

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
December 10, 2018

**CALL TO ORDER**

Tim Brower, President, called the meeting to order at 5 PM. The meeting was held at the Tri-Lakes District Office, 5240 N. Old 102, Columbia City, IN.

**ROLL CALL**

Roll call was taken. Board members present were Priscilla Peters, Tom Wise, Sue Schroeder, Ruth Orr and Linda Parker. George Schrupf was absent. Carol Martin and Cliff Creason were also in attendance.

**GUEST AND CUSTOMERS INQUIRIES DIRECTED TO TRUSTEES**

Heather Palan came to introduced herself to the Board and interview for the Administrator position.

Alex Martin came to introduced herself to the Board and interview for the Administrator position.

Bill Estler with Engineering Resources presented a large district map for the board room. He reviewed the master plan and went over the invoice for the work this past year. After reviewing the invoice, the Trustees approved the payment.

**MINUTES & REPORTS**

The Minutes and Financial reports were emailed to the Trustees prior to the meeting for review. There was a question about why there was no maintenance for building and grounds. This is for mowing and snow removal. There were not any invoices for the month of November. Sue made a motion to accept the reports as presented, Priscilla seconded; verbal vote of the motion carried by Six (6) to zero (0).

**NEW BUSINESS**

Election of officers for 2019. After some discussion, Tom made a motion to keep the current officers in place, Ruth seconded ; the motion carried by Six (6) to zero (0).

Tim Brower – President  
Priscilla Peters – Treasurer  
Linda Parker – Secretary

2019 Salary Ordinance 2018-12 was presented and review by the Trustees.

Full Time Employees Effective Jan 1, 2019

Bookkeeping Employees – Hourly base range will be \$15 – \$18/hour

Accounting Employees – Hourly base range will be \$17 - \$20/hour

District Administrator base salary range will be \$49,920 to \$51,000 per year.

Part Time hourly pay rate will be \$15.00 to \$18.00 per hour at the Administrator discretion.

Sue made a motion to except Salary Ordinance 2018-12, Ruth Seconded; the motion carried by Six (6) to zero (0).

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Other Policies which the audit requested Tri-Lakes Regional Sewer District adopted will be A credit card policy, a capital assets and threshold policy and a bad debt policy. Carol will work on those and have something for the Trustees to review and adopt for the January, 2019 meeting.

**OLD BUSINESS**

Administrator Position; the personnel committee, Sue, Ruth and Linda, interviewed several candidates for the position. They narrowed it down to two final candidates. Heather Palan and Alex Martin, were invited back to interview with the Board before a final decision. After much discussion Linda made a motion to hire Heather Palan for the position, Priscilla Seconded: a vote of the motion carried by Five (5) to zero (0) with Tim Brower abstaining as he is friends with both candidates. Heather will be offered the position starting at the current base salary of \$49,920/year.

Bill Estler with Engineering Resources presented a large area map outlining the district boundaries and potential target areas for growth for the master plan. He also went over the proposal for the scope of work for Magic Hills line expansion.

**ADMINISTRATOR UPDATES**

The 2017 audit is now complete. Priscilla and Carol had an exit review this past week. There were some recommendations for policies they would like the district to adopt. Carol will have something for the Trustees to review at the January meeting regarding these policies

Carol had a visit from IDEM for their annual inspection. Everything was in order and there were no Violations found.

Carol has a meeting next week with Capstone Insurance to review the district coverage. This is a yearly insurance review.

With nothing more to discuss, Sue made a motion to adjourn the meeting, Ruth seconded; verbal vote of the motion carried by Six (6) to zero (0). Meeting adjourned at 6:05

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Linda Parker, Secretary