

VEAZIE SEWER DISTRICT
Regular Meeting Minutes
July 20, 2015
6:30 P.M.

Attended by: Chairman Rob Tomilson, Trustee Norman Webb, Superintendent Dana McLaughlin, Office Manager Emily Hood.

- 1) Rob called the meeting to order at 6:32 p.m.
- 2) Introduction of new Office Manager, Emily Hood.
- 3) The agenda was reviewed and items 6,7 & 8 of these minutes were added by Chairman Rob Tomlinson.
- 4) Norman motions to accept the June 2015 meeting minutes as written, Rob 2nd, unanimous.
- 5) No public comments.
- 6) Authorization to sign the Bond Bank Refinance. Norman motioned to authorize the Jim to sign the documents for the Bond Bank Refinance, Rob 2nd, unanimous.
- 7) Authorization for Nick Henry to perform any necessary work for the Bond Bank Refinance. Norman motioned to authorize Nick Henry to perform any work necessary for the refinance, Rob 2nd, unanimous.
- 8) August Board of Trustees Meeting recess. Norman motioned to not hold an August Board Meeting, Rob 2nd, unanimous. The next Board Meeting is September 21, 2015.
- 9) All Warrants were signed.
- 10) Delinquent accounts were reviewed. Rob expressed that he would like to see a breakdown spreadsheet of the most delinquent account as used in the past. Emily will prepare for the next meeting. Also, if notices are returned, Rob feels we have done due diligence and will proceed in the lien and foreclosure process.
- 11) Office Manager's Report was given by Emily. Rob expressed that any training that is needed in Trio or Quickbooks should be attended. Emily is attending Trio training in August.
- 12) The Treasurer's Report was reviewed. At the next meeting, \$30,000 will be added to the Debt Service account.
- 13) 2014-2015 Audit Quotes were reviewed. Norman motioned to use Horton, McFarland & Veysey, LLC for the audit, Rob 2nd, unanimous. Rob and Dana sign the Letter of Engagement.

- 14) Dana presented the Operations Report for June, 2015.
- Discussed savings to District by utilizing Safety Grant.
 - The curtain for the pond was discussed. When the curtain and the invoice comes in, it is to be paid for from the Capital Reserve funds.
- 15) Draft Outfall Repair was discussed. Rob and Norman suggested edits. Also, Norman suggested adding compliance language to the environmental section. Rob authorized the RFQ (Request for Bids).
- 16) Budget Review. Rob has requested that the Reserve accounts be consolidated on the budget and not categorized. Emily will check with Horton, McFarland & Veysey, LLC for guidance. Also, July payments were not showing on the budget. Emily will check with Becky about this.
- 17) Two truck bids were submitted and reviewed. Norman motioned to sell the truck to Richard Laplante for the bid amount of \$7,777.77, Rob 2nd, unanimous.
- 18) Norman motioned to end the meeting at 7:44 p.m., Rob 2nd, unanimous.

NEXT MEETING WILL BE HELD MONDAY, SEPTEMBER 21, 2015 AT 6:30 P.M.

APPROVED: _____
Norman Webb, Clerk

DATE _____