

ROMNEY REGIONAL SEWER DISTRICT
EXECUTIVE MEETING OF BOARD OF TRUSTEES

JANUARY 13, 2020

5:00 P.M.

ROMNEY FIRE STATION

BOARD MEMBERS

JOHN BASHAM, PRESIDENT, TIPPECANOE COUNTY COUNCIL APPOINTEE
BILL KITTERMAN, SECRETARY, TIPPECANOE COUNTY COMMISSIONERS' APPOINTEE
DAN KORTY, TREASURER, TIPPECANOE COUNTY COMMISSIONERS' APPOINTEE
MARCELLA MAYNARD, MEMBER, RANDOLPH TOWNSHIP TRUSTEE APPOINTEE
LOREN MCKINNEY, MEMBER, RANDOLPH TOWNSHIP TRUSTEE APPOINTEE

STAFF

SAMANTHA LAFFOON – ADMINISTRATIVE ASSISTANT

CONTRACTOR

DIRK GARRIOTT – PLANT OPERATOR & MAINTENANCE

AGENDA

- I. CALL TO ORDER**
- II. ISSUES OF DISCUSSION**
 - a. **SBOA Requirement – Internal Controls Video**
 - b. **Remaining Funds Request**
- III. ADJORNMENT**

ROMNEY REGIONAL SEWER DISTRICT
REGULAR MEETING OF BOARD OF TRUSTEES
JANUARY 27, 2020
5:00 P.M.
ROMNEY FIRE STATION

BOARD MEMBERS

JOHN BASHAM, PRESIDENT, TIPPECANOE COUNTY COUNCIL APPOINTEE
BILL KITTERMAN, SECRETARY, TIPPECANOE COUNTY COMMISSIONERS' APPOINTEE
DAN KORTY, TREASURER, TIPPECANOE COUNTY COMMISSIONERS' APPOINTEE
MARCELLA MAYNARD, MEMBER, RANDOLPH TOWNSHIP TRUSTEE APPOINTEE
LOREN MCKINNEY, MEMBER, RANDOLPH TOWNSHIP TRUSTEE APPOINTEE

STAFF

SAMANTHA LAFFOON – ADMINISTRATIVE ASSISTANT

PRELIMINARY AGENDA

- I. CALL TO ORDER**
- II. APPROVAL OF MINUTES OF THE DECEMBER 16, 2019 REGULAR MEETING – Bill Kitterman, Secretary [VOTE]**
- III. FINANCIAL MATTERS –**
 - a. TREASURER'S REPORT – Dan Korty, Treasurer
 - 1. Current Financial Status Report [VOTE]
 - 2. Presentation of Claims [VOTE]
 - 3. Board Signatures on Payable Voucher
 - b. RATE CONSULTANT'S REPORT – IF ANY – Steven Brock, Therber, Brock & Associates, Inc.
- IV. OTHER REPORTS**
 - a. ENGINEER'S REPORT – George Lewis, GRW Engineers, Inc.
 - 1. Project Updates
 - 2. Other
 - b. OPERATOR COMMENTS – Dirk Garriott
 - c. INSPECTOR COMMENTS – IF ANY – Ron Winger
 - d. ADMINISTRATIVE ASSISTANT REPORT – Samantha Laffoon
 - 1. Hook-ups Update
 - 2. SBOA Matters –
 - 1. Board needs to create plan for Internal Controls
 - 2. 2019 Audit coming sooner than later
 - 3. Adoption and Election of 2020 Board of Trustees (Remain or Change)
 - 4. Adoption and Approval of 2020 Salary Ordinance
 - 5. Corporate Resolution
 - 6. Insurance Update
 - 7. Files Update
 - 8. Other Matters
 - e. INDIANA RURAL COMMUNITY ASSISTANCE PROGRAM COMMENTS – IF ANY – Vicki Perry, State Director
 - f. TIPPECANOE COUNTY BOARD OF COMMISSIONERS GRANT FACILITATOR / LABOR STANDARDS OFFICER COMMENTS – IF ANY – Sharon D. Hutchison
 - g. LEGAL – WITHERED BURNS LLP., ATTORNEYS AT LAW – IF ANY – Eric Burns
- V. OLD BUSINESS**
- VI. NEW BUSINESS**
- VII. PUBLIC INPUT**
- VIII. ADJORNMENT**

ROMNEY REGIONAL SEWER DISTRICT
REGULAR MEETING OF BOARD OF TRUSTEES

FEBRUARY 24, 2020

5:00 P.M.

