

December 8, 2020

The regular meeting of the Board of Directors of the Department of Water Works was called to order at 7:00 p.m., on Tuesday, December 8, 2020, in the Main Office of the Department of Water Works, 532 Franklin Street.

A quorum was present with the following Board members in attendance: Behrendt, Bush, Mrs. Pishkur and Ms. Gonzales and Mr. Sperling. Also present were Superintendent Russell, Accountant Chris Wolfe and Mayor Parry. Mr. Behrendt presided.

Minutes of the November 24, 2020 meeting were approved as written and a motion to approve the Register of Claims 20-22 was approved by Mr. Sperling and seconded by Mrs. Pishkur.

Mr. Wolfe gave a general overview of the October 2020 Financial Statements. Upon a motion by Ms. Gonzales, seconded by Mrs. Pishkur, the October 2020 Financial Statements were approved as presented.

The list of 3 purchase orders was presented and approved by the Board.

Upon a motion by Ms. Gonzales seconded by Mr. Bush, the Bad Debt List dated December 3, 2020, in the amount of \$1,260.83, is to be written off for bookkeeping purposes only.

Superintendent Russell presented a memo regarding the water and sewer bid cost totals to provide Municipal Utility Services along County Roads 950 West, 300 North and US 421. Upon a motion by Ms. Gonzales, and seconded by Mr. Davis, the Board has agreed to contribute 10% of the total water bid amount, not to exceed \$250,00 to the LaPorte County Redevelopment Commission as the Departments share of this project.

Superintendent Russell presented the recommended Management salary increases for 2021. Upon a motion by Ms. Gonzales and seconded by Mr. Bush the Board approved the salary rates as presented for 2021.

Superintendent Russell requested to take ownership of his company issued cell phone upon his retirement. He will have the phone transferred from the Departments name to his personal account in January, reducing the Verizon bill by \$40 per month. Upon a motion by Mr. Sperling, seconded by Ms. Gonzales, the Board has approved Superintendent Russell's request.

Under old business.

- a. Superintendent Russell updated the Board that the Franklin St. project has been completed.
- b. Superintendent Russell updated the Board on the new Billing Software. Employees are still learning and getting used to the new system.

Under new business.

- a. Superintendent Russell advised the Board that an exit audit was completed with the State Board of Accounts. Only 1 write up was given due to last year's issue with one of the bank accounts reconciliation. This will be resolved by April 30, 2021. Moving forward, we will also by submitting information to the City Controller which will be added to the City's Gateway reporting system software starting in January 2021.

There was no public comment.

There being no further business to come before the Board, upon a motion by Mrs. Pishkur, seconded by Mr. Bush, the meeting adjourned at 7:30 p.m.