

Blue Lake Conservancy District (BLCD)  
Meeting Minutes  
July 6, 2020

The July 6, 2020, meeting of the Blue Lake Conservancy District was called to order by President Lisa Waterman at 7:08 pm. Present were board member Vince Simmers and Treasurer Darlene Ramus along with Finance Clerk (FC) Randy Grawcock, Legal Counsel Andrew Grossnickle, and Maintenance Superintendent (MS) Rick Hamilton. Board member Don Greve was ill. No other guests or Freeholders were present.

The minutes of the June 1, 2020, meeting were reviewed. Motion by Simmers, Seconded by Ramus, to approve the minutes as written. Motion passed.

The Treasurer Report was presented by Ramus. The Accounts Payable Voucher Register was presented with 18 checks and one bank charge (due to Non sufficient funds from a Freeholder – later reimbursed) for a total of \$22,870.34. Motion by Simmers, seconded by Waterman, to approve the Accounts Payable Voucher Register. Motion Passed.

Treasurer Ramus continued with other financial reports including the budget to actual disbursements report showing YTD disbursements of \$222,073.13, to Receipts of \$233,615.85. The Bank Reconciliation Report showed opening balance of the checking account of \$181,439.86, incoming receipts of \$38,729.73, disbursements of \$22,870.34, for a May 31, 2020 checking account balance of \$197,299.25. With the CD at Farmers & Merchants of \$102,110.37, the current assets of the BLCD are \$299,409.82. The Bond payable balance is at \$769,987.11

The Profit & Loss Report was also presented. Waterman noted the equipment cost YTD is \$18,660.07, roughly a 20% decrease from 2019 figures. Waterman also questioned the distinction of the "Multi-Family" versus "Residential" wastewater fees. FC Grawcock noted that the two campgrounds and two trailer parks were the only "multi-family" units at BLCD. Waterman also asked about cell phone usage and FC Grawcock relayed only MS Hamilton had a phone used for BLCD business at a cost of roughly \$80 per month. Total NET income for the year shows at \$26,567.72. Motion by Simmers, seconded by Waterman, to accept the Treasurer's Report. Motion passed.

MS Hamilton presented his report showing light activity in the BLCD for the month. He noted he had cleaned the bowls in the large lift station and worked with Bob Gray of the Town of Churubusco on troubleshooting a pump within the Lift station. He also noted the Shraper's Blue Lake Campground had a lock out, full of violation materials including tampons, tampon wrappers and applicators, and baby wipes. The Campground was assessed a violation fee of \$35.

Waterman queried MS Hamilton about the upkeep of the Lift Station and if we should be doing regular maintenance on it given BLCD reliance on the station and the problems if it were not working. Hamilton relayed that he routinely cleans the bowls (which accumulate sediment), greases all 4 motors and puts "bugs" in it every week. "Bugs" are the actual bugs that are added to the system to break down waste into liquid. Hamilton reported that he previously put the bugs into the pipes closer to 500S, but has since changed the ratio and is putting bugs into the large lift station every week.

MS Hamilton reported all pump inventory was satisfactory and no further notations were made.

FC Grawcock presented the Billing Adjustments Report detailing the correction of Freeholder accounts for a total of \$5,493.58. These corrections bring the Freeholder account back to \$0.00, based on historical review of deposits and tracking down mis-postings, payments, etc. This does NOT represent any refunds or crediting to accounts, unless the credit represent a mis-posted and subsequent correction of a payment. Most of the corrections concern a previously noted clerk error that occurred in September 2017 which subsequently accumulated monthly late charges to many Freeholder accounts. FC Grawcock represented that he has about 70 accounts remaining to be reviewed. The Board complimented him on his work and getting the system corrected. Motion made by Simmers, seconded by Ramus to approve the Billing Adjustments Report. Motion passed and all members affixed their signature to the report.

FC Grawcock stated he was uploading certain reports and minutes to the State Board of Accounts, as required, and realized he was missing a few of the signed minutes. *Waterman and Grawcock would work together to determine which months/meeting minutes were missing and resolve through reprinting/resigning as needed.*

Waterman noted that she had personally called MS Hamilton due to a pump light coming on in the neighborhood on July 3<sup>rd</sup>. She noted it was new neighbors who had recently moved into the area and wondered what information was provided to new Freeholders. FC Grawcock said he sends the remaining billing coupons and a letter previously prepared by the previous clerk. *Waterman asked to review this "violation" document and said it should really be a "welcome" letter versus a "violations letter."*

FC Grawcock also mentioned that it might be time to purchase a new computer given the limitations of the existing computer. *Chairman Waterman asked Grawcock to review specifications needed and price out costs for the board to review.*

The meeting moved to UNFINISHED BUSINESS where the Policy on Disconnections was discussed. Simmers relayed he had spoken with the Whitley County Health Inspector and provided him with a copy of the policy. Simmers reported that Health inspector Wagner felt the BLCD policy was too involved and brevity would be better. Counsel Grossnickle had no problem with reducing it and Simmers provided Grossnickle with local regional sewer district policies that Wagner had provided. Waterman asked Simmers if the Health Inspector thought the process was acceptable, which is what Simmers was originally concerned about. Simmers reported that Wagner said this policy should be used only in the most egregious of offenses but added that such a policy was working well within other sewage districts.

