

**HIGHLAND HILLS SANITARY DISTRICT  
BOARD OF TRUSTEE MEETING MINUTES  
TUESDAY, FEBRUARY 25, 2014**

**I. Call to Order**

The meeting was called to order at 11:03 a.m.

**Present:**

Nancy Magurno  
James Worden

**Absent:** Trustee Al Sarno, Jr.

**Also Present:**

Claude Ainsworth  
Atty. John Brechin  
Merrily Eggert  
Howard Heil

**II. Public Participation – Mr. Russ Schauer, RJ Schauer & Assoc.,  
Ms. Sara Sayeed, 15 E. 14<sup>th</sup> Pl., and Mr. Gary Anderson, CPA**

Ms. Sayeed was in attendance to discuss her last bill. Ms. Sayeed requested to have the late charges and penalties removed. After discussion, Trustee Worden made a motion, seconded by Trustee Magurno to reduce the fee to \$15.00 and give Ms. Sayeed a one-time reduction due to her circumstance. Roll-call vote: All Aye.

**III. Minutes**

Trustee Magurno made a motion, seconded by Trustee Worden to approve the Board of Trustee Meeting Minutes of 2/4/14 and Special Meeting Minutes of 2/7/2014. Roll-call vote: All Aye.

**IV. Old Business – None.**

**V. New Business**

1. **Jayhawk Software Update** – The quotes were discussed. No decision was made. Trustee Worden is going to do some research. This will be discussed again at the next meeting.
2. **Travelers Insurance** – Mr. Schauer was in attendance to discuss the renewal of the insurance policy. Trustee Magurno made a motion, seconded by Trustee Worden to approve the renewal of the insurance policy as proposed. Roll-call vote: All Aye.

## **VI. As Submitted –**

1. **FOIA** – A FOIA was received. Trustee Worden will update the web site for the requested information.

## **VII. Finance**

Trustee Magurno made a motion, seconded by Trustee Worden to pay bills listed on the current ledger dated 2/25/14. Roll-call vote: All Aye.

## **VIII. Other Business**

1. **Rate Study** – Mr. Anderson was in attendance to discuss the rate survey. Discussion was held concerning different options for obtaining money for future repairs and contingencies. Gary agreed to revise his report in consideration of those options.
2. **Office Door** – The Board gave direction for Mr. Heil to purchase a new front door for the office building.
3. **Levy** – A levy was received for Mr. Robert Schoenke and Kirsten Schoenke.
4. **Financial Summary of Accounts** – The report was given to the Board.
5. **Water Operator** – Mr. Heil reported that the sewer work has not been completed yet. Mr. Heil will be out of town for one week and is leaving on 2/27/14.
6. **Engineer's Report** – Nothing further to report.
7. **Manager's Report** – Ms. Eggert reported that a customer, Ms. Yunez requested to have an on line payment returned to her. The Board discussed this issue and reached a decision that since her next bill will be issued March 1, that the extra payment that was made by Ms. Yuzez will be put toward her next bill.
8. **Clerk's Report** – Trustee Magurno inquired about our new employee June Burkert. Ms. Burkert's first day was February 20<sup>th</sup>.

**IX. Next Meeting** – The next meeting is March 11, 2014 at 11:00 am.

## **XI. Adjournment**

Trustee Worden made a motion, seconded by Trustee Magurno to adjourn the meeting at 12:45 p.m. Roll-call vote: All Aye.

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Nancy Magurno, Clerk

Submitted by Merrily Eggert