

January 28, 2019

**Minutes of regular meeting of the Board of Trustees
Of the Romney Regional Sewer District**

The Board of Trustees ("Board") of the Romney Regional Sewer District ("District") met in the Romney Fire Station, 111508 U.S 231 South, Romney, Indiana, on the 28th day of January, 2019, at the hour of 5:00 p.m.

The meeting was called to order by John R. Basham II, the District President, who presided.

On a call of the roll, the members of the Board were shown to be present or absent as follows:

Present:

John R. Basham II
William B. Kitterman (Bill)
Daniel N. Korty (Dan)
Loren McKinney
Marcella Maynard

Absent:

Secretary William(Bill) Kitterman presented minutes of December 17, 2018 meeting of the Board. Marcella Maynard moved to accept minutes. Loren McKinney, seconded and minutes were approved by unanimous vote.

Treasurer Dan Korty reported the following balances;

-RRSD Operating fund	\$122,869.33
-RRSD Construction fund	\$43,766.50

Dan also reported receiving a \$104.60 bill from Duke Energy, which he paid.

Bill Kitterman moved to accept Treasurer Report, Loren McKinney seconded and Report was accepted by unanimous vote.

George Lewis (GRW) presented a pay request from GRW Engineering in the amount of \$ 25,176.00 for construction administration and inspection. Marcella Maynard moved to submit request to John Magee(RD) for review and pay when Rural Development releases funds. Loren McKinney seconded and motion passed by unanimous vote.

George presented a payment request for Contract 1(Collection System) in the amount of \$368,054.26 from Midwest Trenchless. Bill Kitterman moved that request be submitted to State Revolving Fund for payment. Dan Korty seconded and motion passed by unanimous vote. This brings their total payments to \$1,823,000.00.

George Lewis presented a payment request for Contract 2(Treatment Plant) in the amount of \$39,782.38 from Shaumburg and Shaumburg Construction. Loren McKinney moved to submit request to John Magee(RD) and pay when funds are released. Marcella Maynard seconded and motion passed by unanimous vote.

George also submitted a Change Order for \$55,932.96 for Treatment Plant. Loren McKinney moved to accept. Dan Korty seconded and motion passed by majority vote.

George Lewis (GRW) reported on construction progress:

Collection System- There are 11 tanks to be installed and they have been dealing with weather delays, but hope to have them in shortly. They have half of the meter panels set and hope to have them all set by end of February. Tipmont REMC is to be installing electric drops the last two weeks of February.

The schedule right now appears to be Mid-March for letters to go out to Residents concerning private lateral hookups to begin April 1 as well as full billing. Also a list of approved Contactors will be included. At present there are three, but two more have applied but their credentials have not been verified.

They may have a meeting for the installers to discuss hookup specifications.

The Board also needs to hire a Collection System Operator to do maintenance and testing.

Administrative Assistant, Samantha Laffoon reported Viki Perry will help her set up web site for information and to accept online payments. Also to purchase payment books and software,

BBCS told her if she just keeps all the payroll records we will not need to purchase cd with copies of records.

She is still working on getting additional insurance quotes before signing up with Mitchell Agency again.

Samantha also reported all customers are now making the attempt to pay their bills. We currently have 5 outstanding liens waiting to be released.

She also reported that Steve Brock would like to meet with the Board February 11, 2019 at 5pm at the Fire Station to discuss closing. The Board and Samantha will meet with him Feb. 11.

Next regular meeting will be February 25, 2019. At this meeting we hope to have the project completion date so hook-ups and full billing may begin.

Bill Kitterman moved to adjourn and Dan Korty seconded. Motion passed and meeting was adjourned.

Secretary. William B. Kitterman

February 25, 2019

**Minutes of regular meeting of the Board of Trustees
Of the Romney Regional Sewer District**

The Board of Trustees ("Board") of the Romney Regional Sewer District ("District") met in the Romney Fire Station, 111508 U.S 231 South, Romney, Indiana, on the 25th day of February, 2019, at the hour of 5:00 p.m.

The meeting was called to order by John R. Basham II, the District President, who presided.

On a call of the roll, the members of the Board were shown to be present or absent as follows:

Present:

John R. Basham II
William B. Kitterman (Bill)
Daniel N. Korty (Dan)
Loren McKinney
Marcella Maynard

Absent:

Secretary William(Bill) Kitterman presented minutes of January 28, 2018 meeting of the Board. Marcella Maynard moved to accept minutes. Loren McKinney, seconded and minutes were approved by unanimous vote.

Treasurer Dan Korty reported the following balances;

-RRSD Operating fund	\$123,971.51
-RRSD Construction fund	\$43,766.24

Bill Kitterman moved to accept Treasurer Report, Loren McKinney seconded and Report was accepted by unanimous vote.

Dan reported receiving a bill for \$400.00 from IDEM for Discharge Permit. Dan moved to pay bill and Loren seconded motion which passed by unanimous vote.

George Lewis (GRW) presented a pay request from GRW Engineering in the amount of \$ 11,022.00 for construction administration and inspection. Also presented was the Tipmont REMC request for \$15,800.00 for deposits on 79 meters. Marcella Maynard moved to submit request to John Magee(RD) for review and pay when Rural Development releases funds. Loren McKinney seconded and motion passed by unanimous vote.

George Lewis (GRW) reported on construction progress:

Contract 2(Treatment Plant) is essentially ready except for final testing after collection system is ready.

