

## SOUTH ISLAND PUBLIC SERVICE DISTRICT

Proposed Minutes: South Island PSD Commission Meeting of August 22, 2023, at the South Island Public Service District's Conference Room at 2 Genesta St. at 8:03 a.m.

Present:	Alan Jackson, Chairman	Staff: Papu Tafao
	Gary Gaynor	Tamara Munson
	David Martin	Heather Boggess
	James Vaughn	
	Pamela Ovens	
	John Phalen	
	Tom DeMint	
	J.R. Richardson	

Legal: Jon Eggert

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1. **Review Minutes of July 25, 2023-** The minutes for the July 25, 2023, meeting were reviewed and upon motion made by Mr. Phalen, and seconded, the minutes were approved unanimously.
  2. **Personnel Committee Report-** Mr. John Phalen, Chairman of the Personnel Committee, stated he & Mr. Martin met with Mr. Tafao and reviewed the proposed annual bonuses for employees. He noted the evaluation form was reviewed and they also talked about the fact that the District is fully staffed except for one position. He stated the Personnel Committee recommends approval of the bonuses as presented in the Fiscal Year 2024 budget (See Attachment A, Bonus Budget Analysis). Mr. Vaughn stated no motion is needed since the bonuses are part of the already approved Fiscal Year 2024 budget.
  3. **Finance Director Update-** Mrs. Munson stated the audit isn't quite finished and there are no audit adjustments so far. She stated everything is going fine and we are moving along with payment on the CIP projects.
  4. **General Manager Update-** Mr. Tafao stated all the projects are going well.

**CIP - 57 Greenwood Piping:** Mr. Tafao stated we are still in the stables area but moving right along.

**CIP-71 High Service Pump Station:** Mr. Tafao stated the blockwork is being done now on the building. They will concentrate next on the equipment that goes into the pump station.

**CIP-75 Cretaceous & UFA Well:** Mr. Tafao stated drilling has reached about 1,500 feet with the 26" hole. The drilling has stopped because we are waiting for the screens to be delivered. They should be delivered around October 9<sup>th</sup> and then the drilling will continue from 1,500 feet to the bottom. He noted the next step will be the installation of the case and the gravel pack that goes around the case. He also stated all of this should be completed around Thanksgiving and then the project will be in development for most of December and the whole process should be finished around the beginning of January.

Mr. Tafao stated the pads for the temporary buildings have been formed and the buildings should be delivered this week. There is one piece of electrical equipment that has been delayed but will hopefully be delivered in October. He noted shortly after that the well will be operational.

**CIP Meter Replacement-** Mr. Tafao stated the District will be changing out all meters to cellular read. This project will begin the first week in September. He noted this will allow usage to be seen from the office and will save time on rereads and general customer calls.

5. **Executive Committee Elections-** Mr. Jackson stated it was time for the Executive Committee Elections. Mr. Vaughn made a motion, that was seconded, to keep the current slate of officers for the next 3-year term: Mr. Jackson, Chair; Mr. Vaughn, Vice-Chair; and Mr. Gaynor, Secretary. The motion was approved unanimously.
6. **Executive Session-** A motion to enter executive session was made by Mrs. Ovens at 8:23 a.m. to discuss legal matters. A motion was made by Mr. Vaughn to end the executive session at 8:28 a.m. No action was taken.
7. **Other Business-** 1) Mr. Vaughn commended customer service and the I & R department for responding to a leak at his home. He stated the service he received was spectacular from both departments. 2) Mr. Tafao thanked the Board for the bonus program on behalf of the employees. He stated it is a very effective management tool and the employees understand that it is not something they can count on each year. 3) Mrs. Munson stated a new rate study will be done in the fall and should be ready for the Board in January. 4) Mr. Jackson asked the status of the Ashton Cove easements. Mr. Tafao stated he received a letter from Walter Nester of Burr and Foreman and will be getting back to work on that soon.
8. There being no further business, Mr. Phalen made a motion that was seconded, to adjourn the meeting at 8:36 a.m. The motion was approved unanimously.

  
Heather Boggess, Recording Secretary