

**HIGHLAND HILLS SANITARY DISTRICT
BOARD OF TRUSTEE MEETING MINUTES
TUESDAY, FEBRUARY 4, 2014**

I. Call to Order

The meeting was called to order at 11:00 a.m.

Present:

Nancy Magurno
Trustee Al Sarno, Jr.
James Worden

Absent: 0

Also Present:

Claude Ainsworth
Atty. John Brechin
Merrily Eggert
Howard Heil

II. Public Participation – None.

III. Minutes

Trustee Magurno made a motion, seconded by Trustee Worden to approve the Board of Trustee Meeting Minutes of 1/28/14, and Executive Session Minutes of 1/28/14. Roll-call vote: All Aye.

IV. Old Business – None.

V. New Business

1. **Jayhawk Software Update** – Quote not received.
2. **Travelers Insurance** – Mr. Schauer will attend the Feb. 25th meeting.

VI. As Submitted – None.

VII. Finance

Trustee Magurno made a motion, seconded by Trustee Sarno, Jr. to pay bills listed on the current ledger dated 2/4/14. Roll-call vote: All Aye.

VIII. Other Business

1. **Rate Study** – Mr. Anderson was in attendance to discuss the rate survey and present a report to the Board and those in attendance.

2. **Mike Most** – Mr. Most was in attendance to meet the Board and discuss his job description and additional work hours.
3. **Office Equipment** – Kevin has completed the computer work and installed the new office equipment.
4. **Job Descriptions** – Trustee Worden made a motion, seconded by Trustee Magurno, to approve the job descriptions for Mr. Heil, Mr. Buckley, and Robert Schoenke. All job descriptions have been completed. Roll-call vote: All Aye.
5. **Past Due Report** – There are 92 past due accounts.
6. **Water Operator** – Nothing further to report.
7. **Engineer's Report** – Nothing further to report.
8. **Manager's Report** – Nothing further to report.
9. **Clerk's Report** – Nothing further to report.

IX. Next Meeting – The next meeting is February 25, 2014 at 11:00 am.

X. Special Meeting – Trustee Worden made a motion, seconded by Trustee Magurno, to schedule a Special Meeting Friday February 7, 2014 for the purpose of an employee interview.

XI. Adjournment

Trustee Magurno made a motion, seconded by Trustee Worden to adjourn the meeting at 12:00 p.m. Roll-call vote: All Aye.

Nancy Magurno, Clerk

Submitted by Merrily Eggert