Collection System- All tanks are in except for one at Service Station and all but one electric panel. Ready for Tipmont to install meters and hook up power.

George also reported a problem with 11 tanks having a problem with the tank bottom buckling under the pump support pipe. The tank manufacturer feels the tanks are still ok, they will send shorter pipes for the pumps. After discussion it was decided to not submit the \$120,000.00 pay request for Midwest Trenchless to SRF until problem is resolved.

The schedule right now appears to be Mid-March for letters to go out to Residents concerning private lateral hookups to begin April 1 as well as full billing. It was decided any qualified contractor may make the hook up.

The Board still needs to hire a Collection System Operator to do maintenance and testing.

Administrative Assistant, Samantha Laffoon reported she and Viki Perry hope to have website for information set up by March 1. Also getting information on software for online payments as well as payment books.

She is still working on getting additional insurance quotes before signing up with Mitchell Agency again.

We had some residents present and tried to answer their questions on hook ups and assured them that the contractors would do their best to grade and reseed areas when construction is done.

Next meeting regular will be March 25, 2019. At this meeting we hope to have the project completion date so hook-ups and full billing may begin.

Bill Kitterman moved to adjourn and Dan Korty seconded. Motion passed and meeting was adjourned.

Secretary. William B. Kitterman

March 25, 2019

**Minutes of regular meeting of the Board of Trustees
Of the Romney Regional Sewer District**

The Board of Trustees ("Board") of the Romney Regional Sewer District ("District") met in the Romney Fire Station, 111508 U.S 231 South, Romney, Indiana, on the 25th day of February, 2019, at the hour of 5:00 p.m.

The meeting was called to order by John R. Basham II, the District President, who presided.

On a call of the roll, the members of the Board were shown to be present or absent as follows:

Present:

Absent:

John R. Basham II
William B. Kitterman (Bill)
Daniel N. Korty (Dan)
Loren McKinney
Marcella Maynard

Secretary William(Bill) Kitterman presented minutes of February 25, 2019 meeting of the Board. Marcella Maynard moved to accept minutes. Dan Korty, seconded and minutes were approved by unanimous vote.

Treasurer Dan Korty reported the following balances;

-RRSD Operating fund	\$127,888.16
-RRSD Construction fund	\$77,730.82

Bill Kitterman moved to accept Treasurer Report, Loren McKinney seconded and Report was accepted by unanimous vote.

Dan reported receiving a bill in the amount of \$433.87 from Stuart & Brannigan for legal services.

George Lewis (GRW) presented a pay request from GRW Engineering in the amount of \$ 11,070.00 for construction administration and inspection.

Marcella Maynard moved to submit requests to John Magee(RD) for review and pay when Rural Development releases funds. Loren McKinney seconded and motion passed by unanimous vote.

Rate Consultant Steve Brock reported that due to the extension of construction completion, the Board needs to apply to the Indiana Bond Bank for a 30 day loan extension. Dan Korty moved to request an extension of loan until June 3, 2019. Loren McKinney seconded and motion passed by unanimous vote.

George Lewis (GRW) reported on construction progress:

Contract 2(Treatment Plant) is essentially ready except for final testing after collection system is ready.

Collection System- The 11 tanks with problems are being replaced, last ones should be installed by first week in April. Tipmont REMC is to install meters and hook up power. Completion for power hook ups should be mid-April. Then letters with forms and permission for hook-up may be sent out to patrons.

Midwest Trenchless submitted a pay request of \$138,020.66. Marcella Maynard moved to forward request to SRF for approval and payment. Loren McKinney seconded motion and motion passed by unanimous vote.

George presented an Amendment to Owner-Engineer Agreement. Due to having only one bid submitted on the Collection System which was above projected project budget they had to have a project Re-Bid. In addition, the time for Project construction has exceeded contract duration necessitating additional Construction Phase engineering services. The Amendment asks for a total increase of \$13,350.00. Bill Kitterman moved to approve Amendment. Loren McKinney seconded motion and it was passed by unanimous vote.

Administrative Assistant, Samantha Laffoon reported she and Viki Perry have the Sewer District website set up. Finalizing online payment is progressing. She is looking into computer programs to help with her Billing records. She needs to order deposit slips and get quotes on payment coupon books. Steve Brock and George Lewis will help her with letters to patrons for hook-up.

Next meeting regular will be April 22, 2019. At this meeting we hope to have the project completion date so hook-ups and full billing may begin.

Marcella Maynard moved to adjourn and Dan Korty seconded. Motion passed and meeting was adjourned.

Secretary. William B Kitterman

April 22, 2019

**Minutes of regular meeting of the Board of Trustees
Of the Romney Regional Sewer District**

The Board of Trustees ("Board") of the Romney Regional Sewer District ("District") met in the Romney Fire Station, 111508 U.S 231 South, Romney, Indiana, on the 22th day of April, 2019, at the hour of 5:00 p.m.

The meeting was called to order by John R. Basham II, the District President, who presided.

On a call of the roll, the members of the Board were shown to be present or absent as follows:

Present:

John R. Basham II
William B. Kitterman (Bill)
Daniel N. Korty (Dan)
Loren McKinney
Marcella Maynard

Absent:

Secretary William(Bill) Kitterman presented minutes of March 25, 2019 meeting of the Board. Marcella Maynard moved to accept minutes. Dan Korty, seconded and minutes were approved by unanimous vote.