ROMNEY FIRE STATION

BOARD MEMBERS

JOHN BASHAM, PRESIDENT, TIPPECANOE COUNTY COUNCIL APPOINTEE
BILL KITTERMAN, SECRETARY, TIPPECANOE COUNTY COMMISSIONERS' APPOINTEE
DAN KORTY, TREASURER, TIPPECANOE COUNTY COMMISSIONERS' APPOINTEE
MARCELLA MAYNARD, MEMBER, RANDOLPH TOWNSHIP TRUSTEE APPOINTEE
LOREN MCKINNEY, MEMBER, RANDOLPH TOWNSHIP TRUSTEE APPOINTEE

STAFF

SAMANTHA LAFFOON – ADMINISTRATIVE ASSISTANT

AGENDA

- I. CALL TO ORDER**
- II. APPROVAL OF MINUTES OF THE JANUARY 27, 2020 REGULAR MEETING – Bill Kitterman, Secretary [VOTE]**
- III. FINANCIAL MATTERS –**
 - a. TREASURER'S REPORT – Dan Korty, Treasurer
 - 1. Current Financial Status Report [VOTE]
 - 2. Presentation of Claims [VOTE]
 - 3. Board Signatures on Payable Voucher
 - b. RATE CONSULTANT'S REPORT – IF ANY – Steven Brock, Therber, Brock & Associates, Inc.
- IV. OTHER REPORTS**
 - a. OPERATOR COMMENTS – Dirk Garriott
 - b. INSPECTOR COMMENTS – IF ANY – Ron Winger
 - c. ADMINISTRATIVE ASSISTANT REPORT – Samantha Laffoon
 - 1. Hook-ups Update
 - 2. SBOA Matters –
 - 1. Internal Controls Plan
 - 3. Corporate Resolution
 - 4. Negligence Ordinance
 - 5. RD Funds Request Purchases Update
 - 6. Menards Charge Account
 - 7. Insurance Update
 - 8. Other Matters
 - d. INDIANA RURAL COMMUNITY ASSISTANCE PROGRAM COMMENTS – IF ANY – Vicki Perry, State Director
 - e. TIPPECANOE COUNTY BOARD OF COMMISSIONERS GRANT FACILITATOR / LABOR STANDARDS OFFICER COMMENTS – IF ANY – Sharon D. Hutchison
 - f. LEGAL – WITHERED BURNS LLP., ATTORNEYS AT LAW – IF ANY – Eric Burns
- V. OLD BUSINESS**
- VI. NEW BUSINESS**
- VII. PUBLIC INPUT**
- VIII. ADJORNMENT**

ROMNEY REGIONAL SEWER DISTRICT
REGULAR MEETING OF BOARD OF TRUSTEES

MARCH 23, 2020

5:00 P.M.

ROMNEY FIRE STATION

BOARD MEMBERS

JOHN BASHAM, PRESIDENT, TIPPECANOE COUNTY COUNCIL APPOINTEE
BILL KITTERMAN, SECRETARY, TIPPECANOE COUNTY COMMISSIONERS' APPOINTEE
DAN KORTY, TREASURER, TIPPECANOE COUNTY COMMISSIONERS' APPOINTEE
MARCELLA MAYNARD, MEMBER, RANDOLPH TOWNSHIP TRUSTEE APPOINTEE
LOREN MCKINNEY, MEMBER, RANDOLPH TOWNSHIP TRUSTEE APPOINTEE

STAFF

SAMANTHA LAFFOON – ADMINISTRATIVE ASSISTANT

AGENDA

- I. CALL TO ORDER**
- II. APPROVAL OF MINUTES OF THE FEBRUARY 24, 2020 REGULAR MEETING – Bill Kitterman, Secretary [VOTE]**
- III. FINANCIAL MATTERS –**
- a. **TREASURER'S REPORT – Dan Korty, Treasurer**
 - 1. Current Financial Status Report [VOTE]
 - 2. Presentation of Claims [VOTE]
 - 3. Board Signatures on Payable Voucher
- IV. OTHER REPORTS**
- a. **ADMINISTRATIVE ASSISTANT REPORT – Samantha Laffoon**
 - 1. Warrant Information
 - 2. Hook-ups Update
 - 3. SBOA Matters –
 - 1. Internal Controls Plan
 - 4. Negligence Ordinance
 - 5. RD Funds Request Purchases Update
 - 6. Insurance Update – (Jack Brogan & Vince Shissler plan to attend)
 - 7. Other Matters
 - 1. Budget Document
 - 2. Commissioner Requests
 - 3. IFA Conference Requirement
 - 4. Bank Document – Only Needs Marcella's Signature
 - b. **OPERATOR COMMENTS – Dirk Garriott**
 - 1. Menards Charge Account Request
 - 2. Other Matters
 - c. **INSPECTOR COMMENTS – IF ANY – Ron Winger**
 - d. **LEGAL – WITHERED BURNS LLP., ATTORNEYS AT LAW – IF ANY – Eric Burns**
 - e. **INDIANA RURAL COMMUNITY ASSISTANCE PROGRAM COMMENTS – IF ANY – Vicki Perry, State Director**
 - f. **TIPPECANOE COUNTY BOARD OF COMMISSIONERS GRANT FACILITATOR / LABOR STANDARDS OFFICER COMMENTS – IF ANY – Sharon D. Hutchison**
- V. OLD BUSINESS**
- VI. NEW BUSINESS**
- VII. PUBLIC INPUT**
- VIII. ADJORNMENT**

