

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
January 14, 2013

CALL TO ORDER – Board President, Sue Schroeder, called the meeting to order at 5 pm. The meeting was held at the District Office, 5240 N. Old 102. Columbia City, IN

ROLL CALL – Roll call was taken and all Board members were present. Also present were Cliff Creason, Carol Martin, Jim Lauer (engineering consultant) and Paul Dygert from MacAllister Power Systems Division.

CUSTOMER CALLS/CONCERNS/INQUIRIES DIRECTED TO TRUSTEES --

No new calls or inquires to Board members was received and/or presented.

INTRODUCTION OF GUEST

- ◆ Paul Dygert from MacAllister presented the yearly MacAllister maintenance agreement to the trustees. He had several different options for the board to review; one year, two year and a five year preventive maintenance option for the generators. Since there has been an increase in repairs for the aging generators, Paul put together a five year rotation plan of preventive maintenance based on age and past history. The board asked Paul to provide more information regarding everything MacAllister will be providing with the different contracts. Carol will have the requested information at the next board meeting.
- ◆ Jim Lauer from Schnelker Engineering presented the board several items to consider regarding going forward with long term capital improvements.
 - 1.) He suggested the district start looking at additional generators within the next few years for the stations which do not have generators as yet. His concern is that since the district is being serviced by four different utility sources this could potentially create a failure should we lose power within any one part of the system. We do have the backup generator to assist should this problem occur. Jim will come up with the specifications which we can send out for bids for the additional units he feels we should consider.
 - 2.) He suggested we revisit the master plan and start thinking about expansion when more people want to be added to our system. As the population grows, we will have more requests to connect to our system and the sewer district might be the only option for some. The county is going to require homeowners to update their current systems as they age or they will be forced out of their homes if they cannot comply with current codes.
 - 3.) He suggested we take a look at our current inventory on hand to see what may be needed in case we have an emergency repair. He also suggested we come up with a list of contractors that can be called in the event we should have a break down.

- 4.) Jim also suggested we consider better security by switching the operations office with the board room. This would also give more room for office personnel and storage as the district grows.

- 4.) Along the lines of security, we should also consider different options or alternatives for back up storage of our software and data files as well as options for additional security systems for the stations.

MINUTES & REPORTS – All reports (Minutes, Financial, Operations and Maintenance) were emailed to the Trustees prior to the meeting for review. Sue asked for any additions, deletions or questions on any of them. George Bruce inquired about the salaries being up from the past months. It was noted for the month of December there were four people on the payroll as well as the board was paid for the last quarter. Being no other questions, George Bruce made a motion and Dick Eckert seconded to accept all reports as presented. The motion carried by a verbal vote of seven (7) to zero (0).

OLD BUSINESS --

- ◆ Carol updated the trustees on the progress with the installation of the influent flow meter. Everything is in place just waiting on the basin to be delivered by the third week of January. Weather will determine when they can open up the hole to complete the installation.
- ◆ After sorting through the stored records and looking at storage options, it was decided we needed to keep our records stored inside at this time. We need to start thinking about future storage as our storage needs will soon outgrow our current area.
- ◆ The current office space was reconfigured to accommodate three work stations. The remodeling of the office space was accomplished from utilizing extra countertops and supports stored in the garage. A retired computer was also brought out of storage so as to not have to purchase any addition office equipment at this time.

NEW BUSINESS

- ◆ Carol presented the option of signing up for remote capture of check processing. After reviewing all the requirements and costs associated with this service, it didn't look like it would be to be a good fit for our operations.
- ◆ Carol gave an update regarding the solution of sewer line protection going through the channels around Tri-Lakes. The Tri-Lakes property owner's association has secured permits to dredge the channels. They started with the Stalf Road channel going to Island Court without regard to the existing sewer line. Jim Lauer along with Mark Weaver of Environmental Remediation Services came up with a solution to have a steel plate fabricated to cover the line for more protection. This application will be used again for the future channel dredging that will occur this summer.
- ◆ Carol had reviewed with Jim Lauer and presented to the board a material list of items we should have on hand in case of an emergency repair. A motion was made by Tim Brower to spend \$1000.00 towards increasing the inventory on hand, Janet seconded the motion. The motion carried by unanimous vote.
- ◆ Sue presented her proposal for the board's review and approval regarding section 402 Personal Time Off (PTO) for the current Employee Policy Manual. After much discussion Janet made a motion to amend the paid time off policy as presented by Sue, George Schrupp seconded the motion.

ADJOURNMENT – There being no further business to be brought before the Board, the motion Dick made a motion to adjourn and Tim seconded the motion. All Board members voted in the affirmative, and the motion carried. Sue adjourned the meeting at 7:35 p.m.

Tim Brower, Secretary