 6:15 p.m.

Susan Schroeder, Secretary