ROMNEY REGIONAL SEWER DISTRICT
REGULAR MEETING OF BOARD OF TRUSTEES

APRIL 27, 2020

5:00 P.M.

ROMNEY FIRE STATION

BOARD MEMBERS

JOHN BASHAM, PRESIDENT, TIPPECANOE COUNTY COUNCIL APPOINTEE
BILL KITTERMAN, SECRETARY, TIPPECANOE COUNTY COMMISSIONERS' APPOINTEE
DAN KORTY, TREASURER, TIPPECANOE COUNTY COMMISSIONERS' APPOINTEE
MARCELLA MAYNARD, MEMBER, RANDOLPH TOWNSHIP TRUSTEE APPOINTEE
LOREN MCKINNEY, MEMBER, RANDOLPH TOWNSHIP TRUSTEE APPOINTEE

STAFF

SAMANTHA LAFFOON – ADMINISTRATIVE ASSISTANT

AGENDA

- I. **MEETING CANCELLED DUE TO COVID-19!**

ROMNEY REGIONAL SEWER DISTRICT
REGULAR MEETING OF BOARD OF TRUSTEES

MAY 18, 2020

5:00 P.M.

TIPPECANOE ROOM

AT THE

TCOB, 20 N. 3RD STREET, LAFAYETTE

Important Information about the Regular May Board Meeting...

Due to the public health emergency, to insure that public comment on agenda items are heard, comments may be submitted prior to the meeting by email C/O or ATTN: Samantha Laffoon at romneyrsd@gmail.com.

*Put **PUBLIC COMMENT: 5/18/2020** in the Subject Line of the email. Public Comments must include **name** and **address** to be read/heard.*

Members of the public may view the live stream of the meeting at <https://www.facebook.com/TippecanoeCountyIndiana/> or at <https://www.youtube.com/channel/UCJleeA9ZQo9EIIgDzTdjurQ/featured>

BOARD MEMBERS

JOHN BASHAM, PRESIDENT, TIPPECANOE COUNTY COUNCIL APPOINTEE
BILL KITTERMAN, SECRETARY, TIPPECANOE COUNTY COMMISSIONERS' APPOINTEE
DAN KORTY, TREASURER, TIPPECANOE COUNTY COMMISSIONERS' APPOINTEE
MARCELLA MAYNARD, MEMBER, RANDOLPH TOWNSHIP TRUSTEE APPOINTEE
LOREN MCKINNEY, MEMBER, RANDOLPH TOWNSHIP TRUSTEE APPOINTEE

STAFF

SAMANTHA LAFFOON – ADMINISTRATIVE ASSISTANT
DIRK GARRIOTT – SYSTEM MAINTENANCE & PLANT OPERATOR

AGENDA

- I. **CALL TO ORDER**
- II. **APPROVAL OF MINUTES OF THE FEBRUARY 24, 2020 REGULAR MEETING – Bill Kitterman, Secretary [VOTE]**
- III. **FINANCIAL MATTERS –**
 - a. **TREASURER'S REPORT – Dan Korty, Treasurer**
 1. Current Financial Status Report [VOTE]
 2. RD Funds Update
 1. Purchase Request Completion
 2. Bank Account Closing
 3. Presentation of Claims [VOTE]
 4. Board Signatures on Accounts Payable Docket (March, April)
 5. Other
- IV. **OTHER REPORTS**
 - a. **ENGINEER'S REPORT – George Lewis, GRW Engineers, Inc.**
 1. INDOT Issues

