

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
December 13, 2021

CALL TO ORDER

Tom Wise, President, called the meeting to order at 5:00 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, Jerry Burns, Carol Martin, and Linda Parker, and Bill Brice. Ruth Orr was absent. Cliff Creason and Heather Palan were also in attendance.

GUEST AND CUSTOMERS INQUIRIES DIRECTED TO TRUSTEES

Judi Huffman – 7051 N Brown Rd – Has AIRBNB type rental that two people live in one part and rents out the other part of the house. She is currently being charged \$61.11 (regular rate) plus \$26.81 (additional operations and maintenance for rental) for total of \$87.92. After discussing with the Trustees, she will continue to pay this rate until the point that she no longer rents out part of the house.

MINUTES & REPORTS

The Minutes and Financial reports were emailed to the Trustees prior to the meeting for review. Bill made a motioned to approve the minutes as written, Priscilla Seconded; verbal vote of the motion carried six (6) to zero (0). Carol motioned to accept financial reports, Linda Seconded; verbal vote of the motion carried six (6) to zero (0). Linda motioned to pay Heather \$200 per pay period for accounting bonus, Jerry Seconded; verbal vote of the motion carried six (6) to zero (0).

NEW BUSINESS

2022 Salary Ordinance 2021-1 was presented and review by the Trustees.

Full Time Employees Effective first pay period after Jan 1, 2022

Bookkeeping Employees – Hourly base range will be \$15.00 – \$23.00/hour

Accounting Employees – Hourly base range will be \$17.00 - \$25.00/hour

District Administrator base salary range will be \$50,000 to \$55,000 per year.

Part Time hourly pay rate will be \$15.00 to \$25.00 per hour at the Board discretion.

Bookkeeper was kept at \$17.50/hr, Accountant was kept at \$18.73/hr and District Administrator was raised to \$54,019.33. Carol motioned to accept the raises and new salary ordinance, Priscilla Seconded; verbal vote of the motion carried six (6) to zero (0). Carol motioned for officers to remain the same for 2022, Linda seconded; verbal vote of the motion carried six (6) to zero (0).

Tom Wise – President

Linda Parker – Secretary

Priscilla Peters - Treasurer.

Kathy Dewitt who cleans the office requested a raise from \$50 each cleaning to \$55. Linda motioned to raise Kathy's rate to \$55.00 each cleaning, Priscilla Seconded; verbal vote of the motion carried six (6) to zero (0).

IDEM discharge permit is up for renewal for 2022-2027. Heather filled it out and Tom Wise Signed to send into the state.

A new bay is needed on the shop for the District, Heather received quote from Auburn Door Inc, of \$2,587.91 for door, opener and installation, Mike Seigel will frame the door. Carol motioned to purchase the new garage door, Jerry Seconded; verbal vote of the motion carried six (6) to zero (0).

OLD BUSINESS

Heather did not have any updates on the Grable lots at Big Lake.

The proposed budget for 2022 was presented and review. Discussion of upcoming capital improvements projects, known needed repairs and energy cost, Carol made a motion to approve a budget of \$1,202,425 for expenses for 2022; Linda Seconded; verbal vote of the motion carried six (6) to zero (0).

Mike Seigel demo tested the Ditch Witch Vac Trailer with 500-gallon spoil tank, and it worked great. Carol motioned to buy the Ditch Witch Vac Trailer model HX30G VAC SYSTEM for \$46,540.00 and add to insurance policy, Jerry seconded; verbal motion of the motion carried six (6) to zero (0).

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Deb Roy at Crossroads Bank emailed a letter explaining how the loan would work with each time the CD would come up for renewal it would be the rate of the CD plus 2% and could be renewed each time with no penalty. It would be flexible on how much the payments would be as long as the interest would be paid. The CD comes due next in February 2022.

ADMINISTRATOR UPDATES

With nothing more to discuss, Linda made a motion to adjourn the meeting, Priscilla Seconded; verbal vote of the motion carried by six (6) to zero (0). Meeting adjourned at 6:28 pm.

A handwritten signature in cursive script that reads "Linda Parker". The signature is written in black ink and is positioned above a solid horizontal line.

Linda Parker, Secretary