

MAURICEVILLE MUNICIPAL UTILITY DISTRICT
BOARD MEETING MINUTES
MONDAY, DECEMBER 14, 2015

BE IT REMEMBERED that a meeting was held on Monday, December 14, 2015 in the Board room of the Mauriceville Municipal Utility District with the following in attendance:

Board Members: Corey Oldbury, President
Jon Sherwin, Vice President
Nelda Burton, Secretary
Dennis Rountree, Director
Jay Scheiderer, Director

Others Present: Brian Gipson, General Manager
Kristyn Porter, Bookkeeper
Joe Alford, Attorney for MMUD
Keith Zotsky, Engineer
Jeff Leavins, Engineer
Bruce McGlothlin

The meeting was called to order at 6:01 P.M. Jon Sherwin gave the Invocation and led the Pledge of Allegiance.

3. COMMENTS FROM PUBLIC:

No Comments.

4. CUSTOMER LEAK ADJUSTMENTS:

Keith Guelker: Motion by Jon Sherwin, seconded by Nelda Burton to deny the leak adjustment for Keith Guelker, account number 191720.

All Voted AYE: Motion Carried

Comments: Jon Sherwin would like to explain to him that the board would not feel comfortable giving an adjustment with no explanation of leak.

Bruce McGlothlin: Motion by Jon Sherwin, seconded by Jay Scheiderer to approve the leak adjustment for Bruce McGlothlin, account number 432060.

All Voted AYE: Motion Carried

5. APPROVE MINUTES:

Motion by Jon Sherwin, seconded by Corey Oldbury approving the minutes of the Regular Board Meeting on Tuesday, November 17, 2015 and the Workshop on Monday, November 30, 2015.

ALL Voted AYE: Motion Carried

Comments: Corey Oldbury would like the second sentence of the second paragraph to be struck from the minutes of the November 17, 2015 Regular Meeting Minutes. Jay Scheiderer would like an amendment to the second to last sentence from the November 30, 2015 Workshop Minutes. Nelda Burton would like to amend the comments from “the board gave praise” to specify that Jon Sherwin gave praise on the November 30, 2015 Workshop Minutes.

6. Job Duty Overview:

Tabled.

ALL Voted AYE: Motion Carried

Comments: Brian Gipson explained that the handout was an overview summary of the job duties of the district and that the employees are working on a detailed description of their duties. Jon Sherwin and Brian Gipson discussed the clarification of what the board would like to see. Nelda Burton said it was read in verbatim on the meeting minutes of how the board would like to see the information. Brian Gipson clarified that the motion was to have an overview for the employees given to the board and a complete how to for the manager that was to be in a lockable and fireproof filing cabinet. Nelda Burton would like the job overview and duties to be on the January 2016 Agenda. Nelda Burton said the overview was the same as what was handed out before and Brian Gipson told her it was the same and that Jay Scheiderer asked it to be put on this month’s agenda. Jay Scheiderer then clarified the previous copy was an informal copy and this is now updated and on public record. Jay Scheiderer also wanted to let Brian Gipson know he doesn’t want them to tell him to do something he can’t do.

7. WASTEWATER TREATMENT PLANT PROJECT:

Motion by Jon Sherwin, seconded by Jay Scheiderer to approve the pay request from Placo and Carrol & Blackman in the amount of \$120,895.21.

ALL Voted AYE: Motion Carried

Comments: Keith Zotsky explained to the board the pay request was held a couple of weeks longer due to the amount of rainfall and we were due to get the building and generator to add to the pay request. Since the last board update the building and generator have been delivered and set, forms have been wrecked and they have begun to lay piping. Jeff Leavens presented a Bilbo Project summary on the scope of engineering in comparison to the scope of engineering of the WWTP cL2 Project.

8. 2015 BUDGET AMENDMENT #2:

Motion by Jon Sherwin, seconded by Jay Scheiderer approving the 2015 budget amendment #2.

ALL VOTED AYE: Motion Carried

Comments: Brian Gipson explained the changes he made to the budget. Jon Sherwin and Brian Gipson discussed that there is no change to the income. Jon Sherwin inquired about the Bad Debt line item and Kristyn Porter explained it comes from billing and she had spoken with the previous auditors and they said to put it there but she will be discussing about it with the new auditors. Brian Gipson also added that the auditors adjust the expense every year. Corey Oldbury inquired about the wetlands improvement and the truck maintenance. Brian Gipson explained how the budget is a lot more detailed now and throughout the year we moved things out of a lumped category into its proper place. Corey Oldbury would like to consider reinstating the Safety Award. Discussion and suggestions were made to implement a Safety Program to possibly reinstate the award.