- 2. Other
- b. MITCHELL AGENCY - Jack Brogan & Vince Shissler
 - 1. Insurance Policy Update
- c. ADMINISTRATIVE ASSISTANT REPORT – Samantha Laffoon
 - 1. Warranty Information
 - 2. SBOA Matters –
 - 1. Internal Controls Plan
 - 2. Upcoming 2019 Audit
 - 3. Negligence Ordinance -
 - 4. Other Matters
 - 1. Budget Document Question
 - 2. Possible Commissioner Requests ...
 - a. Keystone Software
 - b. MITS Department Help
 - c. Website
 - i. Current Website vs. New Website
 - 3. IFA Conference Requirement
 - 4. Bank Document – Only Needs Marcella’s Signature
 - 5. Required Reporting Update
 - 6. Costumer Updates
 - a. Hook-ups Update
 - b. Accounts in Arrears
 - c. Liens
- d. OPERATOR COMMENTS – Dirk Garriott
 - 1. Menards Charge Account Request for Parts
 - 2. Ceres Solutions Charge Account Request for Generator Fuel
 - 3. Other Matters
- e. INSPECTOR COMMENTS – IF ANY – Ron Winger
- f. LEGAL – WITHERED BURNS LLP., ATTORNEYS AT LAW – IF ANY – Eric Burns
- g. INDIANA RURAL COMMUNITY ASSISTANCE PROGRAM COMMENTS – IF ANY – Vicki Perry, State Director
- h. TIPPECANOE COUNTY BOARD OF COMMISSIONERS GRANT FACILITATOR / LABOR STANDARDS OFFICER COMMENTS – IF ANY – Sharon D. Hutchison

V. OLD BUSINESS

VI. NEW BUSINESS

VII. PUBLIC INPUT

VIII. ADJORNMENT

ROMNEY REGIONAL SEWER DISTRICT
REGULAR MEETING OF BOARD OF TRUSTEES

JUNE 22, 2020

5:00 P.M.

ROMNEY FIRE STATION

BOARD MEMBERS

JOHN BASHAM, PRESIDENT, TIPPECANOE COUNTY COUNCIL APPOINTEE
BILL KITTERMAN, SECRETARY, TIPPECANOE COUNTY COMMISSIONERS' APPOINTEE
DAN KORTY, TREASURER, TIPPECANOE COUNTY COMMISSIONERS' APPOINTEE
MARCELLA MAYNARD, MEMBER, RANDOLPH TOWNSHIP TRUSTEE APPOINTEE
LOREN MCKINNEY, MEMBER, RANDOLPH TOWNSHIP TRUSTEE APPOINTEE

STAFF

SAMANTHA LAFFOON – ADMINISTRATIVE ASSISTANT

CONTRACTED STAFF

DIRK GARRIOTT – SYSTEM MAINTENANCE & PLANT OPERATOR

AGENDA

- I. **CALL TO ORDER**
- II. **APPROVAL OF MINUTES OF THE MAY 18, 2020 REGULAR MEETING – Bill Kitterman, Secretary [VOTE]**
- III. **FINANCIAL MATTERS –**
 - a. **TREASURER'S REPORT – Dan Korty, Treasurer**
 - 1. Current Financial Status Report [VOTE]
 - 2. Presentation of Claims [VOTE]
 - 3. Board Signatures on Accounts Payable Docket (May & June)
 - 4. Other
- IV. **OTHER REPORTS**
 - a. **ADMINISTRATIVE ASSISTANT REPORT – Samantha Laffoon**
 - 1. Plans that need to be Implemented –
 - 1. SBOA Internal Controls Plan
 - 2. Disaster / Pandemic Response Plan
 - 2. Customer Updates
 - 1. Information to Board Members
 - 2. Hook-ups Update
 - 3. Accounts in Arrears & Liens
 - 3. Software Update
 - 1. Munilink / Municipal vs. Keystone
 - 4. Website Decision
 - 1. Current Website (*Ratel SEO*) vs. New Website (*Rural Water Impact*)
 - 5. Bank Document – Needs New Signatures
 - 6. Menards Charge Account
 - 7. Ceres Solutions Charge Account Update
 - 1. Plant Generator Fuel
 - 8. Tort Claim Notice Update
 - 9. IFA Meeting Requirement
 - b. **OPERATOR COMMENTS – IF ANY – Dirk Garriott**

- c. INSPECTOR COMMENTS – IF ANY – Ron Winger
- d. ENGINEER’S REPORT – TENTATIVE – George Lewis, GRW Engineers, Inc.
 - 1. INDOT Issues
 - 2. Other
- e. MITCHELL AGENCY – TENTATIVE – Jack Brogan & Vince Shissler
 - 1. Insurance Policy Update
- f. LEGAL – WITHERED BURNS LLP – IF ANY – Eric Burns, Attorney
- g. INDIANA RURAL COMMUNITY ASSISTANCE PROGRAM COMMENTS – IF ANY – Vicki Perry, State Director
- h. TIPPECANOE COUNTY BOARD OF COMMISSIONERS GRANT FACILITATOR / LABOR STANDARDS OFFICER COMMENTS – IF ANY – Sharon D. Hutchison