Treasurer Dan Korty reported the following balances;

-RRSD Operating fund	\$131,806.10
-RRSD Construction fund	\$77,749.11

Bill Kitterman moved to accept Treasurer Report, Marcella Maynard seconded and Report was accepted by unanimous vote.

George Lewis (GRW) presented a pay request from GRW Engineering in the amount of \$ 9,787 for construction administration and inspection.

Marcella Maynard moved to submit requests to John Magee(RD) for review and pay when Rural Development releases funds. Bill Kitterman seconded and motion passed by unanimous vote.

Rate Consultant Steve Brock reported that:

-April 16, 2019 GRW Engineering certified to USDA-RD that the Romney RSD will have 144 customers 147.7 EDU's.

-Based on GRW's recommendation, connection notices were sent to 119 customers and these customers will receive monthly bills of \$84 in the May billing. It is hoped that all remaining customers can be issued a notice to connect by the end of April.

-The "Board" needs to approve and sign the Indiana Bond Bank (IBB) loan extension. This extension extends the IBB loan until June 3, 2019. Extending the construction loan until June 3 means that RSD will bill and collect the full \$84 user fee in May from 119 of it's customers and should collect full fee from all customers in June. Bill Kitterman moved to approve extension, Marcella Maynard seconded and motion passed and extension was signed.

-The USDA-RD loan will pay off the IBB construction loan. Therefore, the USDA-RD loan needs to close prior to June 3 IBB loan due date. The USDA-RD loan can be closed on after a certain number of customers connect to the system and the system can be tested and deemed to be operating properly. The RSD should request that Ice Miller prepare a USDA-RD loan closing schedule/timeline with RD to make sure the USDA-RD loan is closed and the IBB loan is repaid prior to June 3. The RD loan will have a 40year term and a first principal payment 12 months after the loan closing.

-The loan with the Indiana Bond Bank (IBB) is outstanding in the amount of \$1,149,000 at 2.25% interest and was closed on March 16, 2018. The interest due on June 3, 2019 will be approximately \$31,453.68.

-The updated annual operation and maintenance budget and user fee study calculates a monthly user fee of \$84 per EDU. The Board accepted the updated report.

-The Financial Advisor (FA) was paid a progress payment at the time of the IBB and SRF loan closings. No other bills have been sent to the District or have been paid by the District. A final bill will be submitted to RD for payment prior to RD loan closing.

George Lewis (GRW) reported on construction progress:

- Contract 2(Treatment Plant) is essentially ready except for final testing after collection system is ready.

-Collection System- There are 3 electric meters to install and whole system will be up.

-Midwest Trenchless submitted a pay request of \$100,503.58 which was approved contingent on extension. Original January 2019 completion date is now 99 days over and no request for extension was submitted. MTS is to submit a letter to District this week.

- They are still looking into options for a building at the plant site. There is still money left in budget.

- Tomorrow George will have a training session at the Treatment Plant with our new operator Dirk Garriot.

Administrative Assistant, Samantha Laffoon reported she and Viki Perry have the Sewer District website set up but still having some issues that need to be addressed.

Getting coupon books for payments is progressing.

Next meeting regular will be May 20, 2019.

Marcella Maynard moved to adjourn and Dan Korty seconded. Motion passed and meeting was adjourned.

Secretary. William B. Kitterman

May 20, 2019

Minutes of regular meeting of the Board of Trustees

Of the Romney Regional Sewer District

The Board of Trustees ("Board") of the Romney Regional Sewer District ("District") met in the Romney Fire Station, 111508 U.S 231 South, Romney, Indiana, on the 20th day of April, 2019, at the hour of 5:00 p.m.

The meeting was called to order by John R. Basham II, the District President, who presided.

On a call of the roll, the members of the Board were shown to be present or absent as follows:

Present:

John R. Basham II
William B. Kitterman (Bill)
Daniel N. Korty (Dan)
Loren McKinney
Marcella Maynard

Absent:

Secretary William(Bill) Kitterman presented minutes of April 22, 2019 meeting of the Board. Dan Korty moved to accept minutes. Marcella Maynard, seconded and minutes were approved by unanimous vote.

Treasurer Dan Korty reported the following balances;

-RRSD Operating fund	\$129,044.75
-RRSD Construction fund	\$67981.05

Marcella Maynard moved to accept Treasurer Report, Loren McKinney seconded and Report was accepted by unanimous vote.

George Lewis (GRW) presented a pay request from GRW Engineering in the amount of \$ 7500 for construction observation, \$15,000 for construction rebid and \$11,450 for engineering. Lauren McKinney moved to pay total of \$33,950 and Marcella Maynard seconded and motion passed by unanimous vote.

Marcella Maynard moved to submit requests to John Magee(RD) for review and pay when Rural Development releases funds. Bill Kitterman seconded and motion passed by unanimous vote.

George Lewis (GRW) reported MTS was 98 days past construction completion deadline due to weather and supply issues, which according to contract would be a penalty of \$1000 per day. He presented a request for a change order for a 60 day extension which would reduce penalty to 38 days or \$38,000, and also an extension on reconstruction work. Bill Kitterman moved to accept change order, Dan Korty seconded motion and it passed by unanimous vote

A substantial completion certificate was issued April 23. MTS submitted a payment application of 64,403.58 (amount after penalties). Dan Kory moved to pay bill and Bill Kitterman seconded, motion passed on unanimous vote.

