

January 27, 2020

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 27th day of January 2020, 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 16, 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	\$116,105.92
-RRSD Construction fund	\$69,886.54

Dan presented the following bills:

\$4225.00 – State Board of Accounts audit
\$4500.00 – GRW Engineering – final bill for project construction
\$400.00 – IDEM – testing
\$515.00 – Eric Burns – legal fees
\$425.00 – Deckard Engineering – establishing 811 files and account
\$1587.50 – Sharon Hutchison – Labor Standards

Loren McKinney moved to accept Treasurer's Report and pay bills. Bill Kitterman seconded and motion passed on unanimous vote.

Dan also presented Dirk Garriott pay request for the month of \$2000.00. Loren McKinney moved to pay, Marcella seconded and motion passed on unanimous vote.

George Lewis (GRW) reported project essentially completed and they will provided a flash drive with all records for project and hard copies of the final project documents. Schomburg Construction checked flow meter at plant and feel it okay. MTS will be back in March to address any lawn issues and will cover expenses.

Inspector Ron Winger reported the last three hook-ups are in progress. Bryants hook up has been repaired and appears to be working.

Administrative assistant Samantha Laffoon reported the audit by the State Board of Accounts (SBOA) was for 2018 and is finished. They now want to do the 2019 audit, but it should be easier since we now know all documentation they will need.

The Board then proceeded with election of officers. Dan nominated John Basham for president, Marcella seconded. Loren nominated Bill Kitterman for secretary, Dan seconded. Bill nominated Dan Korty for treasurer, Loren seconded. Bill nominated Loren McKinney for vice-president, Marcella seconded. All nominations were approved by unanimous vote of Board.

A salary ordinance for the Administrative Assistant was presented: the compensation will remain at \$15.00 per hour and \$22.50 per hour for time over 40 hours. Dan Korty moved to adopt ordinance, Bill Kitterman seconded and it passed by unanimous vote.

An ordinance was also presented to add Samantha Laffoon's name to the District's bank account as well as Dan Korty's. This would facilitate Samantha's deposits and any handling of the District's financial records. Marcella Maynard moved to accept ordinance, Bill Kitterman seconded and motion passed by unanimous vote.

Eric Burns , the District's new legal counsel, introduced himself and state he looked forward to working with the Board.

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

Next meeting will be February 24, 2020. Loren McKinney moved to adjourn, Marcella Maynard seconded and motion passed. Meeting was adjourned.

Secretary. William B. Kitterman

February 24, 2020

**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 February 2020, 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 27, 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	\$123,117.79
-RRSD Construction fund	\$65,302.66

Marcella Maynard moved to approve Treasurer's report, Loren McKinney seconded motion and it passed by unanimous vote.

Dan presented the following bills:

\$7980.00 – State Board of Accounts audit-2018
\$99.97 –Menards -shelving
\$575.00.00 – WTH Technology – establishing 811 files
\$1593.22 – Mack Industries – spare blower and motor
\$10,158.19

Bill Kitterman moved to pay bills from Construction account, Loren McKinney seconded motion and motion was passed by unanimous vote.

Dan then presented bills for operation:

\$50.00 Tippecanoe Co. Recorder – 2 Property Liens
\$40.85 – 811 Indiana
\$946.82 – Duke Energy – Treatment Plant electric bill
\$13.90 – Post Office – certified mailings
\$42.02 – USA Bluebook
\$19.38 - Menards
\$55.00 – Post Office – stamps
\$596.41 – REMC- collection system electric bill

\$250.00 – Payless Septic Serv.- pump tank Acct.#0072
\$535.00 – Server Or Septic – repair
\$524.50 – Withered Burns, LLP – legal services
\$2890.00 – Dirk Garriott – Operator pay request
\$5963.88
\$2232.13- BBCS- Payroll, withholding and fees for February
\$8196.01

Marcella Maynard moved to pay bills from Operating Fund, Loren McKinney seconded motion and motion passed on unanimous vote.

Administrative assistant Samantha Laffoon reported last hook-ups were being finished. There is a problem with the Carey property, he is doing his own hook-up, and it is not finished or inspected. He is also 90 days behind on sewer bill payments so she has filed liens and reported it to Board of Health so he will be receiving letters from both the RRSD and the County.

