

**LAGRANGE COUNTY REGIONAL UTILITY DISTRICT  
BOARD MEETING MINUTES  
FEBRUARY 18, 2021**

The LaGrange County Regional Utility District Board met in Regular Session on **Thursday, February 18, 2021** at 4:00 P.M., at 116 E Wayne Street, LaGrange, IN 46761.

**MEETING ATTENDANCE:**

**BOARD MEMBERS:**

<b>ROLL CALL</b>	Kenneth Hunn, Vice President Kathy Miller, Secretary/Treasurer Gerry Turner, President David Gunter, Board Member
<b>ABSENT</b>	Phil Malone, Board Member

**EX-OFFICIO MEMBERS:**

<b>ROLL CALL</b>	Terry Martin, County Commissioner
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**GENERAL MANAGER:** Adam Sams

**DISTRICT ADMINISTRATOR:** Jeanette Combs

<b>ADVISORS:</b>	Steve Henschen, Jones Petrie Rafinski Jeff Rowe, Baker Tilly Andrew Boxberger, Carson LLP
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The meeting was called to order by Gerry Turner at 4:00 P.M.

Roll Call was taken by Jeanette Combs.

Motion was made by Kathy Miller to approve the agenda as amended.

Change Item 10Bc to Contract C – Change Order #5 Time Extension December

Add Item 10 Db IDEXX E. coli Quote

Motion was seconded by Ken Hunn.

Roll Call:

Kenneth Hunn – Yes

Phil Malone - Absent

Kathy Miller - Yes

Gerry Turner – Yes

David Gunter – Yes

Motion carried.

Motion was made by Ken Hunn to approve the January 21, 2021 minutes. Motion was seconded by Kathy Miller.

Roll Call:

Kenneth Hunn – Yes

Phil Malone - Absent

Kathy Miller - Yes

Gerry Turner – Yes

David Gunter – Yes

Motion carried.

Jeanette Combs presented the December 2020 Treasurer (Bank Reconciliations) Report. Jeanette explained the discrepancy and trouble closing and balancing the December statement. The District had not previously been recording interest from the Debt Service accounts at Bank of New York. It had been recommended by Baker Tilly that the District starts doing this. In doing so, there was a discrepancy that will need to be more deeply researched leaving the Bank of New York bank reconciliation out of balance by \$3551.84. Jeanette explained that she will have to go back through statements beginning in 2017 and research to find the explanation. This may take some time, therefore the amount out of balance will continue to show up on the bank recs each month until it has been balanced.

Motion was made by Kathy Wonderly to approve the December 2020 Treasurer's Report. Motion was seconded by Ken Hunn.

Roll Call:

Kenneth Hunn – Yes

Phil Malone - Absent

Kathy Miller - Yes

Gerry Turner – Yes

David Gunter – Yes

Motion carried.

Jeanette Combs also presented the January Bank Reconciliations. Jeanette explained the different look as these reconciliations are from the Key Fund software.

Jeff Rowe spoke to the Board regarding the Financial Reports from the new Key Fund software, including a Fund Report, an Appropriation Report, and a Revenue Report. Jeff pointed out that the Revenue Report, unlike the Appropriation Report, does not show the actual vs. budget. Jeff stated that the District could reach out to Keystone, the software provider, and ask if this would be an option that they could provide. Another option would be to have Baker Tilly create a report writer to show this information. Gerry Turner stated that he would like for us to contact Keystone and see if this is an option that they are able and willing to provide. Gerry Turner suggested that we live with the current reports provided for another month, then we can circle back and see if you want to change anything.

Motion was made by Ken Hunn to approve the January 2021 Treasurer Report (Bank Reconciliations) and Financial Reports. Motion was seconded by Kathy Miller.

Roll Call:

Kenneth Hunn – Yes

Phil Malone - Absent

Kathy Miller - Yes

Gerry Turner – Yes

David Gunter – Yes

Motion carried.

Jeanette Combs presented the claims docket 1/22/2021 thru 2/18/2021 to the Board for approval.

- REGISTER OF CLAIMS dated February 18, 2021  
\$464,101.04

Motion was made by Ken Hunn to approve the Register of Claims dated 1/22/2021 thru 2/18/2021. Motion was seconded by Kathy Miller.