9. 2016 BUDGET:

Motion made by Jon Sherwin, seconded by Dennis Rountree to approve the 2016 Budget.

ALL VOTED AYE: Motion Carried

1st Motion made by Corey Oldbury to move the safety award line item to office expense and put \$6000.00 in the line item for 2016.

3 VOTED FOR, 2 VOTED AGAINST: Motion Carried

2nd Motion revisited per Nelda Burton, seconded by Dennis Rountree to move the safety award line item to office expense and put \$6000.00 in the line item for 2016.

2 VOTED FOR, 3 VOTED AGAINST: Motion Did Not Carry

Comments: Brian Gipson explained the changes he made to the budget and that we zeroed out the budget as requested. An in-depth Discussion was had over the proposed salaries and additional personnel. Nelda Burton does not believe that there is a need for a part-time employee for the front office. Jon Sherwin asked if the salaries were going up \$22,000.00 for 2016 and how many employees are we short in the field? Brian Gipson explained that we are only hiring one employee for the field and a part time employee for the office for that increase. Discussion was had over hire in pay, pay increases and overtime estimations for the 2016 budgeted salaries. Jon Sherwin pointed out the difference from the 2014 to the 2016 salaries and feels that if the district can run under the budgeted amounts set that we would be doing well. Corey Oldbury made note that we are flat on salaries and insurance from 2014 to 2016. Brian Gipson explained that even though we experienced a salary decrease, our insurances went up with the new health care plan. Nelda Burton asked if we could hold a workshop before the next insurance renewal date, Brian Gipson told her that wouldn't be a problem. Jay Scheiderer asked Corey Oldbury if he want to discuss the safety award for 2016 Corey Oldbury said yes so

that it was in there, if it was implemented correctly. A lengthy discussion and suggestions were made to implement a Safety Program to possibly reinstate the award.

10. APPROVE PAYMENT OF BILLS:

Motion by Nelda Burton, seconded by Jon Sherwin approving the bills for November 2015.

ALL Voted AYE: Motion Carried

Comments: Nelda Burton inquired about the installations and Brian Gipson's vacation check. Nelda Burton also wanted to know why Kathy Bourgeois' check and pay was close to Kristyn Porter's. Kristyn Porter informed Nelda Burton that Kathy's deductions and retirement are more than hers and she holds a different position than Kathy in the company.

11. GENERAL MANAGERS REPORT:

Brian Gipson gave the monthly General Managers Report.

Comments: Jay Scheiderer would like to see a graph at some point to see the trends of the pump reports. Nelda Burton wanted to know why the 350 was driven instead of the 250. Brian Gipson let her know the 350 is the work order truck. Nelda Burton asked if the truck at the shop was going to be okay and Brian Gipson answered yes.

12. CLOSED MEETING FOR GENERAL MANAGER'S PERFORMANCE EVALUATION.

Meeting closed at 7:42 P.M.

Meeting Opened at 10:22 P.M.

Motion made by Jon Sherwin, Jay Scheiderer seconded by to approve Brian Gipson's performance and give him a positive review for the position of General Manager.

ALL VOTED AYE: Motion Carried

Comments: Jon Sherwin would like to tell Brian Gipson he has done a wonderful job and has taken the District in the right direction and he appreciates the hard work he has put in. Nelda Burton felt she had to have some persuasion and she thinks he is doing a good job but there is a lot that needs to be discussed. Jay Schiederer seconds what Jon Sherwin said. Dennis Rountree thinks Brian Gipson is doing a good and is very respectful especially to the board and how he responds to them. Corey Oldbury hopes the review will help and guide him to improve his performance, not that it is bad.

Motion made by Jon Sherwin to have another performance review in 6 months to reevaluate the things the board has challenged the General Manager with in their recommendations and to also look and see were the Managers performance is as far as budget, salaries and operation of the district. No second or vote was initiated.

13. COMMENTS:

Jon Sherwin apologized to Kristyn Porter, the audience, and Joe Alford for keeping everyone so late. Brian Gipson would like to keep the conversation between him and the board and him and his employees.

14. ADJOURN:

There being no further business, a motion was made by Corey Oldbury, seconded by Jon Sherwin to adjourn the meeting.

ALL Voted AYE: Motion Carried

Corey Oldbury adjourned the meeting.

MEETING ADJOURNED AT 10:30 P.M.

MMUD PRESIDENT

MMUD SECRETARY