The discussion then involved the application of the policy and the trigger to implement. MS Hamilton stated that Sue Hamilton, previous Finance Clerk, said that as soon as people knew this policy would go into effect, many brought their account current. FC Grawcock reported that 20 – 30 Freeholders were significantly late. Grawcock relayed that the process of debt collection is typically finalized through the placement of property liens collected through property tax assessment each May and November. The board discussed the matter and determined that this policy should become effective after 3 months of non-payment or over \$250 of outstanding charges.

*Grossnickle was directed to create the policy showing this would be used when all other efforts had failed and with full cooperation with the county health inspector. Upon process, the property with the unpaid sewage bill will be immediately condemned by the Health Inspector and payment will only be rendered to the Finance Clerk at the next day's business.*

Hamilton was asked about the I & I Update. There is none at this time but he relayed he would reach out to Rusty Stockard who has a backhoe and does the same sort of work done by IronClad. IronClad is too busy to help at this time. Waterman stated that during the dry season was the time to get most of this type of work completed.

Waterman asked Grossnickle if he had heard anything further from the Town of Churubusco regarding a "CERTIFICATE" acknowledging the Town's obligation to the BLCD for certain processing gallonage as outlined in the InterLocal Agreement. Grossnickle had not and Waterman relayed she had also spoken with Ron Felger, the Town's legal council about the matter. She relayed that she told Felger the issue would not go away as there was a pending development that required the additional gallonage. Engineer Henschen previously relayed that both the BLCD and the Town of Churubusco will be obligated to sign Indiana Department of Environmental Management (IDEM) forms detailing that excess capacity exists. Waterman asked Grossnickle to follow up, and relayed her understanding that leadership on the

Town Council had changed. Nate Van Horn was named the new President of the Town Council. *She would reach out to him to determine next steps.*

Waterman asked if anyone had potential board members in mind. Two names were mentioned by Waterman and Simmers. *Waterman requested they work together to gauge interest and determine who should be asked.*

Waterman then turned to the CRZ Billing issues. MS Hamilton has relayed that CRZ has not paid for most of the pumps that have been destroyed on their property. He presented detailed records that document the cause, the findings, the replacement pumps used, etc. Grossnickle relayed that statute dictates that the BLCD can only go back 2 years and collect payment for the damaged pumps/violations. This will be pursued through Small Claims Court. *Hamilton and FC Grawcock were to work together to print off photos and prepare for the filing of the violations and damages.*

Waterman turned to NEW BUSINESS and asked for a motion to suspend the reading of the full Use Ordinance. Motion by Simmers, seconded by Ramus to suspend the reading. Motion passed.

Waterman then read the ordinance, "Ordinance 2020-02 Ordinance Amending and Restating Sewer Rate Ordinance, as Amended, in title only and provided the second reading of the Ordinance. This is to correct two small errors on the initial ordinance passed earlier this year as previously documented.

The next item of business was the Campground Review. Waterman detailed activity at both campgrounds, and specifically asked FC Grawcock if he had a chance to review over the accounts and he stated he had. Waterman and Ramus have previously spent considerable time validating the charges to the Blue Lake Campground over the last few years after identifying a billing error, and worked with Jeff Rowe, consultant. Ramus requested to work with Grawcock on the amount prior to Waterman working with the Campground to provide refund options.

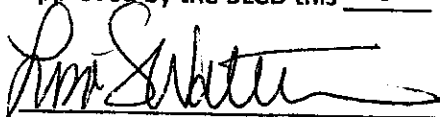
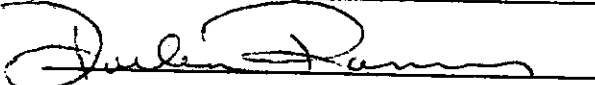
Conversation ensued about some of the emails sent by Mary Davis Wynn, manager of the Davis Campground. Simmers made a motion that going forward from April 2020, that Mary Davis Wynn's personal residence, shall no longer receive a separate billing for either sewage or bond, given the property is now within the bounds of the Campground and that the Campground has moved to meter readings. Seconded by Ramus, motioned passed.

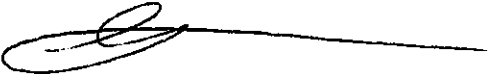
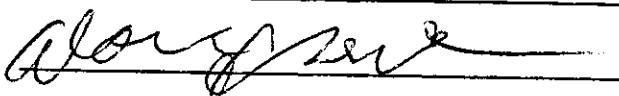
Waterman, Ramus, and Grossnickle detailed other findings regarding the billings for the campground. Regarding Davis' Campground, Waterman stated she would listen to the tapes retained from the meetings to determine if clarification was provided as to appropriate billing during the period of arbitration. Ramus had the tapes and gave them to Waterman as she didn't have a device that would play the tapes. *Waterman will find out what information was discussed and finalized via the actual tapes.* This will be tabled until further information is obtained.

Motion to adjourn was offered by Ramus, seconded by Simmers, motion passed. Meeting adjourned at 9:58 pm.

Respectfully submitted, Lisa L Waterman

Approved by the BLCD this 3<sup>rd</sup> day of August, 2020.

  
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