

Regular Meeting – November 16, 2011

Board Members

Mike Hayes
Craig Johnston
Tony Lucas
Jim Matchett
Gary Peterson

Visitors

Judy LaCrosse

Staff / Consultants

Sue Byrnes – District Staff
Diana Miller – District Manager
Scott Monroe – Semocor, Inc.

1.0 Call To Order

The meeting was called to order at 16:30.

2.0 New Business and Open Items

2.1 Meeting Minutes – A motion was made and seconded; (RESOLUTION 11-090) TO APPROVE THE MINUTES OF THE OCTOBER 19, 2011 REGULAR BOARD MEETING OF THE PERRY PARK WATER AND SANITATION DISTRICT AS PRESENTED. The motion passed unanimously.

2.2 Water/Sewer Permits – No new permits had been approved.

Five (5) permits have been issued year to date. One (1) permit has been reissued.

Director Hayes noted that the second graph on the Permit Applications sheet was getting difficult to read due to too much information included on the graph.

Director Peterson added that the colors for each year presented should be consistent throughout the Board packet.

After discussion, it was agreed that the second graph should be removed from the Permit Applications sheet, the single graph should be printed horizontally on the page and the single graph should be enlarged for legibility.

2.3 Disbursements – A motion was made and seconded; (RESOLUTION 11-091) TO

APPROVE CHECKS 20687 THRU 20699 IN THE AMOUNT OF \$18,153.08 WHICH WERE PREVIOUSLY DISBURSED FROM WELLS FARGO BANK WEST. The motion passed unanimously.

In reference to check 20699 issued to Weed Wranglers, Inc., Director Matchett questioned the timing of the weed spraying. The District Manager responded that it was recommended that the District do an additional weed killer application this year to deal with some stubborn weeds.

In reference to check 20691 issued to I.R.E.A. Director Hayes noted that two of the entries had the same description. After review of the original invoices, it was determined that one of the descriptions was not correct. Director Hayes requested that a correction be made.

A motion was made and seconded; (RESOLUTION 11-092) TO APPROVE CHECKS 20700 THRU 20708 IN THE AMOUNT OF \$38,703.94 TO BE DISBURSED FROM WELLS FARGO BANK WEST. The motion passed unanimously.

A motion was made and seconded; (RESOLUTION 11-093) TO RATIFY CONSENT AGENDA ITEMS DATED OCTOBER 28, 2011 IN THE AMOUNT OF \$5,306.26 WHICH WERE PREVIOUSLY DISBURSED FROM WELLS FARGO BANK WEST. The motion passed unanimously.

A motion was made and seconded; (RESOLUTION 11-094) TO RATIFY CONSENT AGENDA ITEMS DATED OCTOBER 28, 2011 IN THE AMOUNT OF \$188.70 WHICH WERE PREVIOUSLY DISBURSED FROM THE 1ST BANK CHECKING ACCOUNT. The motion passed unanimously.

A motion was made and seconded; (RESOLUTION 11-095) TO RATIFY CONSENT AGENDA ITEMS DATED NOVEMBER 11, 2011 IN THE AMOUNT OF \$4,956.71 WHICH WERE PREVIOUSLY DISBURSED FROM WELLS FARGO BANK WEST. The motion passed unanimously.

- 2.3 2012 Agreement for Services – The District Manager presented the Board with the proposed Agreement for Services contract between Semocor, Inc. and the Perry Park Water and Sanitation District for water and wastewater services in 2012. She noted that the contract was the same as previous years with the exception of the dates and a proposed increase of 3.5% which would increase the annual contract amount to \$337,332. She advised the Board that she had verified with the District's legal counsel that there were no new legal changes that needed to be incorporated into the agreement.