- V. OLD BUSINESS**
 - VI. NEW BUSINESS**
 - VII. PUBLIC INPUT**
 - VIII. ADJORNMENT**
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ROMNEY REGIONAL SEWER DISTRICT
REGULAR MEETING OF BOARD OF TRUSTEES

JULY 27, 2020

5:00 P.M.

ROMNEY FIRE STATION

BOARD MEMBERS

JOHN BASHAM, PRESIDENT, TIPPECANOE COUNTY COUNCIL APPOINTEE
BILL KITTERMAN, SECRETARY, TIPPECANOE COUNTY COMMISSIONERS' APPOINTEE
DAN KORTY, TREASURER, TIPPECANOE COUNTY COMMISSIONERS' APPOINTEE
MARCELLA MAYNARD, MEMBER, RANDOLPH TOWNSHIP TRUSTEE APPOINTEE
LOREN MCKINNEY, MEMBER, RANDOLPH TOWNSHIP TRUSTEE APPOINTEE

STAFF

SAMANTHA LAFFOON – ADMINISTRATIVE ASSISTANT

CONTRACTED STAFF

DIRK GARRIOTT – SYSTEM MAINTENANCE & PLANT OPERATOR

AGENDA

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES OF THE JUNE 22, 2020 REGULAR MEETING – Bill Kitterman, Secretary [VOTE]
- III. FINANCIAL MATTERS –
 - a. TREASURER'S REPORT – Dan Korty, Treasurer
 - 1. Current Financial Status Report [VOTE]
 - 2. Presentation of Claims [VOTE]
 - 3. Board Signatures on Accounts Payable Docket (July)
 - 4. Other
- IV. OTHER REPORTS
 - a. ADMINISTRATIVE ASSISTANT REPORT – Samantha Laffoon
 - 1. Admin Monthly Report *NEW*
 - 1. Overview of Payments (On-time, Late, and Delinquent)
 - 2. Overview of Deposits and Invoices
 - 3. Last Customer to Hook-up Update
 - 2. Plans that need to be Implemented –
 - 1. SBOA Internal Controls Plan –
 - a. Look over a Drafted Plan by Samantha
 - 2. Disaster / Pandemic Response Plan
 - 3. Software Update
 - 1. Keystone vs. Muni-link
 - 4. Website Update
 - 1. Current Website (*Ratel SEO*) & New Website (*Rural Water Impact*)
 - 5. Lights at the Plant Update
 - 6. Tort Claim Notice Info Update
 - 7. J&C Ordinance Publication Update
 - 8. SBOA – 2019 Federal Audit Update
 - b. INSPECTOR COMMENTS – IF ANY – Ron Winger

- c. OPERATOR COMMENTS – IF ANY – Dirk Garriott
 - 1. INDOT Issues
 - 2. Other
- d. ENGINEER’S REPORT – TENTATIVE – George Lewis, GRW Engineers, Inc.
 - 1. INDOT Issues
 - 2. Other
- e. LEGAL – WITHERED BURNS LLP – IF ANY – Eric Burns, Attorney
- f. INDIANA RURAL COMMUNITY ASSISTANCE PROGRAM COMMENTS – IF ANY – Vicki Perry, State Director
- g. TIPPECANOE COUNTY BOARD OF COMMISSIONERS GRANT FACILITATOR / LABOR STANDARDS OFFICER COMMENTS – IF ANY – Sharon D. Hutchison

- V. OLD BUSINESS**
 - VI. NEW BUSINESS**
 - VII. PUBLIC INPUT**
 - VIII. ADJORNMENT**
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ROMNEY REGIONAL SEWER DISTRICT
REGULAR MEETING OF BOARD OF TRUSTEES

AUGUST 24, 2020

5:00 P.M.

