

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
July 8, 2013

CALL TO ORDER

Board President, Sue Schroeder, 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 Sue Schroeder, Tom Wise, Dick Eckert, George Bruce, George Schrupf, Tim Brower. Janet Moss was absent. Also present were Carol Martin, Cliff Creason along with Ed Orr, Ruth Orr and Matt Shipman.

MINUTES & REPORTS

The Minutes, Operations and Maintenance Reports were emailed to the Trustees prior to the meeting for review. Sue asked for any additions, deletions or questions on any of them.

George Schrupf made a motion to approve the reports and Tom Wise seconded; verbal vote of the motion carried by six (6) to zero (0).

OLD BUSINESS --

- ◆ Matt Shipman talked with the board about the permanent disconnections which have taken place in the past. He stated that until a new policy is adopted, the Orr's permanent disconnection of their property will fall under the old guidelines.
- ◆ Matt also presented to the board the first draft of the new disconnect/reconnect policy. He cleaned up the wording from the draft submitted to him for the board to review. After much discussion about the proposed policy it was decided more clarification was needed before being ready to vote upon. Matt suggested there should be another policy defining the cost of the new connections and reconnections as those costs will change where the disconnect/reconnect policy will stay consistent.
- ◆ Matt informed us that he was recently contacted by Grable Realty regarding the lots located on the back side of Big Lake as they now have someone looking to buy one of these lots. The subdivision policy should come into play as the first lot is well within 300 feet of the district's sewer line. This was farm land and bought by a developer with the sole purpose of dividing into building lots. Noble Country allowed the farm to be divided into four lots without consulting the sewer district regarding any policies we have for the area. Matt will advise her to have any potential buyers contact the sewer district first regarding hooking into the sewer system. Matt also suggested we tighten up the subdivision policy as well, so we don't have any more issues going forward.
- ◆ The Influent flow meter is still not giving the numbers we should be seeing. Carol is sending everything back to the supplier to have it all checked out.

CUSTOMER CALLS/CONCERNS/INQUIRIES DIRECTED TO TRUSTEES

- ◆ Tom Henney came in with a copy of the contract signed by the board in 1992 regarding mowing the area at the ponds. He felt we needed to review the original contract regarding the brush and weeds along the fence row and lane. Over the past years there have been several different people in charge of the mowing with less of the area being maintained and now saplings, brush and thistles are taking over. The ponds were sprayed June 6th for thistles but only to limited areas as this was all the current contractor had done in the past. It was recommended to do a twice a year spraying for the entire area to keep the thistles under control. Carol will get quotes on having all the pond area cleaned up, treated for weeds and saplings removed as per his contract.

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NEW BUSINESS

- ◆ Carol gave the trustees copies of the disaster recovery plan for the office and contact information. The plan spells out what action will take place for the office operation and account information should there be a disaster at the office.
- ◆ Steve Boswell from IDEM was out with our certified operator, Ryan Egolf to review our operation and indicated that he really wants us to move the discharge line to the other side of the bridge so that our readings would be upstream of the outflow. At the moment our permit gives us a special exemption and it's noted that our readings are taken downstream from the outflow. There might need to be some changes when our permit is up for renewal.
- ◆ Outside maintenance of the buildings needed to be address as this is not part of AirVac's contract. Several of the buildings need to be power washed and gutters cleaned. Carol can get that done for \$140 per building. George Schrupf made a motion to proceed with the cleaning of the buildings, Dick Eckert seconded the motion. The motion carried by six (6) to zero (0) vote.
- ◆ Carol reviewed with the board different quotes to update the accounting software used by the district. The current software, Komputrol is a dos based program that was purchased in 1998. Komputrol has converted the program to run on windows to keep it operating. The two main programs being considered were Continental Utility Solutions with a cost of \$20,800.00 the other was Keystone Software for a cost of \$14,262.50. After reviewing the pro and cons of the different software, it was decided that Keystone software would be a better option as they are already affiliated with Boyce Mail for our monthly billings and the yearly maintenance contract will transfer. One of the biggest savings will be in paper and retention storage. Tim Brower made a motion to go ahead and purchase the Keystone Software, George Schrupf seconded. The motion carried by six (6) to zero (0) vote.

ADJOURNMENT

There being no further business to be brought before the Board, Dick made a motion to adjourn and Tom seconded the motion. All Board members voted in the affirmative, and the motion carried. Sue adjourned the meeting at 6:45 p.m.

Tim Brower, Secretary