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BOARD OF TRUSTEES MEETING  
Monday, January 12, 2015 @ 7:00 P.M.  
Memorandum

**ROLL CALL**

Present: Vice President Joe Clark, Treasurer Jane Merrill, Secretary Michael McDonald, Members Marilyn Anderson, Eric Hand, Barb Lamb, Carl Mills, Amanda Foley and Chuck Ford. Also in attendance: Legal Counsel Anne Poindexter, Utility Director Drew Williams. The audience sheet is attached.

**ELECTION OF OFFICERS**

Mr. Clark called the meeting to order and welcomed Mr. Ford to the Board, replacing Mr. Hagan. The Board will have the opportunity to recognize and thank Mr. Hagan for his years of service as a board member and as its President when he returns from travel.

Mr. Clark stated that the first order of business was the election of officers. Mr. Clark opened the floor for nominations. A motion was made by Ms. Merrill to approve Marilyn Anderson as President, Joe Clark as Vice President, Jane Merrill as Treasurer and Michael McDonald as Secretary. There were no other nominations. The motion was approved unanimously. Ms. Anderson assumed the gavel for the remainder of the board meeting.

Ms. Anderson proposed Joe Clark as Chair of the C & C Committee, with the other 2 committee chairs remaining the same for 2015; and that Ms. Foley will join the C&C Committee and Mr. Ford will join the P&B Committee. A motion was made by Mr. Clark to approve the committee assignments and was seconded by Mr. Hand. The motion was approved unanimously.

A motion was made by Ms. Merrill that the Executive Committee consist of the Board President, Vice President, Treasurer, Secretary and that the at-large member be Mr. Mills, and was seconded by Mr. Hand. The motion was approved unanimously.

**APPROVAL OF MEMORANDUM**

A motion was made by Mr. McDonald to approve the December 8, 2014 Board Meeting Memorandum and was seconded by Ms. Foley. The motion was approved unanimously.

**PUBLIC COMMENTS**

There were no public comments.

**ATTORNEY'S REPORT**

Mrs. Poindexter reported there were no updates.

**UTILITY DIRECTOR'S REPORT**

Mr. Williams highlighted his report from the year end summary in the January newsletter. Mr. Duffy from Carmel Utilities has indicated that submittal on Basin #1 will be forthcoming in the next 2 weeks. The District continues its study of the conditions and will install the new flow meters once they are delivered.

In an effort to keep the Board updated on District projects, the Engineering Department is creating fact sheets for each of the major capital projects. The fact sheets will summarize the details of each project and show the need, progress, cost and source of funding, maps and any changes. The fact sheets will be presented to the C&C Committee and the rest of the Board to refer to when they are discussed during Board meetings. The master plan map is being updated to reflect where these projects are located within the district.

### **BUDGET & FINANCE COMMITTEE**

Ms. Merrill reported that there were no action items

### **PERSONNEL & BENEFITS COMMITTEE**

Ms. Lamb reported the committee did not meet in December.

### **CAPITAL & CONSTRUCTION COMMITTEE**

Mr. Clark reported that there were no action items. The District will be selecting a consultant for two large capital projects this year. District staff will determine a short list of 2-3 firms that are qualified, who will then come in for a qualifications presentation in early March. The C&C Committee as well as board members are invited to the presentation. Qualification based selection process will be used, with the fee structure provided in a sealed envelope.

### **EXECUTIVE COMMITTEE**

A motion was made by Mr. Clark to approve the 3.25% merit increase for the Utility Director and was seconded by Ms. Merrill. The motion was approved unanimously.

### **OLD BUSINESS**

There was no Old Business to report.

### **NEW BUSINESS**

Mr. Williams proposed the following objectives for 2015:

The District's goals are based on the Purpose, Vision and Mission and vary little year to year. The main goals have been identified as:

- Goal**      Operate in an environmentally sensitive manner
- Goal**      Maintain a professional staff and work environment
- Goal**      Control Operating Costs
- Goal**      Effective Long Term Planning and Implementation

For 2015, the overriding objectives that will be our focus are:

Address capacity issues from Basin 1 through flow studies, reduction of wet weather flows and the evaluation of capacity improvement alternatives.

Complete the design and bidding of capacity upgrades at Lift Station 2 and the design of the parallel force main along 106<sup>th</sup> Street.

Integration of our asset management software, billing software, work order process, HR Information System and accounting software to optimize the District's resources.

A motion was made by Ms. Merrill to approve the claims docket totaling \$981,486.38 and was seconded by Mr. Mills. The motion was approved unanimously.

### **ADJOURN**

A motion was made by Ms. Merrill to adjourn the meeting at 7:28 pm and was seconded by Mr. Clark. The motion was approved unanimously.

The next Board of Trustees Meeting is scheduled for Monday, February 9, 2015 at 7:00 p.m.

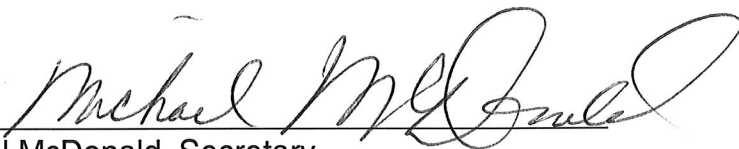
Respectfully submitted,



Andrew Williams  
Utility Director

Approved:

☒ as Presented  
☐ as Amended



Michael McDonald, Secretary

  
Marilyn Anderson, President