

**LAGRANGE COUNTY REGIONAL UTILITY DISTRICT
BOARD MEETING MINUTES
AUGUST 21, 2018**

The LaGrange County Regional Utility District Board met in Regular Session on **Thursday, August 21, 2018** at 6:00 P.M., in the District Office, located at 116 E Wayne Street, LaGrange, Indiana.

MEETING ATTENDANCE:

BOARD MEMBERS:

ROLL CALL

Patrick Wiltshire, President
Nancy Teagarden, Vice President
Denny Davis, Secretary/Treasurer
Kathy Wonderly
Phil Malone

EX-OFFICIO MEMBERS:

ROLL CALL

Terry Martin, County Commissioner

GENERAL MANAGER: Adam Sams

DISTRICT ADMINISTRATOR: Jeanette Combs

ADVISORS:

Steve Henschen, JPR
Andrew Boxberger, Carson LLP

The meeting was called to order by Patrick Wiltshire at 6:00 P.M.

Roll Call was taken by Jeanette Combs.

Motion was made by Nancy Teagarden to approve the agenda as amended.

- Remove Items 10A2, 10A3, 10C4b
- Replace Item 10C2 with Umbaugh Services Agreement Amendment
- Add 10D Region D (Fish/Stone) Jim & Melissa Jacobs refund overpayment
- Insert F1 Ordinance 2018-08-21(B)

Motion was seconded by Kathy Wonderly. Motion was carried unanimously.

Motion was made by Denny Davis to approve the July 19, 2018 Regular Session Minutes as presented. Motion was seconded by Kathy Wonderly. Motion carried unanimously.

Motion was made by Nancy Teagarden to approve the July 25 Special Session Minutes. Motion was seconded by Phil Malone. Motion carried unanimously.

Dennis Davis presented the July 2018 Treasurer's report.

Motion was made Kathy Wonderly to approve the July 2018 Treasurer's report as amended, changing the beginning balance of the Farmers State Bank Account to \$1,292,668.19. Motion was seconded by Nancy Teagarden. Motion carried unanimously.

The claim docket for claims dated 7/20/2018 thru 08/21/2018 was presented to the Board for approval.

- REGISTER OF CLAIMS dated August 21, 2018
\$1,238,444.24

Motion was made by Nancy Teagarden to approve the claims Register of Claims dated 7/20/2018 thru 08/21/2018. Motion was seconded by Kathy Wonderly. Motion was carried unanimously.

Adam Sams presented the General Manager's Report.

Motion was made by Nancy Teagarden to approve the General Manager's report. Motion was seconded by Kathy Wonderly. Motion was carried unanimously.

The meeting was opened for public comments on non-public hearing issues and items not on the agenda. There were no comments.

Steve Henschen gave an update on the Region B Project. Steve stated that the cost estimate could exceed the funding available. Adam and Steve have developed an alternative plan to perform piping only replacements at lift station 6 and lift station 2. This would mean that they would receive quotes and present the Board with recommendations in October. If awarded, the work should be done by December and would not require any permits. Also, there is no intent to be reimbursed by SRF for this cost.

Motion was made by Nancy Teagarden to move forward with the new Region B plan and issue a quote package. Motion was seconded by Kathy Wonderly. Motion was carried unanimously.

Adam Sams presented a request from Jeffrey and Joyce Bender to remove the property located at 4440 S 930 E from the billing system. Adam stated that they have disconnected and capped the wastewater service line and removed all plumbing structures from their home. It has been inspected.

Motion was made by Nancy Teagarden to approve removing Jeffrey and Joyce Bender property located at 4440 S 930 E from billing. Motion was secondary Kathy Wonderly. Motion was carried unanimously.

Steve Henschen gave an update on the Region C Water Project. Steve stated that Adam is in the process of receiving quotes for items to be purchased from the remaining funds. JPR is preparing a quote package from general contractor work. 11-month warranty inspection is scheduled for September 14, 2018.

Jeanette Combs presented an invoice from JPR in the amount of \$350.00 for the Region C Water Project and asked the Board to consider allowing the invoice to be submitted to SRF for disbursement.

