

# TWIN LAKES REGIONAL SEWER DISTRICT

*"Protecting the Environment Today for Tomorrow's Generations"*

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## BOARD OF TRUSTEES MEETING DECEMBER 13, 2007

TRUSTEES PRESENT: JIM SMITH PRESIDENT  
WAYNE GARRISON VICE-PRESIDENT  
ART ANDERSON TREASURER  
PAT NOVOTNY SECRETARY  
JOHN MITCHELL BOARD MEMBER  
LARRY DUNN BOARD MEMBER

TRUSTEES ABSENT: TOM PASQUALE BOARD MEMBER

SUPERINTENDENT: MIKE DARTER

ATTORNEY: DONALD TRIBBETT

The meeting was called to order at 7:00 p.m. by Mr. Smith, who presided.

Mr. Novotny presented and requested approval for the minutes of the November 8, 2007 regular Board of Trustees meeting. Mr. Anderson moved to approve the minutes, seconded by Mr. Garrison.

Vote Ayes 6 Nays 0

Mr. Novotny presented and requested approval for the minutes of the November 26, 2007 special meeting. Mr. Anderson moved to approve the minutes, seconded by Mr. Garrison.

Vote Ayes 6 Nays 0

### TREASURER'S REPORT:

Mr. Anderson presented for approval the construction fund claim voucher in the amount of \$ 1,387,001.87. Mr. Garrison moved to approve the construction claim fund voucher, seconded by Mr. Novotny.

Vote Ayes 6 Nays 0

Mr. Anderson presented for approval the sinking fund claim voucher in the amount of \$470,000.00 and the renewal of a certificate of deposit in the amount

of \$101,390.00. Mr. Dunn moved to approve the sinking fund claim voucher and the renewal of the certificate of deposit, seconded by Mitchell.

Vote Ayes 6 Nays 0

Mr. Anderson presented for approval the petty cash fund claim voucher in the amount of \$3,424.00. Mr. Garrison moved to approve the petty cash fund claim voucher, seconded by Mr. Novotny.

Vote Ayes 6 Nays 0

Mr. Anderson presented for approval the payroll fund claim voucher in the amount of \$42,970.46. Mr. Mitchell moved to approve the payroll fund claim voucher, seconded by Mr. Dunn.

Vote Ayes 6 Nays 0

Mr. Anderson presented for approval the operation and maintenance fund claim voucher in the amount of \$123,493.18. Mr. Mitchell moved to approve the operation and maintenance fund claim voucher, seconded by Mr. Novotny.

Vote Ayes 6 Nays 0

Mr. Anderson reports that the comparative statement of cash flows and comparative statement of net assets have been completed and copies have been distributed.

#### **COMMITTEE REPORTS:**

##### Finance/Insurance Committee:

None

##### Personnel Committee:

None

##### Nominations Committee:

Mr. Anderson reports that the committee has nominated the following for the 2008 year:

- Mr. Garrison – President
- Mr. Pasquale – Vice President
- Mr. Dunn – Treasurer
- Mr. Smith – Secretary

Mr. Smith announced that the Board will vote at the next meeting and nominations will also be allowed from the floor at that time.

Projects Committee:

Mr. Garrison announced that Tom Bernhardt from Rural Development has confirmed the approval to use the grant monies from the Phase I & II project for the office building construction.

Old Business:

Mr. Darter presents Ordinance 2007-04 for second reading. Mr. Anderson reads Ordinance 2007-04 on the second reading and request adoption of said ordinance. Mr. Mitchell moved to adopt Ordinance 2007-04, seconded by Mr. Dunn.

Vote Ayes 6 Nays 0

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**SUPERINTENDENT'S REPORT:**

Mr. Darter summarized the incident report.

Mr. Darter requests approval for the Anthem Blue Cross/Blue Shield – Employee/Employer Premiums as distributed. Mr. Anderson moved to approve the employee/employer premiums, seconded by Mr. Novotny.

Vote Ayes 6 Nays 0

Mr. Darter requests approval of the 2008 Holiday Schedule as distributed. Mr. Dunn moved to approve the holiday schedule, seconded by Mr. Anderson.

Vote Ayes 6 Nays 0

Mr. Darter requests approval to “write off” the account presented as bad debit in the amount of \$994.15 and checks in the amount of \$212.26. Mr. Anderson made a motion to “write off” the accounts presented as bad debt totaling \$994.15 and checks in the amount of \$212.26, seconded by Mr. Novotny.

Vote Ayes 6 Nays 0

Mr. Darter presents Policy 2007-02, Delinquent/Late Penalty/Fee – Billing and asks for approval. Mr. Anderson moved to approve Policy 2007-02, seconded by Mr. Novotny.

Vote Ayes 4 Nays 2 (Mr. Dunn & Mr. Mitchell)

Mr. Darter indicates that customers will be notified via postcard regarding the policy.

Mr. Darter requests approval for service line easement modifications for Mr. Elizalde and Mr. Jackson. Mr. Dunn made a motion to approve the Jackson

easement modification based on the acceptance from the Engineer, seconded by Mr. Anderson.

Vote Ayes 6 Nays 0

Mr. Darter requested approval to advertise bids for the office building. Mr. Anderson made a motion to advertise for bids, seconded by Mr. Garrison.

Vote Ayes 6 Nays 0

**ATTORNEY'S REPORT:**

Mr. Tribbett reports that he has received a letter in regards to the Jefferson Township Conservancy District.

Mr. Tribbett reports that he and Mr. Darter have reviewed documents, which were provided as a request of discovery. Mr. Tribbett reports that the deposition of Ken Biddle is tentatively set for January 10, 2008. Mr. Tribbett reports that there may be a possible hearing date of April 1, 2008.

**ENGINEERS REPORT:**

Mr. Tierney distributed a summary status report of the Phase III/IIIB Project.

Mr. Tierney requests approval of Change Order 2, Contract 1 & 2, for the total amount of \$\$42,941.00. Mr. Anderson moved to approve Change Order 2, seconded by Mr. Dunn.

Vote Ayes 6 Nays 0

**OTHER BUSINESS:**

None

**PUBLIC COMMENT:**

None:

There being no further business, Mr. Mitchell moves to adjourn the meeting, seconded by Mr. Smith and thereupon adjourned at 7:42 p.m.

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Patrick Novotny, Secretary

Approved: \_\_\_\_\_  
James Smith, Presiding Officer