The Treatment Plant was certified substantially complete April 26, 2019 and started. Contractor presented plans and an estimate for building at site. It would be a 30ft. by 32ft. pole building with concrete floor and half would be heated for Lab and rest would be unheated for storage. Their bid is \$138,060. We have \$300,000 left in project unspent. Dan Korty moved to accept bid and Loren McKinney seconded and motion passed on a 4 to 1 vote. USDA must agree before we can proceed.

Dirk Garriot (plant operator) reported he had received onsite training and that plant is taking incoming flow. Next week he would be taking samples. He has had some call outs on breakers tripping on tank pumps and pumps turned off.

Steve Brock (rate consultant) reported things a moving forward to June 3 closing. The Board needs to authorize payment of \$31,453.68 to Indiana Bond Bank for interest on June 3. Marcella Maynard moved to make payment and Lauren McKinney seconded and motion passed on unanimous vote. Steve also reported 24 month coupon books would be ordered.

Steve also submitted a pay request of \$48,615 for his services. Marcella Maynard moved to accept request, Bill Kitterman seconded and motion passed by unanimous vote.

Samantha Laffoon (Administrative Assistant) reported phone was set up with separate line for Sewer issues. Still did not have all the software she needed.

Samantha also reported 56 people had submitted hook up permit applications and 13 were completed out of 144 total.

Our next meeting will be June 24, 2019. Bill Kitterman moved to adjourn, Marcella Maynard seconded and by unanimous vote meeting was adjourned.

Secretary. William B. Kitterman

June 24, 2019

Minutes of regular meeting of the Board of Trustees

Of the Romney Regional Sewer District

The Board of Trustees ("Board") of the Romney Regional Sewer District ("District") met in the Romney Fire Station, 111508 U.S. 231 South, Romney, Indiana, on the 24th day of June, 2019, at the hour of 5:00 p.m.

The meeting was called to order by John R. Basham II, the District President, who presided.

On a call of the roll, the members of the Board were shown to be present or absent as follows:

Present:	Absent:
John R. Basham II	Marcella Maynard
William B. Kitterman (Bill)	
Daniel N. Korty (Dan)	
Loren McKinney	

Secretary William(Bill) Kitterman presented minutes of May 20, 2019 meeting of the Board. Dan Korty reported that the amount paid to Indiana Bond Bank for interest was \$30,388.02 and not \$31,453.68. The minutes were corrected and Loren McKinney moved to accept the corrected minutes. Dan Korty seconded motion and motion passed.

Treasurer Dan Korty reported the following balances;

-RRSD Operating fund	\$104,783.13
-RRSD Construction fund	\$77,771.03

Loren McKinney moved to accept Treasurer Report, Bill Kitterman seconded and Report was accepted by unanimous vote of Board members present.

George Lewis (GRW) presented a pay request from GRW Engineering in the amount of \$8721.31 for construction engineering and observation. Bill Kitterman moved to submit request to John Magee(RD) for review and pay when Rural Development releases funds. Loren McKinney seconded and motion passed by unanimous vote.

George Lewis (GRW)reported that wet weather had hindered MTS in finishing installation sites but they planned to be here Wednesday June 26, weather permitting.

IDEM considers the well at the Dollar General location a public well, so the sewer line needs to be moved as it is too close now. MTS estimates it will cost \$4950.00 to reroute line. MTS is also going to check two areas where lines may have damaged unmarked drain tiles and repair if there is damage. They estimate two days work and a maximum cost of \$7500.00. Dan Korty moved to approve change order for the work for \$12,450.00. Bill Kitterman seconded and motion passed.

RD has approved change order for building and drawings will be submitted to County for building permits.

Dirk Garriott our Plant Operator reported no real issues at plant and reports have been submitted.

Ron Winger our inspector for tank hook ups reported no real issues and that approximately 80 tanks are hooked up. Technically all hook ups need to be done by July 12, that is 90 days after the letters for hook up permits was sent out. The Board decided that as long as a person had a permit and contracted someone to hook them up, there will be no penalty for exceeding the 90 day hook up deadline. Next meeting we will have to determine the penalty for anyone without a permit or contractor who is not hooked up at that time.

Samantha Laffoon (Administrative Assistant) reported finalizing work on website. Next month she will send out the payment books and an informational pamphlet. She is in the process of setting up Quik Books to manage the payments.

The Township paid \$250 to have the plant site mowed. Loren McKinney moved to pay the Township the \$250 for the mowing. Bill Kitterman seconded and the motion passed. We need to set up contract with someone to do the mowing. We will discuss it at the next meeting.

Vicki Perry(RCAP) said she would have a book and disk for USDA reporting and she would help Samantha with anything else she needed.

Our next meeting will be July 22, 2019. Bill Kitterman moved to adjourn, Loren McKinney seconded and by unanimous vote meeting was adjourned.

Secretary. William B. Kitterman

July 22, 2019

**Minutes of regular meeting of the Board of Trustees
Of the Romney Regional Sewer District**

The Board of Trustees ("Board") of the Romney Regional Sewer District ("District") met in the Romney Fire Station, 111508 U.S 231 South, Romney, Indiana, on the 22th day of July, 2019, at the hour of 5:00 p.m.

The meeting was called to order by John R. Basham II, the District President, who presided.

On a call of the roll, the members of the Board were shown to be present or absent as follows:

Present:

John R. Basham II
William B. Kitterman (Bill)
Daniel N. Korty (Dan)
Loren McKinney
Marcella Maynard

Absent:

Secretary William(Bill) Kitterman presented minutes of June 24, 2019 meeting of the Board. Dan Korty moved to accept minutes, Loren McKinney seconded and motion passed on unanimous vote.