Roll Call:

Kenneth Hunn – Yes

Phil Malone - Absent

Kathy Miller - Yes

Gerry Turner – Yes

David Gunter – Yes

Motion carried.

Adam Sams presented the General Mangers report.

Motion was made by Ken Hunn to approve the General Manager's Report as presented.

Motion was seconded by Kathy Miller.

Roll Call:

Kenneth Hunn – Yes

Phil Malone - Absent

Kathy Miller - Yes

Gerry Turner – Yes

David Gunter – Yes

Motion carried.

The meeting was opened for public comments on non-public hearing issues and items not on the agenda.

Sharon Haman of Great Commission addressed the Board of Trustees. Sharon stated that once we have better weather that their contractor would begin ground work. She confirmed the pumps are in. David Gunter stated that he and Phil Malone had met with the representatives of Great Commission where they learned and confirmed that the contractor does have the pumps and is ready to go, but is waiting for the weather to break. Gerry Turner asked David in what capacity did he meet with Great Commission. David stated that he was invited by Phil Malone as a guest. David stated that he was not there in any official capacity any capacity and that he suggested that any information they have they should be sending to Adam Sams. Gerry stated that he wants to avoid any conflict of interest with representation of the Board. Andy Boxberger stated that he has not received any new proposals from Great Commission, nor any other feedback and they are currently being penalized. Gerry asked Sharon if there is an updated schedule or any new information. Sharon stated that it depends on the weather. Gerry reminded Sharon that the District has established it's position due to the universities failure to perform. Gerry stressed to Sharon to keep the board updated. She stated that they are making an effort. Gerry stated that we need documentation of that. Andy stated that what we are looking for is a new proposal.

Adam Sams updated the Board on the status of the Cynthia Boals and John Amburgey properties. Adam stated that he has confirmed the Boals property was disconnected from electricity in the 1990's. He has not heard from John Amburgey.

A motion was made by Ken Hunn to waive the late connection penalties on the Cynthia Boals property. Motion was seconded by Kathy Miller.

Roll Call:

Kenneth Hunn – Yes

Phil Malone - Absent

Kathy Miller - Yes

Gerry Turner – Yes

David Gunter – Yes  
Motion carried.

Steve Henschen gave an update on the Region B phase 1 project.

Motion was made by Ken Hunn to approve the Certificate of Substantial Completion for Contract A for Niblock. Motion was seconded by Kathy Miller.

Roll Call:

Kenneth Hunn – Yes  
Phil Malone - Absent  
Kathy Miller - Yes  
Gerry Turner – Yes  
David Gunter – Yes  
Motion carried.

Motion was made by Ken Hunn to approve the Contract C Change Order #5 for a time extension for Selge. Motion was seconded by Kathy Miller.

Roll Call:

Kenneth Hunn – Yes  
Phil Malone - Absent  
Kathy Miller - Yes  
Gerry Turner – Yes  
David Gunter – Yes  
Motion carried.

Steve Henschen presented an amendment to the JPR engineering agreement for Region B Phase 2.

Motion was made by Ken Hunn to approve the amendment to the JPR engineering agreement for Region B Phase 2. Motion was seconded by Kathy Miller.

Roll Call:

Kenneth Hunn – Yes  
Phil Malone - Absent  
Kathy Miller - Yes  
Gerry Turner – Yes  
David Gunter – Yes  
Motion carried.

Steve Henschen gave an update on the Region B Phase 2 Project.

Steve Henschen gave an update on the Region C WW Project Phase 1 and discussed the use of remaining funds.

Adam Sams presented a quote from IDEXX for E. coli testing equipment. This is intended to be included in the use of remaining funds.

Motion was made by Ken Hunn to approve the purchase from IDEXX for E. coli testing equipment in the amount of \$7,965.87 to be reimbursed via use of remaining funds. Motion was seconded by Kathy Miller.

Roll Call:

Kenneth Hunn – Yes  
Phil Malone - Absent

Kathy Miller - Yes  
Gerry Turner – Yes  
David Gunter – Yes  
Motion carried.

Steve Henschen gave a Region C Phase 2 project overview and funding update.

Motion was made by Ken Hunn to schedule a PER Draft Public Hearing for Wednesday, March 10, 2021 at 6pm and to send each property owner in the effected region a letter with notice of the hearing. Motion was seconded by Kathy Miller.

