



BOARD OF TRUSTEE MEETING

Monday, October 13, 2025, 5:00 p.m.

Memorandum

Mr. Kimbell called the meeting to Order at 5:02 p.m.

ROLL CALL

Present: Vice President Jeff Kimbell, Treasurer Jane Merrill, Secretary Michael McDonald, members Steve Pittman, Eric Hand, Loren Matthes, and Amanda Foley. Others in attendance were Utility Director Andrew Williams, Controller Cindy Sheeks, and Administrative Assistant Maggie Crediford. Carl Mills and Jeff Hill were absent. Legal Counsel Anne Poindexter arrived at 5:09 p.m.

PUBLIC COMMENT

No one from the public was present.

APPROVAL OF MEETING MEMORANDUM

Ms. Merrill made a motion to approve the September 8, 2025, Board Memorandum. Mr. Pittman seconded the motion, and it was unanimously approved.

APPROVAL OF CLAIMS DOCKET

Ms. Sheeks said there were two docket reports to approve. She was on vacation, so the claims from October thirteenth were added as a handout for consideration. Ms. Merrill made a motion to approve both claims dockets. Mr. McDonald seconded the motion, and it was unanimously approved.

UTILITY DIRECTOR'S REPORT

Mr. Williams said TriCo's Mechanical Seals competed in the national Wastewater Challenge competition in Chicago. There were 25 teams in Division III. They placed 11th overall and 3rd in the collections portion of the competition. The IWEA sent them because they won the State Operators Challenge earlier this year.

The Employee Appreciation Lunch was held at Lions Park in September. It was a great success.

Customer service hired a new assistant, Roanna Williams, who has been on the job for one week.

Managers are working on the Capital and Operating Budgets; Mr. Williams expects them to be presented for discussion at the October Committee meetings. Insurance renewal quotes for 2026 have not been received yet.

Mr. Williams said he had an update on the legal reports since Mrs. Poindexter had not yet arrived at the meeting. TPI/Bowen has a hearing on Summary Judgment scheduled for

Monday, October 20, 2025. It is expected that the matter will go to trial. Mediation with Jordan KS LLC is scheduled for November.

Mrs. Poindexter arrived at 5:09 p.m.

ATTORNEY'S REPORT

Mrs. Poindexter stated that a hearing for Summary Judgment in the TPI/Bowen case is scheduled for Monday, November 20, 2025. She expects the matter to go to trial.

Mrs. Poindexter said mediation is scheduled in the matter of Jordan KS LLC in early December.

COMMITTEE REPORTS

Budget & Finance Committee

Ms. Merrill stated that the Budget and Finance committee had not met and had no action items.

Personnel & Benefits Committee

Mr. Kimbell said the Committee met and discussed the need to add an HR Manager/Executive Assistant position to the salary ordinance. Mr. Williams explained the need for the position. Mr. McDonald made a motion to approve Salary Ordinance 10-13.2025. Ms. Merrill seconded the motion, and it was unanimously approved.

Mr. Kimbell said the Committee discussed the proposed changes to the employee handbook. The staff consults with an employment attorney every few years to ensure the Employee Handbook remains compliant with current laws. Mrs. Poindexter said she had read the updates and agreed that most were compliance updates and updates related to the new HR Manager position. Ms. Merrill made a motion to approve the proposed revisions to the employee handbook. Mr. Hand seconded the motion. Mr. Hand had a question on page 39 regarding employees reviewing or altering their employee files. Mrs. Poindexter explained the need for that rule to be in place. The motion was unanimously approved.

Capital & Construction Committee

Ms. Foley stated that the Capital and Construction Committee had not met and had no action items.

Infrastructure Security Committee

Mr. McDonald said the Committee had a productive discussion with a security specialist from Homeland Security. Staff will work with them to assess any security needs the Utility may have. Mr. Williams said the requested updates to the server room have been completed.

ADJOURNMENT

Mr. Pittman made a motion to adjourn the meeting. The meeting was adjourned at 5:43 p.m.

The next Board of Trustees Meeting is scheduled for Monday, November 10, 2025, at 5:00 p.m.

Respectfully submitted,

Andrew Williams

Andrew Williams
Utility Director

Approved:

_____ as Presented
_____ as Amended

Michael McDonald, Secretary

Carl Mills, President