Treasurer Dan Korty reported the following balances;

-RRSD Operating fund	\$107,289.24
-RRSD Construction fund	\$77884.27

Bill Kitterman moved to accept Treasurer Report, Loren McKinney seconded and Report was accepted by unanimous vote of Board members present.

Joe Tierney (GRW) presented a pay request from GRW Engineering in the amount of \$1500.00. Marcella Maynard moved to submit request to John Magee(RD) for review and pay when Rural Development releases funds. Loren McKinney seconded and motion passed by unanimous vote.

Joe Tierney (GRW)reported that Rural Development had approved change order for building at Treatment plant and County building permits were being applied for. An amendment was introduced for a project extension for building at Treatment Plant of \$138,650.00 and \$10,000 for Engineering and \$5000 for observation. Dan Korty moved to accept amendment and Bill Kitterman seconded. Motion passed on unanimous vote. USDA also approved moving lateral hook-up for Dollar General so that work is to be done.

MTS reported drain tile will be moved on Cooper property and other tiles checked for damage and that restoration is 90% complete.

GRW will work with Dirk Garriot on system map for 811.

Joe also reported that the community septic tank which served the school and several residents needs to be pumped, filled and tile rerouted for drainage. A contractor needs to be found to do work. RD funds may be used.

Administrative Assistant Samantha Laffoon reported 128 connection permits had been applied for and 96 were completed. There are presently 9 who have not applied for permits.

Samantha reported the Goldberg properties are receiving two bills and feel they should not have to hook up as one property has no water and other is not used. No action was taken tonight pending further review. Also the Terry Potts property is up for sheriff's sale as it is in foreclosure so no hook up there.

Coupon books have been sent out but some were lost in mail and must be replaced.

Board needs to consider whether to pay someone to mow Treatment Plant lot or buy their own mower and pay someone to operate it. We will discuss further at next meeting.

For Samantha's office space, she shares with Fire Department. Marcella Maynard presented a bid of \$1044 to have office desk surfaces redone to give her more room to work. We will check to see if RD will provide funds.

Bill Kitterman moved to close meeting, Dan Korty seconded and by unanimous vote meeting was adjourned.

Secretary. William B. Kitterman

August 26, 2019

Minutes of regular meeting of the Board of Trustees

Of the Romney Regional Sewer District

The Board of Trustees ("Board") of the Romney Regional Sewer District ("District") met in the Romney Fire Station, 111508 U.S 231 South, Romney, Indiana, on the 26th day of August, 2019, at the hour of 5:00 p.m.

The meeting was called to order by John R. Basham II, the District President, who presided.

On a call of the roll, the members of the Board were shown to be present or absent as follows:

Present:

John R. Basham II
William B. Kitterman (Bill)
Daniel N. Korty (Dan)
Loren McKinney
Marcella Maynard

Absent:

Secretary William(Bill) Kitterman presented minutes of July 22, 2019 meeting of the Board. Loren McKinney moved to accept minutes, Marcella Maynard seconded and motion passed on unanimous vote.

Treasurer Dan Korty reported the following balances;

-RRSD Operating fund	\$121,570.60
-RRSD Construction fund	\$75,959.53

Bill Kitterman moved to accept Treasurer Report, Loren McKinney seconded and Report was accepted by unanimous vote of Board members present.

Dan reported a bill from Ice Miller Attorneys for \$6755.00 for legal services on the Construction Bond. Loren McKinney moved to submit bill to John Magee for approval and pay. Marcella Maynard seconded and motion passed by unanimous vote.

Dan also reported a bill from Stuart Brannigan for \$14,267.38. Matter was tabled and Board will check with them to determine if they have reached their agreed \$500,000 limit.

Dirk Garriot submitted a pay request of \$2700.00 in addition to his \$2000.00 monthly salary as plant operator for 8 calls to correct problems. There were 4 construction issues, 2 float adjustments and 2 control panel/power supply issues and \$500.00 to have 2 tanks pumped so he could make repairs. George Lewis(GRW) will check to see who is responsible.

George Lewis (GRW) presented a pay request from GRW Engineering in the amount of \$5311.00. Marcella Maynard moved to submit request to John Magee(RD) for review and pay when Rural Development releases funds. Loren McKinney seconded and motion passed by unanimous vote. George Lewis (GRW)reported that MTS was finishing up restoration. The septic tank at the Gas Station needed to be moved 50ft. North to satisfy IDEM concern that it was too close to well. Dollar General line was moved and hook-up just needs to be finalized. MTS reported they did not find any of the sewer lines that impacted tile problems. They will submit a pay application for restoration work. We still have \$38,000.00 held out and

George reported that they have the County Permits for the building at the Treatment Plant and construction will start this week.

Steve Brock(rate consultant) reported things were going well and would help Samantha with quarterly reports.

Samantha Laffoon (Administrative Assistant) reported 132 hook-up permits have been applied for, leaving 5 who have not applied for permits. The Goldberg properties do not have water and one building is condemned, he doesn't feel he should have to pay the full sewer bill. Loren McKinney moved that the Board should send him a letter offering to let him pay just a full \$84 a month sewer bill for the usable building. If anything is ever done with the other property, there would be a \$5000 fee to hook up. Dan Korty seconded and the motion passed by a unanimous vote.

