

**MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
JANUARY 9, 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 except David Anderson were present. Also present were Cliff Creason and Nel Mann.

**INTRODUCTION OF GUESTS AND/OR PUBLIC COMMENT PERIOD** – Gene Heckman, Thorncreek Township Trustee, was present at this meeting.

**ANNOUNCEMENTS** – There were no announcements.

**CUSTOMER CALLS/CONCERNS/INQUIRIES DIRECTED TO TRUSTEES** -- Two customers had made contact with the office/board concerning billing issues. Both issues were briefly discussed. Nel will send an additional letter to Mr. Fisher providing him with the Indiana Code which requires we charge a 10% penalty on later payments.

**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. There being none, Mike made a motion and Sue seconded to accept all reports as presented. The motion carried by a verbal vote of six (6) to zero (0).

**COMMITTEE REPORTS** -- The Personnel Committee, Sue and Mike, asked Nel to leave the meeting at this point so yearly increases and other personnel-related issues could be discussed. Once Nel returned to the meeting, she was told that the Board had approved a 2.5% increase for her and Tina effective with the first payday in 2012. Nel requested that her 2.5% be added to Tina's 2.5%, but the Board declined that request. The Board also approved a \$25/month increase for our Certified Operator, Ryan Egolf. (Motions made and seconded, as well as who voted yea, nay, or abstained from voting is not known as Nel was out of the room when these were taken.) The Board also requested some updates to the Employee Manual; Sue will work with Nel on these and present them at the next meeting.

**OLD BUSINESS** -- Nel updated the trustees on the lift station pumps, the billing of the Thorncreek Fire Station, the sale of our Dodge pickup, and the renewal of our NPDES permit.

## **NEW BUSINESS**

- Two quotes for our property insurance as well as our officers' and directors' policy, were presented to the Board for review and approval. One was from our current provider, Erie Insurance and the other from Capstone Insurance Group. Gene Heckman spoke briefly on behalf of Capstone, with whom the township volunteer fire department has had a long and positive relationship. After discussion of both options, which were relatively similar in cost, Mike made a motion and Tom seconded to accept the proposal from Capstone. All members present voted in the affirmative, except George who abstained. Motion carried. Nel will notify both providers of the Board's decision.
- There was some discussion on reclassifying our certified operator from 'contractor' to part-time employee so that he would fall under our worker's comp policy rather than requiring him to provide us with a costly liability policy. The Board wanted additional options to consider and asked Nel to contact our attorney to see if there is something that can be reviewed other than these two options. They also questioned the cost to us if we provided the liability policy for our certified operator.

There was no other new business discussed at this meeting.

**ADJOURNMENT** – There being no further business to be brought before the Board, Sue made a motion, Tom seconded, to adjourn. All Board members voted in the affirmative and the motion carried. Dan adjourned the meeting at 6:01 p.m.

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Susan Schroeder, Secretary