

LAGRANGE COUNTY REGIONAL UTILITY DISTRICT BOARD MEETING
MINUTES MARCH 18, 2025

The LaGrange County Regional Utility District Board of Trustees met in Regular Session on **Tuesday, March 18, 2025**, at 3:00 PM, at 2575 N SR 9, LaGrange, IN 46761.

MEETING ATTENDANCE:

BOARD OF TRUSTEES:

ROLL CALL

Kenneth Hunn, President
Kathy Miller, Secretary/Treasurer
David Gunter, Board Member
Michael Mohrman, Board Member
Nicole Heffelfinger, Vice President

EX-OFFICIO MEMBERS:

ABSENT Terry Martin, County Commissioner

DISTRICT STAFF: Adam Sams, General Manager
 Jeanette Combs, District Administrator

ADVISORS: Andrew Boxberger, Carson LLP
 Steve Henschen, Jones Petrie Rafinski

The meeting was called to order by Ken Hunn at 3:00 P.M.

Roll Call was taken by Jeanette Combs.

Jeanette Combs stated that she would like to amend the agenda, inserting as item G, a refund request.

Motion was made by Kathy Miller to approve the agenda as amended.
Motion was seconded by Michael Mohrman. Motion carried unanimously.

Motion was made by David Gunter to approve the Regular Session Minutes for February 18, 2025. The motion was seconded by Kathy Miller. Motion carried unanimously.

Jeanette Combs presented the Fund Report for February 2025. The Bank Reconciliations for February 2025 were balanced and were presented to Kathy Miller for review.

Motion was made by Nicole Heffelfinger to approve the February 2025 Financial reports. The motion was seconded by Michael Mohrman. Motion carried unanimously.

Jeanette Combs presented a Claims Docket to the Board for approval in the amount of \$1,032,891.96.

Motion was made by Nicole Heffelfinger to approve the Claim Dockets in the amount of \$1,032,891.96. Motion was seconded by Michael Mohrman. Motion carried unanimously.

Jeanette Combs stated that there are two customer refunds in the claims that were made due to employee errors in billing. Jeanette said she and Adam had spoken to the employee regarding the errors and had issued the employee a verbal warning that will remain in the personnel file. Jeanette explained that new actions and internal controls have been put in place to avoid allowing this error to happen again. Adam Sams stated that the employee was told that large errors of this kind cannot continue. He said the employee was very apologetic and welcomed having additional internal controls in place.

Adam Sams presented the General Manager's report.

Motion was made by Michael Mohrman to approve the General Manager's Report as presented. The motion was seconded by Kathy Miller. Motion carried unanimously.

The meeting was open for public comments on non-public hearing issues and items not on the agenda. Adam Sams informed the Board of Trustees of Mr. Franke's passing.

Steve Henschen gave a construction update on the Region C Phase II WW Project.

Steve Henschen presented Change Order #12 for the Region C Phase II WW Project in the amount of \$58,100.50.

Motion was made by Kathy Miller to approve Change Order #12 for the Region C Phase II WW Project in the amount of \$58,100.50. Motion was seconded by Nicole Heffelfinger. Motion carried unanimously.

Steve updated everyone regarding the Asset Management Plan Certification and explained that we have an internal deadline of 3/31/2025 to submit.

Adam Sams discussed the Economic Development Authority Application that could possibly provide grant money for the Region C Treatment Plant Expansion. He said he would like the Trustees to give him formal approval to start the application process.

Motion was made by Nicole Heffelfinger to approve moving forward with completing the Economic Development Authority Application. Motion was seconded by Kathy Miller. Motion carried unanimously.

Adam Sams also discussed the possibility of doing an income survey. This process may help the Districts project score higher on the State Revolving Funds list. Adam explained there is a cost, but there are some things that can be done in house. Steve stated that he didn't see additional costs for JPR outside of their contract.

Motion was made by Michael Mohrman to approve moving forward with an income survey. Motion was seconded by Nicole Heffelfinger. Motion carried unanimously.

Steve Henschen gave an update on the Region C Phase III WW Project.

Jeanette Combs presented project claims.

Motion was made by Nicole Heffelfinger to approve the submittal of the following project

claims as listed on the agenda for disbursement:

1. Region C Treatment Area WW Project Phase II – SRF
 - a. Niblock Pay Application #14 - \$246,708.91

The motion was seconded by Kathy Miller. Motion carried unanimously.

Jeanette Combs presented the February 2025 Adjustments in the amount of \$88.45 and Other Charges of \$90.

Motion was made by Kathy Miller to approve the February 2025 Adjustments and Other Charges as presented. The motion was seconded by Nicole Heffelfinger. Motion carried unanimously.

Adam Sams discussed Liability and Work Comp Insurance. Adam stated that we have received one quote, but he would like to wait for another quote from our current broker.

Motion was made by Michael Mohrman to authorize Adam Sams to renew/obtain Liability and Work Comp Insurance, not to exceed the budgeted amount. Motion was seconded by Kathy Miller. Motion carried unanimously.

Jeanette Combs presented a refund request from Michael Lynn. Michael is a customer who has been mistakenly making two payments per month on his account using his own online bill pay/recurring payments.

Motion was made by Kathy Miller to approve a refund to Mr. Lynn for his credit on his account in the amount of \$729.63. Motion was seconded by Michael Mohrman. Motion carried unanimously.

The meeting was opened for Board Member comments.

Motion was made by Nicole Heffelfinger to adjourn the meeting at 3:56 pm. Motion was seconded by Kathy Miller. Motion carried unanimously.

Respectfully Submitted,

Jeanette Combs
Recording Secretary