Samantha also reported State Board of Accounts requests we need to set up an Internal Controls Plan for the RRSD. This was tabled till next meeting. She then presented Corporate Resolution 2020-01 which would add her name as an authorized user of the Districts Operation Account at Hoosier Heartland State Bank to facilitate her job as Administrative Assistant. The Board voted to adopt Resolution 2020-01 and signed said resolution.

Samantha also reported Operator Dirk Garriott asked his name to be added to the Menard's account so he can purchase needed items for repair. This was tabled till next meeting.

Samantha was also looking into insurance on the building at the Treatment Plant with the Mitchell Agency.

Ike's sewer service has been contacted about cleaning up rest of concrete etc. at the Rec. Center lot. They said they would although they claim it is not all theirs's.

Next meeting will be March 23, 2020. Loren McKinney moved to adjourn, Marcella Maynard seconded and motion passed. Meeting was adjourned.

Secretary. William B Ketterman

March 23, 2020

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

The meeting was CANCELLED by John R. Basham II,
the District President, in regards to the COVID-19
Pandemic.

April 27, 2020

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

The meeting was CANCELLED by John R. Basham II, the District President, in regards to the COVID-19 Pandemic.

May 10, 2020

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 Tippecanoe Room at the Tippecanoe County Office Building, 20N. 3rd Street in Lafayette Indiana. The March and April meetings were cancelled due to Coronavirus shut down.

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:

Treasurer Dan Korty reported the following balances;

-RRSD Operating fund \$210,134.94
-RRSD Construction fund closed- \$84,632.64 transferred to operating fund

Marcella Maynard moved to approve Treasurer's report, Loren McKinney seconded motion and it passed by unanimous vote.

Dan presented the Accounts Payable for March:

Tippecanoe County Recorder (liens)	\$75.00
Post Office	\$27.80
USA Blue Book	\$217.91
Walmart (plant supplies)	\$49.17
Liberty Mutual	\$629.00
Duke Energy	\$879.29
SBOA (audit)	\$5964.00 (construction acct.)
Tipmont REMC	\$591.18
Attorney	\$1238.50
Dirk Garriott (operator)	\$2000.00
BBCS (payroll + deductions Admin. Clerk)	\$2203.43

\$5964.00 Const. Acct. + 7915.28 Op. Acct. = \$13879.28 paid

Bill Kitterman moved to accept, Marcella Maynard seconded. Report accepted.

Accounts Payable for April:

The Mitchell Agency (insurance renewal)	\$3472.00
Duke Energy	\$837.18
FJF Services (sludge pumping)	\$915.00
Tipmont REMC	\$580.83
Withered Burns LLC. (legal fees)	\$560.50
Dan Korty (grass seed and gas can)	\$131.97

Dirk Garriott (operator) \$2000.00
BBCS (payroll + deductions Admin. Clerk) \$2501.77

Operating Acct. paid \$10,999.25

Loren McKinney moved to accept, Bill Kitterman seconded. Report accepted

George Lewis (GRW) reported INDOT plans to redo ditches along SR28E and there are some sewer lines and valves in the right of way that will need to be moved. He will contact IDOT and ask to be reimbursed for cost of moving lines. They made no mention of this work when lines were installed. This work will be going on in the next six months and George will keep us informed as to timeline and projected costs. The Board approved \$3000.00 for George to work with Indot.

Tipmont is moving some poles and electrical hook connections will need to be redone possibly in July. We will try to get more information.

The Mitchell Agency – Jack Brogan will be at our next meeting to give us an update on our insurance.

Administrative Assistant Samantha Laffoon reported that we still need to pass a budget and Internal Controls resolution to meet State Board of Accounts requirements.

Samantha reported a bill for the current website carrier, but also reported issues, and it has been down several times, in the last year. We may need to look into other options, possibly with help from Tippecanoe County.

There is one remaining hook-up, 11525 US S., they pay sewer bill occasionally, but still not hooked up. Erik Burns, our attorney, will send a letter.

Because of the Coronavirus shut down it was decided to waive late fees for March, April and May. Liens will be filed after 90 days instead of 60days. Marcella made motion, Dan Korty seconded and motion passed.

Operator Dirk Garriott asked for a Menards charge account for purchasing repair items. Bill Kitterman made a motion to open account, Dan Korty seconded and motion passed. He reported having sludge hauled in March. Also State is questioning some of the Ammonia readings at the plant. Possibly need to calibrate flow meter, increase aeration?

