

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
January 14, 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, George Schrupf, Ruth Orr and Linda Parker. Sue Schroeder was absent. Carol Martin, Heather Palan and Cliff Creason were also in attendance.

**GUEST AND CUSTOMERS INQUIRIES DIRECTED TO TRUSTEES**

Bill Etzler with Engineering Resources presented the on-call services agreement. 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. And the Trustees approved.

**NEW BUSINESS**

Received Northern Heights Electrical Panel quote from Rider Electric to rehab the Northern Heights lift station, \$17,100. Tom made motion to accept and Ruth seconded; the motion carried by five (5) to Zero (0).

Received quote from MasterMind Computers for new build computers for office at \$1,250 per computer. After discussion it was decided 3 computers are needed. George motioned to accept and Priscilla Second; the motion carried by five (5) to zero (0).

2 of the vacuum chart recorders need new motors. Received a quote for new chart recorders from Aqseptence Group at \$3,380.20 each and quote for just the motor and gearbox from Hansen Corp. at \$283.99 each motor with minimum order of five (5) for total of \$1,419.95. After discussion Priscilla motioned to buy the five motors from Hansen Corp, Tom seconded; the motion carried by five (5) to zero (0).

Received quote for cyber insurance policy for \$1,000 to cover for breach over internet. Ruth motioned to accept, Tom seconded; the motion to carried by five (5) to zero (0).

Received quote from Aquatic Weed Control for 2019 season for lagoons for \$3,100. Tom motioned to accept and Linda seconded; motion carried by five (5) to zero (0).

Heather wrote up an uncollectible debt policy and presented to Trustees. Trustees would like Matt Shipman to review before adopting.

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
January 14, 2018

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 and Heather will work on those and have something for the Trustees to review and adopt for the February, 2019 meeting.

**OLD BUSINESS**

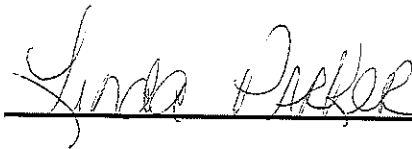
Bill Etzler with Engineering Resources followed up on Magic Hills expansion and provided list to of affected homeowners for letters to be mailed out by Tri-Lakes Regional Sewer District within the next couple weeks in front of the county or IDEM.

Per the audit a credit card policy needs to be adopted. After discussion the trustees approved for \$1,000 for basic supplies and New Grinder Packages with customer money up front to be included in the credit card policy that Carol and Heather will write up for February meeting.

**ADMINISTRATOR UPDATES**

Carol informed Trustees that Ryan Egoft wanted us to stop discharging on January 15, 2019 from the lagoons. Culy's for well well rehab will be out this week for estimate and A1 Concrete to come out January 15 for estimate on fixing sidewalk in front of office.

With nothing more to discuss, Tom made a motion to adjourn the meeting, Ruth seconded; verbal vote of the motion carried by five (5) to zero (0). Meeting adjourned at 6:07



\_\_\_\_\_  
Linda Parker, Secretary