Roll Call:

Kenneth Hunn – Yes  
Phil Malone - Absent  
Kathy Miller - Yes  
Gerry Turner – Yes  
David Gunter – Yes  
Motion carried.

Jeanette Combs will work on securing a meeting facility and will send out a calendar invite to the Board of Trustees and sending hearing notices.

Andy Boxberger gave and update on Region D, the White Pigeon Sanitary rate increase.

Motion was made by Ken Hunn to approve submittal of the following project claims for disbursement:

- Region B WW Improvement Project Phase 1
  - Pay App Contract A Niblock \$89,832.30
  - Pay App Contract D Selge \$133,411.59
  - Jones Petrie Phase \$107,259.47
- Region B WW Improvement Project Phase 2
  - Carson LLP \$1057.00
- Region C WW Improvement Project Phase 1
  - Jones Petrie Rafinski \$1081.25
  - Carson LLP \$45.00
- Region C WW Improvement Project Phase 2
  - Baker Tilly \$ 10,457.48
  - Carson LLP \$168
- Fawn River Crossing Water Extension Project
  - Cornerstone Stewards \$7291.00

Motion was seconded by Kathy Miller.

Roll Call:

Kenneth Hunn – Yes  
Phil Malone - Absent  
Kathy Miller - Yes  
Gerry Turner – Yes  
David Gunter – Yes  
Motion carried.

Jeanette Combs presented a request from Chad McKale to remove his deceased Father's late fee.

Motion was made by Ken Hunn to waive the \$7.86 late fee for Ronald Lewis McKale Account 400 00157 01 due to death. Motion was seconded by Kathy Miller.

Roll Call:

Kenneth Hunn – Yes

Phil Malone - Absent

Kathy Miller - Yes

Gerry Turner – Yes

David Gunter – Yes

Motion carried.

Jeanette Combs presented a request from Lloyd Moore to credit his account \$50 in reference to a donation agreement from December 1991.

Motion was made by Ken Hunn to approve the credit to Lloyd Moore's account in the amount of \$50.00. Motion was seconded by Kathy Miller.

Roll Call:

Kenneth Hunn – Yes

Phil Malone - Absent

Kathy Miller - Yes

Gerry Turner – Yes

David Gunter – Yes

Motion carried.

Jeanette Combs presented a lease agreement from Pitney Bowes for the postage/ mailing system. The agreement includes a new machine, the term is for 60 months and is cheaper than the current rate.

Motion was made by Ken Hunn to approve the Pitney Bowes agreement. Motion was seconded by Kathy Miller.

Roll Call:

Kenneth Hunn – Yes

Phil Malone - Absent

Kathy Miller - Yes

Gerry Turner – Yes

David Gunter – Yes

Motion carried.

Jeanette Combs presented the January 2021 Adjustments in the amount of \$12,653.15 And other charges in the amount of \$30,955.

Motion was made by Kathy Miller to approve the January 2021 adjustments and other charges. Motion was seconded by Ken Hunn.

Roll Call:

Kenneth Hunn – Yes

Phil Malone - Absent

Kathy Miller - Yes

Gerry Turner – Yes

David Gunter – Yes

Motion carried.

The meeting was opened to Board Member comments.

There were none.

Andy Boxberger informed the Board of Trustees that he has Oaths of Office for the Trustees to sign. Historically we have not done this, but the bond counsel has started to ask for them. So, this is something we should have to offer them.

Andy issued the Oaths of Office for the Gerry Turner, Kathy Miller, Ken Hunn and David Gunter.

David Gunter mentioned the Fawn River water tower. He was concerned that the Howe Fire Department was requesting a well when they could possibly have access to the water tower. Adam Sams explained the agreement that the District has with the Howe Fire Department for water use. Adam stressed that the District's main priority is to its customers.

Motion was made by Kathy Miller to adjourn at 6:00 pm. Motion was seconded by Ken Hunn.

Roll Call:

Kenneth Hunn – Yes

Phil Malone - Absent

Kathy Miller - Yes

Gerry Turner – Yes

David Gunter – Yes

Motion carried.

Respectfully Submitted,

Jeanette Combs  
Recording Secretary