There have been no collection system issues, and he has done four locates.

Marcella Maynard reported Lauramie Township Trustee would like to show the Board the software he uses for their sewer billing and record keeping. She is to contact him and set up a meeting.

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

Secretary. William B Kitterman

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 at the Romney Fire Station at 5:00 P.M. June 22, 2020.

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:

Dan Korty moved to approve Minutes of the May 18 meeting, Loren McKinney seconded motion and it passed by unanimous vote.

Treasurer Dan Korty reported the following balances;

-RRSD Operating fund	\$215,952.93
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Dan presented the Accounts Payable for May:

Indiana 811	\$31.35 (locates)
Duke Energy	\$856.42 (plant power)
Tipmont REMC	\$581.40 (collection power)
FJF Services	\$2325.00 (sludge removal)
Dirk Garriott (operator)	\$2080.00 (operator)
BBCS (payroll- Admin. Clerk)	\$1990.85
John McKinnis	\$95.00 (lawn care)

Operating Acct. paid \$7960.02

Marcella Maynard moved to accept, Loren McKinney seconded. Report accepted.

Accounts Payable for June:

Staples (office supplies)	\$171.93
Duke Energy	\$842.45
FJF Services (sludge pumping)	\$300.00
Tipmont REMC	\$563.84
Withered Burns LLC. (legal fees)	\$2176.00
John McKinnis (mowing)	\$95.00
Dirk Garriott (operator)	\$2232.50
BBCS (payroll)	\$2003.05

Operating Acct. paid \$8384.77

Loren McKinney moved to accept, Marcella Maynard seconded. Report accepted

Administrative Assistant Samantha Laffoon reported we still need to set up a plan of Internal Controls to satisfy the State Board of Accounts. This will be discussed at next meeting.

Samantha reported there are currently 8 liens outstanding and one property not hooked up. Letters have been sent and hopefully the Board of Health can apply pressure. Loren McKinney moved to extend no late fee policy until Aug. Marcella Maynard seconded. Motion passed.

She is still waiting on some software updates and the website still has problems and control is not good. She will try to contact Lauramie Township Trustee for information on the website he uses.

Marcella Maynard and Dan Korty signed Bank document to give Samantha more access. A Menard's account still needs to be set up so Dirk can get necessary maintenance items. We will get account set up as soon as possible.

Someone has reported that lights are on at plant all the time. Will check it out.

Erik Burns (attorney) presented copy of letter our insurance attorney sent to attorneys representing property owners of account #118 in their suit alleging negligence in inspection of sewer hookup resulting in property damage. They informed them that RRSD is entitled to governmental immunity because work was done by a private contractor not in their employ.

Next meeting will be July 27.

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

Secretary. William B. Kitterman

**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 at the Romney Fire Station at 5:00 P.M. July 27, 2020.

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:

<p>Present:</p> <p>John R. Basham II William B. Kitterman (Bill) Daniel N. Korty (Dan) Loren McKinney</p>	<p>Absent:</p> <p>Marcella Maynard</p>
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Dan Korty moved to approve Minutes of the June 22 meeting, Loren McKinney seconded motion and it passed by unanimous vote.

Treasurer Dan Korty reported the following balances;

-RRSD Operating fund	\$224,051.23
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Accounts Payable for July:

J&C Media Group (Ordinance Publications)	\$605.24
GRW Engineers (INDOT Coordination)	\$1840.00
Ceres Solutions (Plant Generator Fuel)	\$205.91
Sherry Spray (#45 Customer Credit Refund)	\$8.40
Withered Burns LLC (Legal)	\$1130.00
Indiana 811 (Locates)	\$39.90
Duke Energy (Plant Utility)	\$761.28
Tipmont Remc (Meter Utility)	\$541.65
Staples (Office Supplies)	\$49.38
John McKinnis Jr. (Plant Mowing & Trimming)	\$95.00
Tippecanoe County Recorder Office (Liens & Releases)	\$375.00
BL Anderson (Flow Calibration)	\$420.00
BobCat of Lafayette (Mower Maintenance & wire)	\$60.23
USA Blue Book (Parts for Plant)	\$299.41
BBCS Payroll (Admin. Clerk)	\$2551.29
Dirk Garriott (Operator)	\$2260.00
USPS (Stamps & Certified Mailings)	<u>\$78.05</u>
TOTAL	\$11320.74

Bill Kitterman moved to accept report, Loren McKinney seconded and motion passed.