It was discussed that since Samantha handles the payments, we must make sure she is bonded. She will report at the next meeting. She and Dan will work to finish up the online banking.

Vicki Perry (RCAP) suggested we send the list of those who haven't applied for a hook-up permit to Ron Knowles (County Health Dept.) to see if they can apply pressure to get them hooked up.

Vicki also said she would help Samantha with quarterly reports for State and we should remember that as we add more responsibility to the Administrative Assistants job we should review her compensation.

The Board has received an estimate from Hack Excavating for draining and filling in the Community septic tank from the old school. The estimate is \$5664.00 to take care of tank and hook up tile. Loren McKinney moved to accept bid if the County approves. Dan Korty seconded and motion passed by unanimous vote.

The next Board meeting will be September 23. Loren McKinney moved to adjourn, Marcella Maynard seconded and motion passed. Meeting was adjourned.

Secretary. William B Kitterman

September 24, 2019

Minutes of regular meeting of the Board of Trustees

Of the Romney Regional Sewer District

The Board of Trustees ("Board") of the Romney Regional Sewer District ("District") met in the Romney Fire Station, 111508 U.S 231 South, Romney, Indiana, on the 24th day of September 2019, at the hour of 5:00 p.m.

The meeting was called to order by John R. Basham II, the District President, who presided.

On a call of the roll, the members of the Board were shown to be present or absent as follows:

Present:

John R. Basham II
William B. Kitterman (Bill)
Daniel N. Korty (Dan)
Loren McKinney
Marcella Maynard

Absent:

Secretary William(Bill) Kitterman presented minutes of August 26, 2019 meeting of the Board. Loren McKinney moved to accept minutes, Marcella Maynard seconded and motion passed on unanimous vote.

Treasurer Dan Korty reported the following balances;

-RRSD Operating fund	\$115904.24
-RRSD Construction fund	\$92,195.47

Dan also reported receiving property tax refunds of \$42.04 for 2018 and \$37.34 for 2019. These were for the Treatment Plant property and were refunded because we are a Public Utility.

Loren McKinney moved to accept Treasurer Report, Marcella Maynard seconded and Report was accepted by unanimous vote of Board members present.

Dan also reported a bill from Stuart Brannigan for \$14,267.38. According to our records \$6939.74 would bring us up to the \$500,00.00 limit they proposed. Bill Kitterman moved to pay this amount, Marcella Maynard seconded and motion passed by unanimous vote.

GRW presented a pay request for \$2745.00 for construction administration and supervision. This brings them to 95.5% their budgeted compensation. Loren McKinney moved to submit to John Magee for approval and then pay. Bill Kitterman seconded motion and it was passed by unanimous vote.

George Lewis reported the building frame is up at the Treatment Plant and Shamburg and Shamburg submitted a pay request for \$56,646.95 for the building. Bill Kitterman moved and Loren McKinney seconded, to submit request to John Magee for RD approval and pay when funds are received. Motion passed by unanimous vote.

Mowing the lot was \$325.00 and George was going to check with Shamburg about grading the lot, as it is really rough.

George reported MTS would be in town next week, weather permitting to move the septic tank at the Gas Station to meet IDEM requirements. MTS has asked for \$4515.00 to cover work. Dan Korty moved the Board approve a change order of \$4515.00, Marcella Maynard seconded and the motion passed by unanimous vote. MTS also needs to move and lower the tank for property 11802, RD should approve and cover cost. Warranty issues on malfunctioning tanks have not been resolved with MTS.

Administrative Assistant Samantha Laffoon reported 14 hook ups remaining. The Health Department has sent letters to those who have not scheduled hook up. The Potts property goes up for Sheriff's sale October 2.

There has been no response from RD about \$1000.00 for office remodel and furniture. Mitchell Agency is working on bond for Samantha.

Next meeting will be October 28. Marcella Maynard moved to adjourn, Bill Kitterman seconded and motion passed. Meeting was adjourned.

Secretary. William B. Kitterman

October 28, 2019

Minutes of regular meeting of the Board of Trustees

Of the Romney Regional Sewer District

The Board of Trustees ("Board") of the Romney Regional Sewer District ("District") met in the Romney Fire Station, 111508 U.S 231 South, Romney, Indiana, on the 28th day of October 2019, at the hour of 5:00 p.m.

The meeting was called to order by John R. Basham II, the District President, who presided.

On a call of the roll, the members of the Board were shown to be present or absent as follows:

Present:

John R. Basham II
William B. Kitterman (Bill)
Daniel N. Korty (Dan)
Loren McKinney
Marcella Maynard

Absent:

Secretary William(Bill) Kitterman presented minutes of September 24, 2019 meeting of the Board. Dan Korty moved to accept minutes, Loren McKinney seconded and motion passed on unanimous vote.

Treasurer Dan Korty reported the following balances;

-RRSD Operating fund	\$130,683.53
-RRSD Construction fund	\$85,552.48

Loren McKinney moved to accept Treasurer Report, Marcella Maynard seconded and Report was accepted by unanimous vote of Board members present.

Dan reported pay requests totaling \$5190.00 from GRW and they have been submitted to John Magee. Loren McKinney moved to pay upon John's approval, Marcella Maynard seconded and motion passed by unanimous vote.

Dan reported receiving a bill from Hack Excavating for work emptying, crushing, filling Community septic tank and rerouting tile. Work is finished and passed County inspection. The bill is for \$5664.00 as per estimate. Loren McKinney moved to pay, motion was seconded by Marcella Maynard and passed by unanimous vote.