The District Manager offered that Semocor, Inc. had not increased rates for the past three years. She described the Semocor, Inc. performance as excellent and noted that as is typical of Mr. Monroe, he had provided service to the District above the terms of the agreement. She summarized his efforts on the Glen Grove Water Treatment Plant Improvements which saved the District substantial funds. A motion was made and seconded; (RESOLUTION 11-096) TO EXECUTE THE AGREEMENT FOR SERVICES CONTRACT WITH SEMOCOR, INC. FOR THE YEAR 2012. The motion passed unanimously.

Mr. Monroe thanked the Board for the opportunity to work in the District.

- 2.4 Employee Compensation – Director Matchett a member of the Staffing Committee advised the Board that the SDA (Special District Association) no longer provides the Water and Wastewater Services Survey due to a lack of interest from participants. He added that the Staffing Committee did research salary surveys from across the country but did not feel confident that they were comparing “apples to apples”.

Director Peterson the other member of the Staffing Committee summarized the enhancements to the District’s Retirement Policy, specifically to the 457 Government Deferred Compensation Plan that had been implemented in 2007, incentivizing the District’s employees to accumulate funds for retirement while improving retention of good employees within the District.

The Board discussed the performance evaluation of Ms. Sue Byrnes provided by the District Manager.

Director Peterson summarized Ms. Byrnes’s compensation history.

After discussion a motion was made and seconded; (RESOLUTION 11-097) TO ACCEPT THE RECOMMENDATION OF THE STAFFING COMMITTEE AND THE DISTRICT MANAGER TO INCREASE MS. BYRNES’S SALARY BY 5%, EFFECTIVE JANUARY 1, 2012, INCREASING HER ANNUAL SALARY TO \$39,062.40. The motion passed unanimously.

The Board contemplated the administrative and operational workforce redundancies that the District had developed over the past five years.

The Board discussed the performance of the District Manager and the accomplishments that had been achieved by the District.

After discussion a motion was made and seconded; (RESOLUTION 11-098) TO ACCEPT THE RECOMMENDATION OF THE STAFFING COMMITTEE TO INCREASE THE DISTRICT MANAGER’S SALARY BY 5.50%, EFFECTIVE JANUARY 1, 2012, INCREASING HER ANNUAL SALARY TO \$81,785.60. The motion passed unanimously.

The District Manager thanked the Board for the opportunity to work in the District.

- 2.5 2012 Proposed Rate Increase – The Board reviewed the Customer feedback that had been received regarding the proposed rate increase. It was noted that some feedback was positive. The Board contemplated the concern raised regarding the impact of the proposed water rate increase on fixed income Customers in the District. The Board requested that the District Manager provide additional information at the next Board Meeting to better understand Customers who do not exceed the base (10,000 gallon/bimonthly) threshold.

- 2.6 2012 Proposed Budget – The Board reviewed the 2012 Proposed Budget. Director Peterson requested that the payroll and operations 2012 budget amounts reflect the salary and contract increases approved by the Board.

3.0 Staff and Consultant Reports

- 3.1 Perry Park Water and Sanitation District Systems Report – The members of the Board reviewed the monthly operations report which had been submitted by Semocor, Inc. Director Matchett noted the significant gallons that had been flushed from the West Plum Creek 2 well. Director Matchett suggested that it would be helpful if flushed water was listed as a separate category.
- 3.2 Monthly Staff Report – The members of the Board reviewed the Monthly Staff Report. Director Peterson reiterated that colors used on graphic presentations should be consistent throughout the Board Packet. Director Matchett suggested that the graphic presentation of the Customers in Rate Ranges graph be eliminated, leaving the numeric data only.

4.0 Old Business/Immediate Issues

- 4.1 Board Member Discussion Items – Director Johnston updated the Board on discussions he had with the District Manager regarding the District's inclement weather procedures.

5.0 Audience Participation

There was none.

- 6.0 Adjournment** - A motion was made and seconded; (RESOLUTION 11-099) TO ADJOURN THE REGULAR MEETING. The motion passed unanimously. The meeting adjourned at 18:08.

ATTEST:

Secretary