

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
December 12, 2017

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, George Schrupf, Priscilla Peters, Linda Parker, Tom Wise, Sue Schroeder and Ruth Orr. Also in attendance were Carol Martin and Cliff Creason.

GUEST

Adrienne Kneipp – came to address the grinder repair policy. She was billed for the second service call as per our grinder repair policy. In the eight years she had lived there, there was never any issues until renters moved in next door. She had ignored the invoice and has been receiving monthly penalties on the unpaid balance. The board explained they had to be fair and there was no way they could determine who caused the problem by flushing wipes. The trustees agreed to wave the penalties if she would pay the original invoice for the call out within the next 15 days. She indicated she would do her best to take care of it as a single mother and with Christmas this month.

MINUTES & REPORTS

The Minutes and Financial reports were emailed to the Trustees prior to the meeting for review. Priscilla made a motion to accept the minutes and financial reports as presented, Sue seconded; verbal vote of the motion carried by Seven (7) to Zero (0).

NEW BUSINESS

Elections of Officers for 2018

George Schrupf made a motion to retain the current officers which would be Tim Bower as president, Sue Schroeder, Secretary and Priscilla Peters as Treasurer. Sue asked to be removed from the motion as she will be away for the next three months. Linda Parker was then nominated to be Secretary by George; Tom Seconded the motion; Verbal vote of the motion carried by Seven (7) to Zero (0).

2018 Budget

A proposed budget was presented to the Trustees for the upcoming year. Cost were reviewed from the prior year and projections of upcoming projects were discussed. After some review and a few adjustments, a budget for the upcoming year was approved. The budget was passed with expected revenue of \$841,272.00 and anticipated expenses of \$834,200.00.

The SBOA indicated a resolution was needed each year for salaries and wages as well as resolution giving authorization to the District Administrator to pay monthly claim prior to board approval.

Resolution 2017-1 to set forth hours and wages for employees of the district for 2018.

Sue made a motion to approve Resolutions 2017-1 with the base hourly salary effective January 1, 2018.

Bookkeeping/Clerical \$16.00/hour;

Accounting employees \$18.00/hour

District Administrator to be Salary based at \$24/hour with a 40-hour week or \$49,920/year.

Ruth seconded the motion; Verbal vote of the motion carried by Seven (7) to Zero (0).

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Resolution 2017-2 Authorizing the District Administrator to review and approve reimbursements of monthly claims to be paid prior to board approval. Whereas the Tri-Lakes Regional Sewer District board of Trustees finds it necessary for the monthly payment of invoices to be paid prior to board approval to avoid late fees. George made a motion to approve Resolution 2017-2, Tom seconded the motion: Verbal vote of the motion carried by Seven (7) to Zero (0).

Resolution No. 2017-3 Amended subdivision policy.

The revised policy reflects the current connection policy and fees. Tom made the motion to approve Resolution No. 2017-3 (Amended Subdivision Policy) Sue Seconded the motion; Verbal vote of the motion carried by Seven (7) to Zero (0).

OLD BUSINESS

Carol had a meeting with Engineering Resources this past month. They are evaluating the current lines sizes and compacity. Hopefully they will have something ready to review for the January 8th meeting.

ADMINISTRATOR UPDATES

We started discharging the lagoons the middle of November. With the colder weather we should be able to discharge until the levels are down in the lagoons.

In the meeting with Matt Shipment it was determined we in fact need to have \$150,000 in bonds for the three-office personal along with the treasurer. We do not fall under HB1372.05. Even though we are a pollical subdivision we are not a city, town, county, or township; The Crime coverage we have in place cannot be used in place of a bond for Regional Sewer Distirct. Carol has now bought these bonds through Star Insurance as they were less than from Capstone.

Carol informed the Trustees, we will be changing bank to Crossroads Bank as Three Rivers FCU has changed their rate structure starting in February. Crossroad is helping with the transition so things will go smoothly.

The ductal valves in station F have been repaired and we are back up running all pumps.

J&K Contractors paid the fine for not obtaining a permit and modifying the lateral line to a home they were remodeling on Brown Road.

There being no further business to be brought before the Board, Sue made a motion to adjourn and Tom seconded the motion. All Board members voted in the affirmative and the motion carried. Tim adjourned the meeting at 6:10 p.m.

Sue Schroeder, Secretary