ROMNEY FIRE STATION

BOARD MEMBERS

JOHN BASHAM, PRESIDENT, TIPPECANOE COUNTY COUNCIL APPOINTEE
BILL KITTERMAN, SECRETARY, TIPPECANOE COUNTY COMMISSIONERS' APPOINTEE
DAN KORTY, TREASURER, TIPPECANOE COUNTY COMMISSIONERS' APPOINTEE
MARCELLA MAYNARD, MEMBER, RANDOLPH TOWNSHIP TRUSTEE APPOINTEE
LOREN MCKINNEY, MEMBER, RANDOLPH TOWNSHIP TRUSTEE APPOINTEE

STAFF

SAMANTHA LAFFOON – ADMINISTRATIVE ASSISTANT

CONTRACTED STAFF

DIRK GARRIOTT – SYSTEM MAINTENANCE & PLANT OPERATOR

AGENDA

- I. **CALL TO ORDER**
- II. **APPROVAL OF MINUTES OF THE JULY 27, 2020 REGULAR MEETING – Bill Kitterman, Secretary [VOTE]**
- III. **FINANCIAL MATTERS –**
 - a. **TREASURER'S REPORT – Dan Korty, Treasurer**
 - 1. Current Financial Status Report [VOTE]
 - 2. Presentation of Claims [VOTE]
 - 3. Board Signatures on Accounts Payable Docket (August)
 - 4. Other
- IV. **OTHER REPORTS**
 - a. **ADMINISTRATIVE ASSISTANT REPORT – Samantha Laffoon**
 - 1. Admin Monthly Report
 - 1. Overview of Payments (On-time, Late, and Delinquent)
 - 2. Overview of Deposits and Invoices
 - 2. Last Customer to Hook-up Update
 - 3. SBOA Internal Controls
 - 1. Approve and Sign Ordinance 2020-02
 - 4. Software Update
 - 1. Keystone
 - 5. New Website Update
 - 6. IFA Conference Update
 - 7. SBOA – 2019 Federal Audit Update
 - 8. Customer Questions
 - 9. Other
 - b. **INSPECTOR COMMENTS – IF ANY – Ron Winger**
 - c. **OPERATOR COMMENTS – Dirk Garriott**
 - 1. INDOT Issues
 - 2. Lights at the Plant Update

3. Other

- d. LEGAL – WITHERED BURNS LLP – IF ANY – Eric Burns, Attorney
- e. INDIANA RURAL COMMUNITY ASSISTANCE PROGRAM COMMENTS – IF ANY – Vicki Perry, State Director
- f. TIPPECANOE COUNTY BOARD OF COMMISSIONERS GRANT FACILITATOR / LABOR STANDARDS OFFICER COMMENTS – IF ANY – Sharon D. Hutchison

- V. **OLD BUSINESS**
- VI. **NEW BUSINESS**
- VII. **PUBLIC INPUT**
- VIII. **ADJORNMENT**

ROMNEY REGIONAL SEWER DISTRICT
REGULAR MEETING OF BOARD OF TRUSTEES

SEPTEMBER 28, 2020

5:00 P.M.

ROMNEY FIRE STATION

BOARD MEMBERS

JOHN BASHAM, PRESIDENT, TIPPECANOE COUNTY COUNCIL APPOINTEE
BILL KITTERMAN, SECRETARY, TIPPECANOE COUNTY COMMISSIONERS' APPOINTEE
DAN KORTY, TREASURER, TIPPECANOE COUNTY COMMISSIONERS' APPOINTEE
MARCELLA MAYNARD, MEMBER, RANDOLPH TOWNSHIP TRUSTEE APPOINTEE
LOREN MCKINNEY, MEMBER, RANDOLPH TOWNSHIP TRUSTEE APPOINTEE

STAFF

SAMANTHA LAFFOON – ADMINISTRATIVE ASSISTANT

CONTRACTED STAFF

DIRK GARRIOTT – SYSTEM MAINTENANCE & PLANT OPERATOR

AGENDA

- I. **CALL TO ORDER**
- II. **APPROVAL OF MINUTES OF THE AUGUST 24, 2020 REGULAR MEETING –**
Bill Kitterman, Secretary [VOTE]
- III. **FINANCIAL MATTERS –**
 - a. **TREASURER'S REPORT – Dan Korty, Treasurer**
 1. Current Financial Status Report [VOTE]
 2. Presentation of Claims [VOTE]
 3. Board Signatures on Accounts Payable Docket (August)
 4. Other
- IV. **OTHER REPORTS**
 - a. **ADMINISTRATIVE ASSISTANT REPORT – Samantha Laffoon**
 1. Admin Monthly Report
 2. SBOA Update
 3. Work in Progress with RCAP
 - Savings / Reserves
 - Budget
 - Capital Assets Records
 - Work Orders
 - Jobs & Duties
 - New Ordinances / Resolutions
 - + Other Guidance & Assistance
 4. Additional Charges / Fees Discussion
 5. Last Customer to Hook-up Update
 6. Customer Issues
 7. Software Discussion Update
 - Keystone – Needs an Approval Vote
 8. IFA Conference Update
 - Registration