Administrative Assistant Samantha Laffoon reported Acct. 217 still has not hooked up but should be receiving letters from our Attorney and the Health Dept. requiring hook up in 30 days.

Samantha also reported she is still investigating software. Keystone for the main software for record keeping, reports etc. requires two days training. Still checking to see all options.

Changing our website software to Rural Water Impact should improve reliability and ease of use. Bill Kitterman moved to change website software to Rural Water Impact, Dan Korty seconded and motion passed. Samantha reported new website should be up in August.

Samantha presented a draft of an Internal Controls Plan for the Board to review, it will be discussed further at next meeting.

She also reported the Board needs to implement a Disaster / Pandemic Response Plan. This will be discussed at next meeting.

She will be continuing with 2019 audit by State Board of Accounts.

Last meeting it was reported exterior lights at plant were on all the time. After discussion it was determined that the best answer was a timer at the breaker panel and a quote will be presented at next meeting.

Inspector Ron Winger reported no issues.

Dirk Garriot, Plant Operator, reported no issues. Ammonia levels are ok. He has done 13 locates.

George Lewis, GRW Engineering, reported still talking to INDOT about work on SR28 that would require some electrical and valve relocations. Possibly we would be responsible for an amount equal to 10% of our yearly gross income or they may pay for it all. Will hope to have an answer by next meeting.

Dan Korty moved to adjourn, Loren McKinney seconded and meeting was adjourned. Next meeting is August 24.

Secretary William B. Kitterman

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 at the Romney Fire Station at 5:00 P.M. August 24, 2020.

The meeting was called to order by Loren McKinney, the District Vice President, who presided.

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

Present:

Daniel N. Korty (Dan)
Loren McKinney
Marcella Maynard

Absent:

John R. Basham II
William B. Kitterman (Bill)

Also present were Samantha Laffoon, Sharon Hutchinson, Eric Burns, Ron Winger, Vicki Perry (by phone) and Jeffery Clark.

Dan Korty moved to approve Minutes of the July 27 meeting, Marcella Maynard seconded motion and it passed by unanimous vote.

Treasurer Dan Korty reported the following balances;

-RRSD Operating fund	\$219,612.57
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Accounts Payable for August:

Randolph Township (Telephone & Internet Jan./July	\$618.99
Ratel SEO (Domain Release)	\$144.88
Immense Impact (New Website Service)	\$716.45
Tippecanoe County Recorder (Two Liens Filed)	\$50.00
Duke Energy (Plant Utility)	\$711.98
Tipmont Remc (Meter Utility)	\$624.96
Withered & Burns (Legal Fees)	\$1,149.00
GRW (INDOT coordination)	\$200.00
Payless Septic (#0066 tank pumped)	\$250.00
USA Blue Book (Parts for Plant)	\$30.49
BBCS Payroll (Admin. Clerk)	\$2,248.51
Dirk Garriott (Operator)	<u>\$4,027.00</u>
TOTAL	\$10,774.26

Marcella Maynard moved to accept report and approve claims, Loren McKinney seconded and motion passed. Present Board Members signed claims.

Samantha Laffoon – Administrative Clerk reported:

Keystone for the main software for record keeping, reports etc. requires two days training. We will discuss at next meeting, but new software needs to be purchased in October or November so it can be installed and for training.

The new Website is up and running and working well, and changes are easy to do.

Samantha presented Ordinance 2020-02, an Internal Controls Plan for the Board to review. It was approved and signed by Board members present. Absent members will sign and make note that they were not present at meeting.

She is continuing with 2019 audit by State Board of Accounts. There are some things we still need to do.

There were two customer questions. #1. A house just sold two houses North of the District line and the new owner needs a new septic and wanted to be sure we wouldn't be required to hook up to our system any time soon. The Health Dept. issued him a permit as he was not in the District. #2 Mr. Clark is inquiring about the possibility of purchasing the old Lawnmower Shop property. He wanted to know what his payment obligations would be as there is a double tank there but no one is hooked up. GRW was contacted and a response and map was forwarded to Ron Knowles, County Health Dept. to look into the issue and they will contact Mr. Clark

Inspector Ron Winger reported no issues.

Dirk Garriot, Plant Operator, reported no issues.

