



## BOARD OF TRUSTEE MEETING

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Monday, December 9, 2019 6:30 p.m.

### Memorandum

#### **ROLL CALL**

Present: President Marilyn Anderson, Treasurer Jane Merrill, Secretary Michael McDonald, members, Barb Lamb, Jeff Kimbell, Eric Hand, Carl Mills and Chuck Ryerson. Others in attendance were Utility Director Andrew Williams, Legal Counsel Anne Poindexter, Engineering Manager Wes Merkle, Controller Cindy Sheeks, Plant Superintendent Scot Watkins and Administrative Assistant Maggie Crediford.

Steve Pittman was absent.

Ms. Anderson called the meeting to order at 6:32 p.m.

#### **PUBLIC COMMENT**

There was no one present from the public.

#### **APPROVAL OF MEETING MEMORANDUM**

Ms. Merrill made a motion to approve the November 11, 2019 Board Meeting Memorandum. Mr. Kimbell seconded the motion and it was unanimously approved.

#### **APPROVAL OF CLAIMS DOCKET**

Mr. Mills made a motion to approve the Claims Docket. Mr. McDonald seconded the motion and it was unanimously approved.

#### **ATTORNEY'S REPORT**

Mrs. Poindexter had no report.

#### **UTILITY DIRECTOR'S REPORT**

Mr. Williams introduced HR Consultant Ms. Cici Conover to the Board and informed them she would be at the Executive Session following the meeting to answer questions they have regarding his 360 review.

Ms. Merrill stated FOG violations at Jackie's Café have been an ongoing issue. She asked if there is anything in the area other than the restaurant that could be contributing to the continued FOG violations. Mr. Williams said the violations are caused by lack of grease trap maintenance at Jackie's Café. Staff is working with the business to resolve the issues.

Ms. Merrill asked about the number of rags removed from Lift Station 22. She asked if the car wash in that area is contributing to the large number of rags found in the system. Mr.

Williams said he will have Mr. Odom follow up to see if the Utility can pinpoint where the rags are coming from.

Mr. Kimbell said he was impressed with the story in the newsletter about the student working on her science fair project. He asked if the picture was of the student working in TriCo's lab at the plant. Mr. Watkins said her father reached out to the plant to see if TriCo would be willing to assist, and Mr. Roudebush invited her to do her testing in the lab. Mr. Kimbell was pleased with the community outreach.

## **COMMITTEE REPORTS**

### **Budget & Finance Committee**

Ms. Merrill explained the Committee discussed an illegal sump pump connection on Airhart Drive. After many violation letters, staff contacted the homeowners in July 2019 giving them 30-days to resolve the issue. The letter stated if the issue was not resolved within the 30-day time frame the property would receive a \$20 per month surcharge for 90 days, after which the violation would be brought to the Board. The homeowners have not resolved the illegal connection. They have not returned follow-up phone calls or retrieved certified mailings sent by the Utility. Ms. Merrill made a motion asking the Board to direct staff to send a new letter to the homeowner via regular and certified mail as well as calling them to explain the property is in violation of State law and TriCo's requirements. Impose a \$100 per day fee starting January 1, 2020 until repairs are made and staff visually confirms the sump pump has been disconnected. Mr. Kimbell seconded the motion and it was unanimously approved.

### **Personnel & Benefits Committee**

#### **COLA and Market Adjustment**

Ms. Lamb explained how the committee reached the recommendation for the proposed 2020 3% Cost of Living and Market Adjustment increases. The 1.5% COLA is based on the current Midwest CPI and the 1.5% Market Adjustment is based on the Utility's 2019 performance. With the proposed 3% adjustment, employees' overall pay increases including their step increase will range from 3% to 6.09% depending on where they fall in their range. The overall increase in wages for 2020 will be \$39,000. Ms. Lamb made a motion to approve the 3% COLA and Market Adjustment for 2020. Ms. Merrill seconded the motion and it was unanimously approved.

#### **Salary Ordinance**

Ms. Lamb made a motion to approve TriCo's proposed 2020 Salary Ordinance which includes employee step increases and a 3% COLA and Market Adjustment. Mr. Mills seconded the motion and it was unanimously approved.

#### **2020 Holiday Schedule**

Ms. Lamb made a motion to approve TriCo's proposed 2020 Holiday Schedule. Mr. Mills seconded the motion and it was unanimously approved.

#### **Dental, Life and LT/ST Insurance**

Ms. Lamb made a motion for TriCo to switch to Mutual of Omaha for Dental, Life and

LT/ST Insurance. Mr. Mills seconded the motion and it was unanimously approved.

### **Capital & Construction Committee**

#### **Dedications**

Mr. Hand made a motion to accept the dedication of Nottingham sanitary sewers. Mr. Kimbell seconded the motion and it was unanimously approved.

### **OFFICE IMPROVEMENTS COMMITTEE**

Mr. Williams said bids for the office project will be opened December 17, 2019 and bids for the plant project will be opened December 20, 2019.

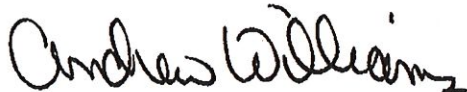
### **New Business**

Ms. Anderson announced that she will not be reappointed to the Board. She expressed how much she has enjoyed working with this Board. Ms. Merrill thanked her for her service on the Board and as Board president and said she has been a wonderful leader. Mr. Williams said there will be a presentation for Ms. Anderson at the January meeting.

### **Adjournment**

The next Board of Trustees Meeting is scheduled for Monday, January 13, 2020 at 6:30 p.m.

Respectfully submitted,



Andrew Williams  
Utility Director

Approved:

  X   as Presented  
       as Amended



Secretary



President