

MAURICEVILLE MUNICIPAL UTILITY DISTRICT
BOARD MEETING MINUTES
TUESDAY OCTOBER 20, 2015

BE IT REMEMBERED that a meeting was held on Tuesday, October 20, 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
Jay Scheiderer, Director

Absent Was: Dennis Rountree, Director

Others Present: Brian Gipson, General Manager
Kristyn Porter, Bookkeeper
Joe Alford, Attorney for MMUD
Johnney Davis, Superintendent
Keith Zotsky, Engineer
Jeff Leavins, Engineer
Wesley Wilson
Carla Becker
Tammy McKissack
Richard Gunn
Linda Singleton
Bill Stark

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

3. COMMENTS FROM PUBLIC:

No Comments.

4. CUSTOMER LEAK ADJUSTMENTS:

Bill Stark: Motion by Jon Sherwin, seconded by Jay Scheiderer to approve the leak adjustment for Bill Stark, account number 104425.

Three Voted AYE and One Opposed: Motion Carried

James Singleton: Motion by Jon Sherwin, seconded by Jay Scheiderer to approve the leak adjustment for James Singleton, account number 460960.

All Voted AYE: Motion Carried

Tammy McKissack: Motion by Jon Sherwin, seconded by Jay Scheiderer to approve the leak adjustment for Tammy McKissack, account number 438280.

All Voted AYE: Motion Carried

Richard Gunn: Motion by Jon Sherwin, seconded by Nelda Burton to approve the leak adjustment for Richard Gunn, account number 101478.

ALL Voted AYE: Motion Carried

David Cagle: Motion by Jon Sherwin, seconded by Nelda Burton to approve the leak adjustment for David Cagle, account number 021858.

ALL Voted AYE: Motion Carried

Leslie Collins: The leak adjustment for Leslie Collins, account number 443720 was tabled and will be on the November 2015 Agenda.

Carla Becker: Motion by Jon Sherwin, seconded by Jay Scheiderer to approve the leak adjustment for Carla Becker, account number 466820.

All Voted AYE: Motion Carried

Charlotte Zavalla: Motion by Jon Sherwin, seconded by Jay Scheiderer to approve the leak adjustment for Charlotte Zavalla, account number 075500.

All Voted AYE: Motion Carried

5. APPROVE MINUTES:

Motion by Jon Sherwin, seconded by Nelda Burton approving the minutes of the Regular Board Meeting on Tuesday, September 15, 2015.

ALL Voted AYE: Motion Carried

Comments: The board would like to swap the indentions from the previous minutes and correct the spelling of Jay Scheiderer's name.

6. WASTEWATER TREATMENT PLANT PROJECT:

Motion by Jon Sherwin, seconded by Nelda Burton to approve the pay request from Placo and Carrol & Blackman in the amount of \$62,513.54.

ALL Voted AYE: Motion Carried

Comments: Corey Oldbury wanted a confirmation on the rain days requested by Placo from the Engineers. Keith Zotsky and Jeff Leavins gave a full explanation of the pay request,

completion schedule, material delivery expectations, and construction site conditions. Nelda Burton was concerned about the delivery of the pre-fabricated building damaging the roads after the weather events prior to delivery. Jeff Leavins explained that a lot of the immediate on-going project activities being tracked by percent complete were related to the delivery and immediate follow up activities of the pre-fabricated building, and there was an expectation that there would be a large jump in the percent of the project being complete within about 1 week after the delivery of the building.

7. AUDIT ENGAGEMENT:

Motion by Jon Sherwin, seconded by Nelda Burton to award Charles Reed & Associates, P.C. the bid for the 2016 audit based upon the 2015 quote.

ALL Voted AYE: Motion Carried

8. APPROVE PAYMENT OF BILLS:

Motion by Nelda Burton, seconded by Jay Scheiderer approving the bills for September 2015.

ALL Voted AYE: Motion Carried

Comments: Jon Sherwin wanted to inquire about the company paid coffee purchases for the employees, Brian Gipson informed the board if it would be a problem he would take care of it himself. Nelda Burton asked for an email to be sent if there were any checks to be stamped in the future.

9. CHANGES TO OPERATING PROCEDURES:

Motion by Jon Sherwin, seconded by Jay Scheiderer to add to The District's Policy that the walkway should be swept daily first thing or as needed each working day at the General Manager's discretion.

ALL Voted AYE: Motion Carried

No action taken for item #2 of agenda item #9.

Motion by Nelda Burton, seconded by Jay Scheiderer to prepare a list of the job duties for each position in The District.

ALL Voted AYE: Motion Carried

Comments: The board would like a draft by the next regular board meeting.

10. CHANGES TO BOARD PRESENTATION PROCEDURES:

Motion by Jon Sherwin, seconded by Nelda Burton for a full detailed report to be emailed to the Board each week as well as a construction report. Emergencies being emailed immediately. There will be no emails sent with “Nothing to report”.

ALL Voted AYE: Motion Carried

Comments: For the action item of sending out the emergency updates by email there was some discussion on whether what constitutes an emergency for reporting purposes should be defined, and the board decided to leave this to the discretion of the General Manager.

Motion by Jon Sherwin, seconded by Nelda Burton to have the minutes emailed to the Board with in the next week of said meeting.

ALL Voted AYE: Motion Carried

Motion by Nelda Burton, seconded by Jon Sherwin to have the check number, name of the recipient, and amount of the check that is stamped with the President and Secretary signature stamp be emailed to the President and Secretary as they are stamped, and to include check registers in the Board packets.

ALL Voted AYE: Motion Carried

Motion by Jon Sherwin, seconded by Nelda Burton to have a full Managers’ report given each month on the following: 1. Bond pay off. 2. Mileage, and fuel for each Vehicle. 3. Projected percent of budget. 4. Regular and overtime calls. 5. Number of calls between 8:00am to 5:00pm and number of calls after 5:00pm. Then 5:00 to 6:00, 6:00 to 7:00, 7:00 to 8:00 and after 8:00. 6. Reconciliations.

ALL Voted AYE: Motion Carried

11. PURCHASE OF A SECURE STORAGE CONTAINER:

Motion by Jon Sherwin, seconded by Nelda Burton to approve a lockable fire resistant file cabinet, size and number of drawers on the file cabinet will be at the discretion of the General Manager.

ALL Voted AYE: Motion Carried

12. 2016 BUDGET:

Tabled.

Comments: The board would like a workshop to be scheduled to discuss the budget.

13. GENERAL MANAGERS REPORT:

Brian Gipson gave the monthly General Managers Report.

Comments: Brian Gipson informed the board that he ordered the limestone for the driveway and it should be delivered by the end of the week.

14. COMMENTS:

Corey Oldbury wants the employees to understand that the board is trying to run The District the better than it has been run before. Brian Gipson informed the board that his employees go above and beyond to make this company run in the best way possible. The employees give their own time and money to make things work and he feels like he has a good crew and the perception of what is happening isn't always the reality. Nelda Burton offered to do a board sponsored dinner for the employees and Brian Gipson said he would take care of it.

16. ADJOURN:

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

ALL Voted AYE: Motion Carried

Corey Oldbury adjourned the meeting.

MEETING ADJOURNED AT 8:51 P.M.

MMUD PRESIDENT

MMUD SECRETARY