George Lewis, GRW Engineering, reported talking to INDOT about work on SR28 that would require some electrical and valve relocations. We need to get a private contractor to do the work, but they will pay for it.

As for the lights at the Plant, an estimate for a timer will be presented at the September meeting.

Dan Korty moved to adjourn, Maynard seconded and meeting was adjourned. Next meeting is September 28, 2020.

Secretary. William B. Kitterman

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 at the Romney Fire Station at 5:00 P.M. September 28, 2020.

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	

Also present were Samantha Laffoon, Ron Winger, Dirk Garriott, George Lewis and Eric Burns.

Dan Korty moved to approve Minutes of the August 24 meeting, Loren McKinney seconded motion and it passed by unanimous vote.

Treasurer Dan Korty reported the following balances;
-RRSD Operating fund \$228,398.24

Marcella Maynard moved to accept Treasurer's Report, Loren McKinney seconded. Motion passed by unanimous vote.

Dan then presented following claims:

Accounts Payable for Sept:	
FJF Services (Sludge Haul)	\$903.00
GRW Engineers (INDOT Coordination)	\$200.00
USPS (Stamps & Certified Mailings)	\$30.65
Withered Burns LLC (Legal)	\$586.50
Customer #0169 (overpayment & sold property)	\$84.00
Duke Energy (Plant Utility)	\$804.99
Tipmont Remc (Meter Utility)	\$590.75
John McKinnis Jr. (Plant Mowing & Trimming)	\$95.00
BBCS Payroll (Admin. Clerk payroll w/deductions)	\$2725.66
Dirk Garriott (Operator)	\$2960.00
TOTAL	<u>\$8,980.55</u>

Loren McKinney moved to approve claims, Bill Kitterman seconded and motion passed. Present Board members signed claims.

Administrative Assistant Samantha Laffoon reported Acct. 217 has submitted permit and should be hooked up this week.

Samantha also reported Keystone for the main software for record keeping, reports etc. would be \$3700.00 yearly and we need to decide by November for it to be installed before first of year.

Vicki Perry(RCAP) addressed Board by phone that Board needs set up a Budget for next year, and set up a credit card policy. We also will need to pass an Ordinance for reimbursement costs for past due accounts for fees and charges. (liens, certified mailings etc.)

George Lewis, GRW Engineering, reported talking to INDOT about work on SR28 that will require moving seven electrical connections and five valves. They will reimburse the district for all costs. He is contacting private contractors for quotes.

He also stated the Board needs to amend their contact to increase consulting fee limit to \$7500.00. INDOT will cover these fees. Bill Kitterman moved to make the increase, Dan Korty seconded and motion passed.

Dirk Garriott reported plant is working fine.

He presented an estimate of \$453.55 to add a timer to the light system at the plant. Loren McKinney moved to approve installation of timer, Marcella Maynard seconded and motion passed.

Dirk also reported that he did a locate for the work on the new signals at SR28&US231 but in boring holes for new poles the contractor hit a force main requiring a pumper truck and repairs. We need to check our insurance and get quotes on other locate services. This will be discussed at next meeting.

Dan Korty moved to adjourn, Loren McKinney seconded and meeting was adjourned. Next meeting is October 26.

Secretary. William B Kitterman

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 at the Romney Fire Station at 5:00 P.M. October 26, 2020.

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	

Also present were Samantha Laffoon, Ron Winger and Eric Burns .

Dan Korty moved to approve Minutes of the September 28 meeting, Loren McKinney seconded motion and it passed by unanimous vote.

Treasurer Dan Korty reported the following balances;

-RRSD Operating fund	\$234,752.22
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Marcella Maynard moved to accept balance report, Loren McKinney seconded and motion passed.

Dan then reported:

Accounts Payable for October:

GRW Engineers	\$200.00
Withered Burns LLC (Legal)	\$611.00
Indiana 811 (Quarterly ticket fees)	\$98.80
Duke Energy (Plant Utility)	\$863.93
Tipmont Remc (Meter Utility)	\$554.35
Tippecanoe County Recorder Office (Liens)	\$50.00
KML Electrical Service (Plant light timer)	\$453.65
Cheeseman Inc.	\$1613.23
Team EJP Lafayette	\$58.00
USA Blue Book (Parts for Plant)	\$181.29
Geek Squad(Tech support)	\$102.09
BBCS Payroll (Admin. Clerk)	\$1,978.05
Dirk Garriott (Operator)	\$2000.00
USPS (Stamps & Certified Mailings)	<u>\$14.50</u>
TOTAL	\$8,778.89

Marcella Maynard moved to accept report and pay accounts, Bill Kitterman seconded and motion passed. Board signed accounts payable docket.