- 9. Other
- b. ENGINEER'S REPORT – George Lewis, GRW Engineers, Inc.
 - 1. INDOT Coordination
 - 2. Other
- c. OPERATOR COMMENTS – Dirk Garriott
 - 1. INDOT Issues
 - 2. Estimate on Lights at the Plant
- d. Other INSPECTOR COMMENTS – IF ANY – Ron Winger
- e. LEGAL – WITHERED BURNS LLP – IF ANY – Eric Burns, Attorney
- f. INDIANA RURAL COMMUNITY ASSISTANCE PROGRAM COMMENTS – IF ANY – Vicki Perry, State Director

- V. OLD BUSINESS**
- VI. NEW BUSINESS**
- VII. PUBLIC INPUT**
- VIII. ADJORNMENT**

ROMNEY REGIONAL SEWER DISTRICT
REGULAR MEETING OF BOARD OF TRUSTEES

OCTOBER 26, 2020

5:00 P.M.

ROMNEY FIRE STATION

BOARD MEMBERS

JOHN BASHAM, PRESIDENT, TIPPECANOE COUNTY COUNCIL APPOINTEE
BILL KITTERMAN, SECRETARY, TIPPECANOE COUNTY COMMISSIONERS' APPOINTEE
DAN KORTY, TREASURER, TIPPECANOE COUNTY COMMISSIONERS' APPOINTEE
MARCELLA MAYNARD, MEMBER, RANDOLPH TOWNSHIP TRUSTEE APPOINTEE
LOREN MCKINNEY, MEMBER, RANDOLPH TOWNSHIP TRUSTEE APPOINTEE

STAFF

SAMANTHA LAFFOON – ADMINISTRATIVE ASSISTANT

CONTRACTED STAFF

DIRK GARRIOTT – SYSTEM MAINTENANCE & PLANT OPERATOR

AGENDA

- I. CALL TO ORDER**
- II. APPROVAL OF MINUTES OF THE SEPTEMBER 28, 2020 REGULAR MEETING – Bill Kitterman, Secretary [VOTE]**
- III. FINANCIAL MATTERS –**
 - A. TREASURER'S REPORT – Dan Korty, Treasurer
 1. Current Financial Status Report [VOTE]
 2. Presentation of Claims [VOTE]
 3. Board Signatures on Accounts Payable Docket (October)
 4. Other
- IV. OTHER REPORTS**
 - A. ADMINISTRATIVE ASSISTANT REPORT – Samantha Laffoon
 1. Admin Monthly Report
 2. SBOA Update
 3. Hook-ups Update
 4. Work in Progress with RCAP
 - a) Work Orders
 - b) Jobs & Duties
 - c) Savings / Reserves
 - d) Budget
 - e) New Ordinances / Resolutions
 - Additional Charges / Fees Discussion
 - f) Other Guidance & Assistance
 5. Keystone Software Discussion Update
 6. IFA Requirement Update
 7. Other
 - B. INDIANA RURAL COMMUNITY ASSISTANCE PROGRAM COMMENTS – IF ANY – Vicki Perry, State Director
 - C. MITCHELL AGENCY – BY PHONE – Jack Brogan
 1. Operator Employment Classification
 2. Recent Claim Issues
 - D. OPERATOR – NOT ATTENDING – Dirk Garriott

E. ENGINEER'S – NOT ATTENDING – George Lewis, GRW Engineers, Inc.

F. INSPECTOR – IF ANY – Ron Winger

G. LEGAL – WITHERED BURNS LLP – IF ANY – Eric Burns, Attorney

V. OLD BUSINESS

VI. NEW BUSINESS

VII. PUBLIC INPUT

VIII. ADJORNMENT

ROMNEY REGIONAL SEWER DISTRICT
REGULAR MEETING OF BOARD OF TRUSTEES

NOVEMBER 23, 2020

5:00 P.M.