Dan also reported a bill from Stuart Brannigan for \$7,327.64. According to our records this is above the \$500,000 cap they agreed to. John will talk to County and report next meeting. The Board also discussed securing different legal counsel and will continue to explore possibilities.

Vicki Perry (Indiana Rural Assistance Program) presented a proposed 2020 budget from Steve Brock our Rate Consultant. We are pretty well staying on budget and will need to adopt next meeting.

George Lewis(GRW) reported the building is up at the Treatment Plant and should be finished by the end of this week. The site has been graded and ruts filled to facilitate mowing.

George reported MTS has relocated Gas Station tank and moved and lowered tank for property 10802. MTS has submitted a request for a change order of \$8795.41 for this work. Dan Korty moved to accept change order, Loren McKinney seconded and motion passed. MTS also submitted a pay request for moving the Gas station tank of \$9499.05. Bill Kitterman moved to pay, Loren McKinney seconded and motion passed.

Schomburg and Schomburg sent a pay request for \$75,455.76 for building and finish work at Treatment Plant site. Loren McKinney moved to pay, Marcella Maynard seconded and motion passed.

The Rec. Center lot needs to be inspected for any cleanup work that needs to be done by contactors who used it.

We also need to explore any additions for Treatment Plant such as bagging system for sludge and spare equipment to keep on hand.

Dirk Garriot (Plant Operator) reported everything going pretty well. A few thermal overloads and a burst airline.

We need to get information on GIS. Marcella Maynard moved to ask County about GIS options, Loren McKinney seconded and motion passed.

Administrative Assistant Samantha Laffoon reported 9 hook ups remaining. The Health Department has sent letters to those who have not scheduled hook up. There are 4 properties who have not applied to hook up. The Potts property sold and is hooked up and paying bills.

Samantha is in the process of setting up Quik Books and will need to learn to use it. Mike Hutchison, an accountant, will teach her. It will take approximately 8-12 hours at \$125 per hour. Dan Korty moved to pay for training, Marcella Maynard seconded and motion passed.

It was brought to the Board's attention that Bill Kitterman and Dan Korty need to be reappointed to the Board as their 3 year term ends December 31, 2019. John will talk to the Commissioners.

Next meeting will be November 25. Loren McKinney moved to adjourn, Bill Kitterman seconded and motion passed. Meeting was adjourned.

Secretary. William B. Kitterman

November 25, 2019

Minutes of regular meeting of the Board of Trustees

Of the Romney Regional Sewer District

The Board of Trustees ("Board") of the Romney Regional Sewer District ("District") met in the Romney Fire Station, 111508 U.S 231 South, Romney, Indiana, on the 25th day of November 2019, at the hour of 5:00 p.m.

The meeting was called to order by John R. Basham II, the District President, who presided.

On a call of the roll, the members of the Board were shown to be present or absent as follows:

Present:

John R. Basham II
William B. Kitterman (Bill)
Daniel N. Korty (Dan)
Loren McKinney
Marcella Maynard

Absent:

Secretary William(Bill) Kitterman presented minutes of October 28, 2019 meeting of the Board. Dan Korty moved to accept minutes, Loren McKinney seconded and motion passed on unanimous vote.

Treasurer Dan Korty reported the following balances;

-RRSD Operating fund	\$135,880.06
-RRSD Construction fund	\$79,907.81

Loren McKinney moved to accept Treasurer Report, Marcella Maynard seconded and Report was accepted by unanimous vote of Board members present.

Dan reported a bill from Stuart Brannigan for \$7,327.64. According to our records this is above the \$500,000 cap they agreed to. After discussion Marcella Maynard made a motion we pay the bill and end their service, Loren McKinney seconded and the motion passed by unanimous vote.

Dan also presented a pay request from GRW of \$2759.00 for project administration and supervision. Loren McKinney moved to pay and Marcella Maynard seconded. Motion passed by unanimous vote.

Dan also presented a pay request from Plant Operator Dirk Garriot for his \$2000.00 monthly salary plus \$60.00 maintenance work. Marcella Maynard moved to pay, Bill Kitterman seconded and motion passed unanimously.

The 2020 budget which was presented last meeting was discussed and Marcella Maynard moved to adopt, Bill Kitterman seconded and motion passed by unanimous vote.

The proposed meeting Calendar for 2020 was reviewed and Bill Kitterman moved to accept, Loren McKinney seconded and motion passed by unanimous vote.

George Lewis(GRW) reported that last week he, the Board members, John Magee and a RCAP representative did a walk through inspection of the Treatment Plant and septic tank installation as a preliminary to closing the project. Contractors will need to provide a three year maintenance bond to cover any problems relating to construction.

George reported that a spare blower and motor for the Treatment Plant is \$1485.00 plus freight. This would give us a spare for replacement if needed. Dan Korty moved to purchase if USDA approves, Marcella seconded, motion passed on unanimous vote. George will forward information to John Magee.

It was reported that the Lasley property is claiming that when MTS ran the sewer line they damaged his water line. MTS says they located his line and theirs ran 1.5 ft. under his. They ran the sewer line July 12 but he did not discover his water problem until September. He wants to be reimbursed for the \$4200.00 repair bill. George will investigate the claim.

Larry Brooks reported his lane was damaged during tank installation and not repaired. George will also investigate this claim.