Administrative Assistant Samantha Laffoon reported hook ups are now 100%. She is still dealing with liens and penalties.

She presented the work order forms she now has for Dirk.

Vicki Perry(RCAP) reported to Board by phone that next meeting we to look at a 2021 budget. We also need an ordinance for penalties and liens.

She also suggested we should have a reserve account for loan payments as well as an ordinance allowing Treasurer to pay utilities and recurring bills before Board approval. These will be discussed at October meeting.

The Board then discussed the incident at US231 and SR28 construction where a line had to be repaired. Dirk is considered an Independent Contractor, not an employee so he is not covered by our insurance if he does the locate. It was suggested we use a locate service to avoid problems. It appears that in this instance the damage and repairs were under our insurance deductible anyway.

John Basham moved to adjourn, Dan Korty seconded and meeting was adjourned. Next meeting is November 23.

Secretary. William B Ketterman

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 at the Romney Fire Station at 5:00 P.M. October 26, 2020.

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 | |

Also present were Samantha Laffoon, Ron Winger and Eric Burns .

Dan Korty moved to approve Minutes of the September 28 meeting, Loren McKinney seconded motion and it passed by unanimous vote.

Treasurer Dan Korty reported the following balances;
-RRSD Operating fund \$234,752.22

Marcella Maynard moved to accept balance report, Loren McKinney seconded and motion passed.

Dan then reported:

Accounts Payable for October:

GRW Engineers	\$200.00
Withered Burns LLC (Legal)	\$611.00
Indiana 811 (Quarterly ticket fees)	\$98.80
Duke Energy (Plant Utility)	\$863.93
Tipmont Remc (Meter Utility)	\$554.35
Tippecanoe County Recorder Office (Liens)	\$50.00
KML Electrical Service (Plant light timer)	\$453.65
Cheeseman Inc.	\$1613.23
Team EJP Lafayette	\$58.00
USA Blue Book (Parts for Plant)	\$181.29
Geek Squad(Tech support)	\$102.09
BBCS Payroll (Admin. Clerk)	\$1,978.05
Dirk Garriott (Operator)	\$2000.00
USPS (Stamps & Certified Mailings)	<u>\$14.50</u>
TOTAL	\$8,778.89

Marcella Maynard moved to accept report and pay accounts, Bill Kitterman seconded and motion passed. Board signed accounts payable docket.

Administrative Assistant Samantha Laffoon reported hook ups are now 100%. She is still dealing with liens and penalties.

She presented the work order forms she now has for Dirk.

Vicki Perry(RCAP) reported to Board by phone that next meeting we to look at a 2021 budget. We also need an ordinance for penalties and liens.

She also suggested we should have a reserve account for loan payments as well as an ordinance allowing Treasurer to pay utilities and recurring bills before Board approval. These will be discussed at October meeting.

The Board then discussed the incident at US231 and SR28 construction where a line had to be repaired. Dirk is considered an Independent Contractor, not an employee so he is not covered by our insurance if he does the locate. It was suggested we use a locate service to avoid problems. It appears that in this instance the damage and repairs were under our insurance deductible anyway.

John Basham moved to adjourn, Dan Korty seconded and meeting was adjourned. Next meeting is November 23.

*Minutes amended as per November 23 meeting.- At October 26, 2020 Board meeting Inspector Ron Winger reported all hook-ups inspected. Marcella Maynard moved to authorize that Ron be paid his fee. Dan Korty seconded and motion passed. Dan will issue him a check.

Secretary. William B. Kitterman

**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 at the Romney Fire Station at 5:00 P.M. November 23, 2020.

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	

Also present were Samantha Laffoon, Ron Winger, Eric Burns and Sharon Hutchison. In discussing the minutes for the October 26, 2020 meeting Dan Korty reported that they did not include the motion by Marcella Maynard and seconded by Dan Korty and passed by the Board that approved the payment to Ron Winger for his inspections. This will be added to an amended minutes.

