

Regular Meeting – December 12, 2012

Board Members

Tim Johnson
Judy LaCrosse
Tony Lucas
Jim Matchett
Gary Peterson

Visitors

Craig Johnston

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 12-090) TO APPROVE THE MINUTES OF THE NOVEMBER 12, 2012 REGULAR BOARD MEETING OF THE PERRY PARK WATER AND SANITATION DISTRICT AS PRESENTED. The motion passed unanimously.

A motion was made and seconded; (RESOLUTION 12-091) TO APPROVE THE MINUTES OF THE NOVEMBER 12, 2012 EXECUTIVE SESSION OF THE PERRY PARK WATER AND SANITATION DISTRICT AS PRESENTED. The motion passed unanimously.

- 2.2 Disbursements – A motion was made and seconded; (RESOLUTION 12-092) TO APPROVE CHECKS 10149 THRU 10174 IN THE AMOUNT OF \$138,683.31 TO BE DISBURSED FROM 1ST BANK. The motion passed unanimously.

In reference to check number 10163 issued to Land Title Guarantee Co., Director Peterson requested additional detail. The District Manager advised that a payment had been received for the account after the closing date. As the account balance was zero the amount was refunded to the title company.

In reference to check number 10173 issued to Velocity Constructors, Inc., Director Peterson requested further clarification. The District Manager advised that the work was for construction associated with the Red Rock Drive Lift Station Improvements project; it was not for the physical pumps.

A motion was made and seconded; (RESOLUTION 12-093) TO RATIFY CONSENT AGENDA ITEMS DATED NOVEMBER 23, 2012 IN THE AMOUNT OF \$5,664.83 AND ITEMS DATED DECEMBER 7, 2012 IN THE AMOUNT OF \$5,220.93 WHICH WERE PREVIOUSLY DISBURSED FROM WELLS FARGO BANK WEST. The motion passed unanimously.

- 2.3 2013 Audit Engagement Letter – The Board reviewed an Audit Engagement letter from Wagner Barnes, PC to perform the 2012 audit. After discussion, a motion was made and seconded; (RESOLUTION 12-094) TO EXECUTE THE AUDIT ENGAGEMENT LETTER WITH WAGNER BARNES, PC. The motion passed unanimously.
- 2.4 2013 Proposed Board Meeting Schedule – The Board reviewed the 2013 proposed Board Meeting Schedule presented by the District Manager. It was noted that the proposed number of meetings for 2013 were the same as 2012. A motion was made and seconded; (RESOLUTION 12-095) TO ADOPT THE 2013 PERRY PARK WATER AND SANITATION DISTRICT BOARD MEETING SCHEDULE AS PRESENTED. The motion passed unanimously.

Director Matchett requested that the District Manager begin posting meeting agendas on the District's website www.ppwsd.org to provide another means of communicating with the District's Customers. It includes topics that will be discussed at Board Meetings.

3.0 Budget Hearing

A motion was made and seconded; (RESOLUTION 12-096) TO OPEN THE 2013 BUDGET HEARING. The motion passed unanimously.

The Board reviewed the proposed 2013 Budget. Director Matchett suggested that the Budget Message be updated to reflect that the District Office is open Monday through Friday, except on holidays and when unscheduled events impact office hours, as opposed to the District Office is open daily.

THE RESOLUTION TO ADOPT THE BUDGET (RESOLUTION 12-097), THE RESOLUTION TO APPROPRIATE SUMS OF MONEY (RESOLUTION 12-098), AND THE RESOLUTION TO SET MILL LEVIES FOR THE PERRY PARK WATER AND SANITATION DISTRICT (RESOLUTION 12-099) were made and seconded. The full text is attached. The motions passed unanimously.

The Budget Hearing was adjourned and the regular meeting resumed.

4.0 Staff and Consultant Reports

- 4.1 Perry Park Water and Sanitation District Systems Report – The members of the Board reviewed the monthly operations report which had been submitted by Semcor, Inc.

As a follow up to the November 12, 2012 Board Meeting, the District Manager provided the Board with a copy of EPA's Report to Congress: Radon in Drinking Water Regulations, May 2012 and EPA's A Citizen's Guide to Radon. The Board

discussed minimal potential exposure from radon that is possible from inhaling radon gas bubbles from water. The Board discussed the District's compliance with all federal, state and local regulations. The Board concurred that the District would not do anything in excess of federal, state and local regulations with regard to water monitoring and testing.

- 4.2 Monthly Staff Report – The members of the Board reviewed the Monthly Staff Report.

5.0 Board Member Discussion Items

The Staffing and Compensation Committee which is currently Director Matchett and Director Peterson recommended to the Board that in recognition of the transition from the Wells Fargo Lock Box to in-house Customer payment processing and ongoing cost saving measures implemented, that the efforts of the District staff be acknowledged.

A motion was made and seconded; (RESOLUTION 12-100) TO AWARD MS. SUE BYRNES \$500.00 IN RECOGNITION OF HER EFFORTS. The motion passed unanimously.

A motion was made and seconded; (RESOLUTION 12-101) TO AWARD MS. DIANA MILLER \$1,000.00 IN RECOGNITION OF HER EFFORTS. The motion passed unanimously.

To insure the future continuity in the execution of the Board's responsibilities, a motion was made and seconded; (RESOLUTION 12-102) TO APPOINT DIRECTOR JOHNSON AND DIRECTOR LA CROSSE TO THE STAFFING AND COMPENSATION COMMITTEE, REPLACING DIRECTOR MATCHETT AND DIRECTOR PETERSON. The motion passed unanimously.

A motion was made and seconded; (RESOLUTION 12-103) TO APPOINT DIRECTOR MATCHETT AND DIRECTOR PETERSON TO THE RESERVOIR COMMITTEE, REPLACING FORMER BOARD MEMBERS, DIRECTOR HAYES AND DIRECTOR JOHNSTON. The motion passed unanimously.

Director Matchett suggested that the Board encourage Customers of the Perry Park Water and Sanitation District to attend District Board Meetings when making suggestions and/or expressing concerns that could be better addressed with all Board Members and District Staff available. The Board concurred.

6.0 Audience Participation

There was none.

- 7.0 Adjournment** - A motion was made and seconded; (RESOLUTION 12-104) TO ADJOURN THE REGULAR MEETING. The motion passed unanimously. The meeting adjourned at 17:45.

ATTEST:

Secretary