Motion was made by Nancy Teagarden to approve the JPR invoice in the amount of \$350 be submitted to SRF for disbursement. Motion was seconded by Kathy Wonderly.

Steve Henschen gave an update on the Region C Wastewater Project including easements, permits, SRF funding, engineer's letter of recommendation and schedule.

Jeanette Combs presented an amended Umbaugh & Associates services agreement for the Region C Wastewater Project. The amendment increases the not to exceed amount from \$75,000.00 to \$105,000.00.

Motion was made by Nancy Teagarden to approve the amended Umbaugh & Associates services agreement not to exceed \$105,000.00. Motion was seconded by Kathy Wonderly. Motion was carried unanimously.

Jeanette Combs presented the following claims were presented for the Region C Wastewater project to be paid from the LaGrange County Grant Fund:

- Jones Petrie Rafinski \$90,786.92
- Carson LLP \$3,465.00
- LaGrange Publishing \$25.27
- LCRUD Reimbursement (LaGrange County Recorder expenses) \$725.0

Motion was made by Nancy Teagarden to approve the above listed claims to be paid from the Region C LaGrange County Grant Fund. Motion was seconded by Kathy Wonderly. Motion was carried unanimously.

Jeanette Combs presented a request to refund \$798.02 to Jim and Melissa Jacobs, account 400 00008 01, 11190 W 805 N who recently sold their home and had paid their sewer bill in advance.

Motion was made by Kathy Wonderly to approve the refund to Jim and Melissa Jacobs in the amount of \$798.02. Motion was seconded by Nancy Teagarden. Motion was carried unanimously.

Adam Sams presented Amended and Restated Wage and Salary Ordinance 2018-08-21(A) allowing to increase Russ Eagan pay to \$20.50 per hour since he passed his Water Operator Exam.

Motion was made by Nancy Teagarden to adopt Amended and Restated Wage and Salary Ordinance 2018-08-21(A). Motion was seconded by Kathy Wonderly. Motion was carried unanimously.

Andrew Boxberger presented Ordinance #2018-08-21(B) authorizing the District to accept electronic funds transfers for payment.

Motion was made by Nancy Teagarden to adopt Ordinance #2018-08-21(B) authorizing the District to accept electronic funds transfers for payment. Motion was seconded by Kathy Wonderly. Motion was carried unanimously.

Andrew Boxberger presented Resolution #2018-08-21 Regulating and Establishing procedures for the use of credit cards.

Motion was made by Nancy Teagarden to adopt Resolution #2018-08-21 Regulating and Establishing procedures for the use of credit cards. Motion was seconded by Denny Davis. Motion was carried unanimously.

Jeanette Combs presented a Farmers State Bank Credit Card Application and Authorization form that would allow the District to apply for a business credit card from Farmers State Bank.

Motion was made by Kathy Wonderly authorizing Patrick Wiltshire to sign the credit card application and authorizing Jeanette Combs and Adam Sams as users of the Credit Card(s).

Patrick Wiltshire explained to the Board that Crowe LLP will be performing an audit for the District on behalf of the State Board of Accounts for the year 2017. Patrick stated that Crowe LLP was requiring an engagement letter be signed. Patrick Wiltshire and Denny Davis had previously approved Adam Sams to sign the engagement letter. Patrick stated that he was requesting the Board ratify Adam signing the Crowe LLP engagement letter.

Motion was made by Nancy Teagarden to ratify and approve Adam Sams signature for the Crowe LLP engagement letter. Motion was seconded by Kathy Wonderly. Motion was carried unanimously.

Jeanette Combs presented July 2018 Adjustments in the credit amount of \$1,302.45 and Other Charges in the amount of \$1,735.00.

Motion was made by Kathy Wonderly to approve June 2018 Adjustments and Other Charges. Motion was seconded by Nancy Teagarden. Motion was carried unanimously.

The meeting was opened for Board member comments.

Motion was made by Kathy Wonderly to adjourn the meeting at 7:32 p.m. Motion was seconded by Nancy Teagarden. Motion carried unanimously.

Respectfully Submitted,

Jeanette Combs
Recording Secretary