Treasurer Dan Korty reported the following balances;

-RRSD Operating fund	\$218,275.47
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Loren McKinney moved to accept balance report, Marcella Maynard seconded and motion passed.

Dan then reported:

Accounts Payable for October:

Ron Winger(Inspector) 139 inspections	\$13,900.00
Withered Burns LLC (Legal)	\$336.00
CAN Surety (Dan's bond renewal)	\$625.00
Duke Energy (Plant Utility)	\$887.51
Tipmont Remc (Meter Utility)	\$565.49
Tippecanoe County Recorder Office (Liens)	\$50.00
SBOA (2018 Audit Review)	\$4,610.00
Payless Septic	\$300.00
CAN Surety (Admin Clerk Bond)	\$175.00
John McKinnis (mowing at plant)	\$95.00
BBCS Payroll (Admin. Clerk)	\$1840.80
Dirk Garriott (Operator)	\$2975.00
USPS (Stamps & Certified Mailings)	<u>\$68.90</u>
TOTAL	\$26,428.70

Bill Kitterman moved to accept report and pay accounts, Loren McKinney seconded and motion passed. Board signed accounts payable docket.

Administrative Assistant Samantha Laffoon reported filing 4 liens. She also presented the 2021 calendar of Board meetings. Marcella Maynard moved to accept Calendar, Loren McKinney seconded and motion passed.

Vicki Perry(RCAP) reported to Board by phone that we review a proposed 2021 budget. Loren McKinney moved to initially approve 2021 budget and finalize at next meeting. Marcella Maynard seconded and motion passed. One item to be discussed at next meeting is making the Administrative Assistant position a salaried position instead of hourly pay. John Basham had to leave meeting but we still had a quorum to continue.

Resolution 2020-2, a Banking Resolution was presented on the handling of funds. Marcella Maynard moved to approve resolution, Bill Kitterman seconded and motion passed.

Resolution 2020-3 dealing with new office at Treatment Plant was presented and Bill Kitterman moved to accept, Loren McKinney seconded and motion passed.

Board granted Samantha permission to purchase supplies for new office, approximately \$606.00.

Next meeting Board will discuss Ordinance 2020-4.

Samantha presented USDA reports for second and third quarter of 2020 and they were signed by President and Secretary.

Dan Korty reported Larry Brooks had approached him about reimbursement for stone to repair his drive after the sewer installation tore it up. We will check with George Lewis and discuss at next meeting.

Dirk Garriott (operator) was given permission to use USIC for locates at a \$20.00 fee. He asked about purchasing spare pumps and we will discuss it next meeting.

Loren McKinney moved to adjourn, Bill Kitterman seconded and meeting was adjourned.

Secretary. William B. Kitterman

**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 at the Romney Fire Station at 5:00 P.M. December 21, 2020.

The meeting was called to order by Loren McKinney, the District Vice President, who presided.

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

Present:

Daniel N. Korty (Dan)
Loren McKinney
Marcella Maynard

Absent:

John R. Basham II
William B. Kitterman (Bill)

Also present were Ron Winger, Eric Burns and George Lewis

Minutes for November 23 meeting were presented and approved on a motion by Marcella Maynard and seconded by Dan Korty.

Treasurer Dan Korty reported the following balances;

-RRSD Operating fund	\$219,097.58
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Marcella Maynard moved to accept balance report, Loren McKinney seconded and motion passed.

Dan then reported November and December bills to be paid. Marcella Maynard made motion to pay bills and Dan Korty seconded and motion passed.

Administrative Assistant Samantha Laffoon reported purchases of \$594.34 for new office.

The 2021 Budget was presented and approved on a motion by Marcella Maynard and seconded by Dan Korty. Per the new budget the Administrative Assistant will be paid a salary instead of hourly. She will be paid on the 30th of every month. The new budget is still under review by Samantha and RCAP before official adoption.

The contract with Keystone for software was accepted.

It was presented that the contract with USIC needs to be changed from 12 hours to 48 hours on locates per lawyer.

Last meeting Dan Korty reported talking to Larry Brooks about reimbursement stone for his driveway, which was damaged during Sewer installation. The Sewer District is not responsible for driveway and Dan will explain it to Mr. Brooks.

Meeting adjourned at 6:10pm upon motion by Marcella Maynard and seconded by Dan Korty. Next meeting will be January 25,2021.

Secretary. William B. Kitterman