

# TWIN LAKES REGIONAL SEWER DISTRICT

"Protecting the Environment Today for Tomorrow's Generations"

## BOARD OF TRUSTEES MEETING

10/14/21

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TRUSTEES PRESENT:	DICK LEIS	PRESIDENT
	JAMIE ROUGH	VICE-PRESIDENT
	AARON RUEMLER	SECRETARY
	DONALD KOLESZAR	TREASURER
	JAN FAKER	BOARD MEMBER
	ROBERT HOUSER	BOARD MEMBER

TRUSTEES ABSENT:	JOSHUA DIGGS	BOARD MEMBER
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ATTORNEY:	DONALD TRIBBETT
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MANAGER:	MIKE DARTER
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OFFICE/HR/FINANCIAL MANAGER: JACKIE FRANKLIN

Mr. Leis opened the meeting at 5:30 pm.

### **PUBLIC COMMENT:**

### **OLD BUSINESS:**

### **SECRETARY'S REPORT:**

Mr. Leis asked for a motion to approve the minutes of the September 9, 2021, regular scheduled meeting. Mr. Koleszar made a motion to approve, seconded by Mr. Rough.

Vote Ayes 6 Nays 0

Mr. Mike Gaunce, ICA, presented the 2022 Anthem medical insurance renewals. Board discussion held. Mr. Rough made a motion to remain with current Anthem Insurance policy, and the following: each employee will pay 7.5% of their monthly premium cost and each employee will receive HSA funds in the amount of \$1,000.00 for single coverage and \$2,000.00 for child/spouse and/or family coverage, to be deposited into employee HSA accounts at 50% semi-annually, seconded by Mr. Ruemler.

Vote Ayes 6 Nays 0

Mr. Gaunce discussed life insurance, and moving employees from a \$25,000 policy to \$50,000 policy. Mr. Rough made a motion to have Mr. Gaunce get quotes on life insurance rates, seconded by Mr. Ruemler.

Vote Ayes 6 Nays 0

**COMMITTEE REPORTS:**

Project Committee:

Mr. Joe Tierney, GRW, gave an update on project, easements, utilities and advertising for bidding the projects. Advertisement for bids will be in the Herald Journal and Carroll County Comet on October 20<sup>th</sup> and 27<sup>th</sup> with a Pre-Bid meeting is scheduled for 11:00 am on October 28, 2021. Mr. Rough made a motion for Mr. Tierney to advertise for bids, seconded by Mr. Koleszar.

Vote Ayes 6 Nays 0

Finance Committee:

Mr. Koleszar presented the draft 2022 O&M Budget, in the amount of \$2,771,900.35, resulting in an increase of 1.75% over 2021. Board discussion held.

Mr. Koleszar presented Investment Summary, August 2021 Financials, Liens, and Non-Compliance fees.

Personnel Committee:

Personnel Committee Chair, Mr. Houser, presented the committee's recommendation in regard to the Administrative Assistant II revised job description and increasing the pay for to the level of the Accounts Receivable Clerk II position. Board discussion held. Mr. Ruemler made a motion to approve recommendations of the Personnel Committee to amend Administrative Assistant II job description to update duties and increase pay to the level of the Accounts Receivable Clerk II, seconded by Mrs. Faker.

Mr. Rough left the meeting at 6:46 pm.

Vote Ayes 5 Nays 0

Mr. Houser presented the committee's recommendation in regard to the vacation policy; updating the Employee Handbook to increase time off to 16 days or 128 hours after 10 years of employment, 17 days or 136 hours after 15 years of employment, effective January 1, 2022. Mr. Ruemler made a motion to approve Personnel Committee recommendation, seconded by Mrs. Faker.

Vote Ayes 5 Nays 0

Personnel Committee reviewed employee request to have all staff wear masks when in laboratory. The committee affirmed the accommodations by the supervisor to minimize personnel in laboratory. No Board action taken.

Personnel Committee reviewed employee request to credit back sick day following a Covid related test. Personnel Committee recommendation is to deny the request and

Mr. Darter presented Keystone/Boyce Software Annual Maintenance Agreement for 2022 in the amount of \$ 5,990.00. Mr. Koleszar made a motion to approve, seconded by Mr. Houser.

Vote Ayes 5 Nays 0

Mr. Darter requested approval of TLRSD document destruction per IC5-15-5.1-14, Form 449905 (R7/7-15), with Shred-It. Mr. Houser made a motion to approve with removal of any board minutes, seconded by Mrs. Faker.

Vote Ayes 5 Nays 0

**ATTORNEY'S REPORT:**

No update on Mr. Fain case.

Mr. Tribbett gave an update on easements for Jennings and Bick.

**TREASURER'S REPORT:**

Mr. Koleszar made a motion to pay all claims as follows:

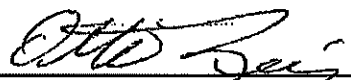
Operation & Maintenance Fund claim voucher in the amount of \$ 199,761.64,  
Capital Improvement Fund claim voucher in amount of \$ 64,012.92,  
Payroll Fund – Board of Trustees claim voucher in the amount of \$ 550.00,  
Payroll Fund – Employees claim voucher in the amount of \$ 87,619.05,  
and Employee Benefits – INPRS claim voucher in the amount of \$ 13,006.58,  
seconded by Mr. Ruemler.

Vote Ayes 5 Nays 0

**OTHER BUSINESS:**

The Personnel Committee will meet at the District Office on Wednesday, October 27, 2021 at 8:00 am.

With no further business before the Board, Mr. Leis made a motion to adjourn at 7:12 pm.

  
Mr. Leis, President

  
Mr. Ruemler, Secretary