

**STEBEN LAKES REGIONAL WASTE DISTRICT
BOARD OF TRUSTEES MEETING
OCTOBER 13, 2011
11-10R**

MEMBERS PRESENT:

Bob Coder
Bill Heckley
Jim Kidd
Harry Krebs
George Pifer
Lyndon Tucker
Jim Van Vlerah

MEMBERS ABSENT:

Also Present

--- Andy Boxberger – District Attorney
--- Steve Maxwell - Russell Engineering

Bill Heckley called the meeting to order at 6:00 p.m.

APPROVAL OF SEPTEMBER 8, 2011 REGULAR MEETING MINUTES CHANGES OR ADDITIONS.

The Board presented minutes of the September 8, 2011 meeting for review and approval.

Tim requested that the last sentence on the first page be changed to Tim Frederick, and under the heading *Review and Approve the 2012 Budget* - should read as follows: The budget is currently at 67% or less for each category section read and discussed. Upon motion made by Jim Kidd and seconded by Jim Van Vlerah, the Board unanimously approved the corrected minutes of the September 8, 2011 meeting.

FINANCIAL REPORTS

The financial reports, check register, project check register, bank account report, and claims, were presented for review. Lyndon Tucker moved and Harry Krebs seconded the motion to accept the Financial Reports as presented, which motion was unanimously approved.

OLD BUSINESS

Orland Project -

SCADA - Tim Frederick stated that the paperwork was forwarded to USDA Rural Development for closeout procedure. He also stated that the final payment to Balkema Excavating, Inc., is due in the amount of \$70,179.76, and will be paid when Russell Engineering

receives payment of \$33,083.01 due from Balkema Excavating, Inc. Tim Frederick will hold the payment due Balkema Excavating, Inc., until Russell Engineering is paid from Balkema Excavating, Inc. Jim Kidd moved and Harry Krebs seconded the motion to make payment to Balkema Excavating, Inc., as listed above, for \$70,179.76, to close out the account, and to make payment to Advantage Roofing for \$21,094.00, for a grand total of \$91,273.76, which motion was unanimously approved.

Tim Frederick also stated that a motion be made for release of the bond to C-3 Construction Service, LLC. The Board will address this at a later date.

NEW BUSINESS

NONE.

DISRICT BUSINESS AND OTHER GENERAL MATTERS

1. Review & Approve Hiring Policy and Application to Meet Public Entity Employment Related Practices Liability - Tim Frederick distributed the policy to the Board and explained to them that this is mandated by their insurance company. This will be an amendment to the employee handbook. Jim Van Vlerah moved and Lyndon Tucker seconded the motion to accept and approve the hiring policy and application, with the understanding to make changes in the future as necessary, which motion was unanimously approved.

2. Discuss Rate Ordinance & Sewer Use Ordinance -

A. 11-02 for a third party online payment vendor -

B. Restatement of all necessary parts of the rate ordinances over the years -

C. What can the District do for the monthly charges for a mobile home court that has lots without a mobile home on in it?

Tim Frederick asked the Board to review the documents regarding these three issues and report back to the Board regarding questions.

Tim stated that the Bledsoe Mobile Home Court is still not connected to the system as required, so paperwork is being forwarded to the attorney to complete this task. He also stated that \$468,810.19 was collected from Bledsoe regarding the court ordered agreement.

3. Authorizing Superintendent to send out a Request for Proposal (RFP) for NED Preliminary Engineering Report (PER) and other associated required reports - Tim Frederick stated that he would like to submit proposals to various engineering firms for them to provide prices for a preliminary engineering report, environmental assessment report, and any other necessary reports, which meet United States Department of Agriculture Rural Developments funding requirements. Jim Van Vlerah moved and Bob Coder seconded the motion for Tim to submit proposals as outlined, which motion was unanimously approved.

4. Fences around lift station - Tim discussed a proposal of \$131,820.00 for fences, and does not recommend proceeding with fences. Harry Krebs moved and Jim Kidd seconded the motion not to install any fencing, which motion was unanimously approved.

5. On-call policy - Tim stated that the attorney for the District reviewed the policy and no changes are necessary.

6. Approve the 2012 Budget based on 53-week payroll period - Tim stated that the District is 2% under expected budget. Bill Heckley stated that the District is in great financial condition. Tim Frederick stated there will be a 1.09% increase from 2011. Much discussion on the budget. Jim Van Vlerah spoke regarding health care costs. Jim Van Vlerah moved and Jim Kidd seconded the motion to approve and accept the 2012 budget as proposed, which one in opposition, the motion passed.

Tim Frederick stated that seven need to be connected in Orland, 2 in North Snow Bay. Tim was notified that the District will be featured on a calendar for the upcoming year.

There being no further business to come before the meeting, Mr. Heckley asked for a motion to adjourn. Such motion was made, seconded and unanimously carried, the meeting was adjourned.