

**MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
FEBRUARY 13, 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 was Nel Mann as well as Clint Hawn and Rod Hatterly from AirVac.

**ANNOUNCEMENTS** – There were no announcements.

**CUSTOMER CALLS/CONCERNS/INQUIRIES DIRECTED TO TRUSTEES** -- No new calls or inquires to Board members was 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. Sue pointed out an error on the Financial Summary, after which Tom 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).

**COMMITTEE REPORTS** -- The Personnel Committee report on the update of the Employee Policy Manual was delayed until New Business to allow the AirVac employees to make their presentation to the Board.

**OLD BUSINESS** -- Nel updated the trustees on the lift station pumps, current legislation activity, the recent rate increase, and the issue of liability with our certified operator.

There was no other old business discussed at this meeting.

**NEW BUSINESS**

- Clint Hawn from AirVac made a presentation to the Board relative to a sewer pump failure at Station D and the repair of two lines leaks—one on Basin Street and the other on Muncie Avenue. He went into detail with them on the sewer pump rebuild and the need to prepare for future repairs and/or replacements of all sewer pumps due to age and wear/tear. He also asked for reimbursement for the parts used in the sewer pump rebuild and digging/repair of the two line leaks. George made a motion, Sue seconded, to approve the request for payment of these fees. (Per our contract with AirVac, labor costs were not included in these amounts!) The Construction & Capital Committee will look into the future replacements of all sewer pumps.

- The annual generator maintenance quotes were presented to the Board for review and selection. Quotes were received from MacAllister, Evapar, and W. W. Williams. Janet made a motion to stay with MacAllister, Mike seconded the motion, and it carried by a vote of six (6) to zero (0). Nel will notify all vendors who quoted of the Board's decision.
- Nel informed the Board that the quarterly meeting of the Indiana Regional Sewer District will be held in our District on April 18<sup>th</sup>. She encouraged all Board members, if possible, to plan on attending this luncheon meeting.
- Because we have to have our attorney add a liability clause to Cliff's contract, Nel provided the current contract to the Board for their review prior to submitting it to the attorney for review/revision. After some discussion, the contract was referred to the Personnel and Benefits Committee for further review and presentation of any changes to the Board at their March meeting.
- The Personnel Committee submitted some changes to the current Employee Policy Manual for full Board review and approval. All references to comp time was removed. A change was made to '301 Employment Categories' to clarify the number of hours that can be worked by a nonexempt employee and the approval process for any required overtime. Another change was proposed to '402 Personal Time Off' to eliminate the ability of employees to carry-over any PTO from year to year; this change will not become effective until 1/1/2013. Tom made a motion and Mike seconded to accept these changes. Vote was six (6) to zero (0) in favor. Nel will revise the manual and have it ready for Board approval at the next meeting.
- Sue recommended that the Employee Policy Manual be reviewed yearly to make certain that it is consistent with current business practices and relevant employee policies and laws.

There was no other new business discussed at this meeting.

**ADJOURNMENT** – There being no further business to be brought before the Board, Tom made a motion, Janet seconded, to adjourn. All Board members voted in the affirmative and the motion carried. Dan adjourned the meeting at 6:18 p.m.

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Susan Schroeder, Secretary