ROMNEY FIRE STATION

BOARD MEMBERS

JOHN BASHAM, PRESIDENT, TIPPECANOE COUNTY COUNCIL APPOINTEE
BILL KITTERMAN, SECRETARY, TIPPECANOE COUNTY COMMISSIONERS' APPOINTEE
DAN KORTY, TREASURER, TIPPECANOE COUNTY COMMISSIONERS' APPOINTEE
MARCELLA MAYNARD, MEMBER, RANDOLPH TOWNSHIP TRUSTEE APPOINTEE
LOREN MCKINNEY, MEMBER, RANDOLPH TOWNSHIP TRUSTEE APPOINTEE

STAFF

SAMANTHA LAFFOON – ADMINISTRATIVE ASSISTANT

CONTRACTED STAFF

DIRK GARRIOTT – SYSTEM MAINTENANCE & PLANT OPERATOR

AGENDA

- I. CALL TO ORDER**
- II. APPROVAL OF MINUTES OF THE OCTOBER 26, 2020 REGULAR MEETING**
– Bill Kitterman, Secretary [VOTE]
- III. FINANCIAL MATTERS –**
 - A. TREASURER'S REPORT – Dan Korty, Treasurer
 1. Current Financial Status Report [VOTE]
 2. Presentation of Claims [VOTE]
 3. Board Signatures on Accounts Payable Docket (November)
 4. Other
- IV. OTHER REPORTS**
 - A. ADMINISTRATIVE ASSISTANT REPORT – Samantha Laffoon
 1. Admin Monthly Report
 2. 2021 Board Meeting Calendar Approval
 3. Work in Progress with RCAP
 - a) 2021 Budget
 - b) New Ordinances / Resolutions
 - Savings / Reserves
 - Additional Charges / Fees
 - Office Move
 4. USDA Reports
 5. Other
 - B. INDIANA RURAL COMMUNITY ASSISTANCE PROGRAM COMMENTS – IF ANY – Vicki Perry, State Director
 - C. OPERATOR – Dirk Garriott
 1. Locates Company
 2. Other
 - D. LEGAL – WITHERED BURNS LLP – IF ANY – Eric Burns, Attorney
- V. OLD BUSINESS**
- VI. NEW BUSINESS**
- VII. PUBLIC INPUT**
- VIII. ADJORNMENT**

ROMNEY REGIONAL SEWER DISTRICT
REGULAR MEETING OF BOARD OF TRUSTEES

DECEMBER 21, 2020

5:00 P.M.

ROMNEY FIRE STATION

BOARD MEMBERS

JOHN BASHAM, PRESIDENT, TIPPECANOE COUNTY COUNCIL APPOINTEE
BILL KITTERMAN, SECRETARY, TIPPECANOE COUNTY COMMISSIONERS' APPOINTEE
DAN KORTY, TREASURER, TIPPECANOE COUNTY COMMISSIONERS' APPOINTEE
MARCELLA MAYNARD, MEMBER, RANDOLPH TOWNSHIP TRUSTEE APPOINTEE
LOREN MCKINNEY, MEMBER, RANDOLPH TOWNSHIP TRUSTEE APPOINTEE

STAFF

SAMANTHA LAFFOON – ADMINISTRATIVE ASSISTANT

CONTRACTED STAFF

DIRK GARRIOTT – SYSTEM MAINTENANCE & PLANT OPERATOR

AGENDA

- I. CALL TO ORDER**
- II. APPROVAL OF MINUTES OF THE NOVEMBER 23, 2020 REGULAR MEETING – Bill Kitterman, Secretary [VOTE]**
- III. FINANCIAL MATTERS –**
 - A. TREASURER'S REPORT – Dan Korty, Treasurer
 1. Current Financial Status Report [VOTE]
 2. Presentation of Claims [VOTE]
 3. Board Signatures on Accounts Payable Docket (Amended November)
 4. Board Signatures on Accounts Payable Docket (December)
 5. Customer #0081-B – Gravel Issue
 6. Other
- IV. OTHER REPORTS**
 - A. ADMINISTRATIVE ASSISTANT REPORT – Samantha Laffoon
 1. Admin Monthly Report
 2. Update on Office Move and Purchases
 3. Keystone – Quote Needs Approval Signature
 4. Work in Progress with RCAP
 - a) 2021 Budget – Needs Approval & Signed
 - b) Ordinances w/ additional Charges/Fees - Needs Approval & Signed
 - c) Salary Ordinance – Needs Approval & Signed
 5. Other
 - B. INDIANA RURAL COMMUNITY ASSISTANCE PROGRAM COMMENTS – IF ANY – Eleisha Shelton, Specialist & Vicki Perry, State Director
 - C. ENGINEER'S – George Lewis, GRW Engineers, Inc.
 1. UPDATE ON INDOT
 - D. OPERATOR – Dirk Garriott
 1. Update on USIC Contract - Needs Approval & Signed
 2. Other
 - E. LEGAL – WITHERED BURNS LLP – IF ANY – Eric Burns, Attorney
- V. OLD BUSINESS**
- VI. NEW BUSINESS**
- VII. PUBLIC INPUT**
- VIII. ADJORNMENT**