

**MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
MARCH 12, 2012**

CALL TO ORDER – Board President, Dan Stauffer, called the meeting to order at 5 pm. The meeting was held at the District Office, 5240 N. Old 102.

ROLL CALL – Roll call was taken and all Board members were present. Also present was Nel Mann.

ANNOUNCEMENTS – There were no announcements.

CUSTOMER CALLS/CONCERNS/INQUIRIES DIRECTED TO TRUSTEES -- No new calls or inquires to Board members were received and/or presented.

MINUTES & REPORTS – All reports (Minutes, Financial, Operations, and Maintenance) were emailed to all Trustees prior to the meeting for review. Dan asked if there were any additions, deletions, corrections, or questions on any of them. Janet made a motion and Sue seconded to accept all reports as edited. The motion carried by a verbal vote of six (6) to zero (0). (George Bruce had not yet arrived at the meeting to cast a vote.)

COMMITTEE REPORTS -- The Personnel Committee report on the update of the revision of current contracts was delayed until the May meeting.

OLD BUSINESS --

- Nel updated the trustees on possible testing (no set limits) changes to our renewed NPDES permit and the status of the likely-required (by IDEM) effluent flow meter, current legislation activity, her contact with Jim Lauer about the secrete on top of main lines (creating leaks in the lines), the status of the ‘listed for sale’ service truck, generator maintenance and scheduled training, the location of the IRSDA meeting in April, the receipt and reinstallation of lift station pumps, and a situation within our District involving the Noble County and State Health Departments which is currently ongoing.
- The changes to the Employee Policy Manual that had been approved at the February meeting were presented to the Board. This copy of the manual supersedes all previous manuals.

There was no other old business discussed at this meeting.

NEW BUSINESS

- Nel presented the Board with a list of MacAllister-recommended repairs to the District's generators that were determined following their annual inspection of them. There was considerable discussion, after which the Board gave Nel the authority to proceed with those repairs that are necessary for upkeep and overall functioning of the generators. This will be determined, with the cooperation of MacAllister representatives, following a scheduled inspection training class on March 16th.
- Nel presented the Board with a proposal/quote from Mike Seigel Contractor to resurface the lane leading back to the lagoons, which is in very bad shape. Dan suggested that Nel also contact Jasper trucking for a quote to do the same work. Sue made a motion, David seconded, to authorize this work to Seigel or Jasper (whichever is lower) and at a cost of no more than \$2,100.
- Nel provided the Board with a note from Tina concerning her 'fill-in' time and pay while Nel is off on PTO. After some discussion, the Board felt that she did not understand their revision of the Policy Manual to allow her to work 40 hours without approval and asked that Nel speak with her. They did not feel that she should be paid both time and mileage to do the banking and mailing, as required, as she will be instructed to close the office at 3:30 to allow time for this function on her way home. Nel will look for ways that this can be perhaps accomplished differently in the future (have mail delivered to rural box instead of post office box, have paid consultant run these errands, remote capture/deposit of funds with financial institution, etc.) to avoid these issues during the Administrator's absence.
- Nel informed the Board that she would be on vacation the week of April 2-6 and that she would also like to be gone some/all of the week of April 9-13. Either way, she would not have time to prepare for the April 9th Board meeting and asked if Board members wanted to (1) delay meeting until April 16th, (2) have Tina prepare the Board reports and have the Board meet to approve them only, or (3) cancel the April meeting. The Board decided unanimously to just cancel the April meeting since it did not appear that there would be any pressing issues. Should anything come up, this will be reconsidered.

There was no other new business discussed at this meeting.

ADJOURNMENT – There being no further business to be brought before the Board, Mike made a motion, David seconded, to adjourn. All Board members voted in the affirmative, and the motion carried. Dan adjourned the meeting at 5:35 p.m.

Susan Schroeder, Secretary