Dirk Garriot (Plant Operator) reported everything going well. He reported that he could use a desk, chair, file cabinet and some shelving in the building at the Treatment Plant.

Karen Arnold –Deckard Engineering and Surveying in Crawfordsville presented information on GIS services and how it benefits all record keeping. It was decided we would discuss it further at our next meeting.

Dan Korty presented three quotes for a mower at the Treatment Plant. His recommendation is an eXmark Radius S Series 60" from Bobcat. After discussion Marcella Maynard moved to purchase this mower, Loren McKinney seconded and motion passed unanimously.

Administrative Assistant Samantha Laffoon reported 4 hook ups remaining, three are scheduled but one is not responding at all, so Health Department will deal with them. Next week will be the preliminary audit by State Board of Accounts.

A proposal from Withered Burns, LLP to assume our legal representation was discussed and Marcella Maynard moved to accept them as our legal counsel. Loren McKinney seconded and motion passed by unanimous vote.

It was announced that the County Commissioners will reappoint Bill Kitterman and Dan Korty to another term on the RRSB Board.

It was reported that there were still some chunks of concrete left at the Rec. Center lot. We will contact Ike's Sewer Service to see if it is something they need to clean up.

Next meeting will be December 16. Dan Korty moved to adjourn, Marcella Maynard seconded and motion passed. Meeting was adjourned.

Secretary. _____



December 16, 2019

**Minutes of regular meeting of the Board of Trustees
Of the Romney Regional Sewer District**

The Board of Trustees ("Board") of the Romney Regional Sewer District ("District") met in the Romney Fire Station, 111508 U.S 231 South, Romney, Indiana, on the 16th day of December 2019, at the hour of 5:00 p.m.

The meeting was called to order by John R. Basham II, the District President, who presided.

On a call of the roll, the members of the Board were shown to be present or absent as follows:

Present:

John R. Basham II
William B. Kitterman (Bill)
Daniel N. Korty (Dan)
Loren McKinney
Marcella Maynard

Absent:

Secretary William(Bill) Kitterman presented minutes of November 25, 2019 meeting of the Board. Dan Korty moved to accept minutes, Marcella Maynard seconded and motion passed on unanimous vote.

Treasurer Dan Korty reported the following balances;

-RRSD Operating fund	\$140,238.35
-RRSD Construction fund	\$70,508.98

Marcella Maynard moved to accept Treasurer Report, Loren McKinney seconded and Report was accepted by unanimous vote of Board members present.

Dan reported receiving a property tax refund from County of \$87.50. The mower and trimmer for the Treatment Plant site has been purchased and are in storage building. He has received a notice from Mitchell Agency that Samantha's bond needs to be renewed. Loren McKinney moved to renew bond and Marcella Maynard seconded. Motion passed on unanimous vote.

The Board still has an outstanding bill of \$7327.64 from Stuart + Branigin for legal services. The bill will be paid when we receive all documents they are still holding. Sharon Hutchison will contact them about documents.

George Lewis(GRW) reported that Midwest Trenchless made a payment of \$2700.00 for damage to a waterline on the Lasley property. There are still a few outstanding yard issues to be resolved. Spare parts have been ordered and \$1198.00 will be deducted from final payment for repairs our operator made to panels and two tanks. George also reported Shomburg & Shomburg will finish cleaning up their portion of rec. center lot and that pipe, hose, etc. outside fence at Treatment Plant are spare parts that we will move into storage building.

George also reported John Magee hopes to pay out construction contracts by January 31, 2020. The current amounts are, Shomburg & Schomburg : \$60,728.62 – Lauren McKinney moved to approve and submit to John Magee, Marcella Maynard seconded and motion passed on unanimous vote. Midwest Trenchless:\$115,243.18 – Bill Kitterman moved to approve and submit to John Magee, seconded by Lauren McKinney and passed on unanimous vote.

George also reported receiving three bids for a spare blower and motor for Treatment Plant. The lowest was \$1485.00 plus \$200.00 freight. He will submit it to John Magee. He also reported that they are finalizing all reports as the project comes to an end.

Dirk Garriot (Plant Operator) reported everything going well. One flow meter's operation is questionable but all tests are good and treated water is leaving Plant. He is investigating options for sludge removal at Plant.

Karen Arnold –Deckard Engineering and Surveying in Crawfordsville presented information on GIS services and how it benefits all record keeping. There would be a \$1000.00 set up fee plus \$1500.00 per year plus software updates. Marcella Maynard moved to accept and Dan Kory seconded and motion passed unanimously. We will check if RD can help.

Administrative Assistant Samantha Laffoon reported 3 hook ups remaining, 2 are scheduled but one is not responding at all, so Health Department will deal with them.

Samantha reported on State Board of Accounts audit continues, need documents Stuart + Branigan may have, still trying to deal with them. The cost of this 2018-2019 audit is \$21,547.20. Dan Kory (Treasurer) signed required documents and notarized form for bond.

We need to set a time and date to watch a video- Internal Controls.

Sharon Hutchison announced that the County Commissioners have reappointed Bill Kitterman and Dan Kory to another term on the RRSD Board. Sharon also reported she will turn in documents for Labor Standards.

It was reported that there were still some chunks of concrete left at the Rec. Center lot. We will contact Ike's Sewer Service to see if it is something they need to clean up.

Next meeting will be January 27, 2020. Loren McKinney moved to adjourn, Marcella Maynard seconded and motion passed. Meeting was adjourned.

Secretary. William B. Kitterman