

Blue Lake Conservancy District
Minutes
March 2, 2020

The Board of Directors Meeting of the Blue Lake Conservancy District was called to order at 7:02 pm by President Lisa Waterman. Present were board members Jim Davis, Treasurer Darlene Ramus, Don Greve, and Vince Simmers. Legal counsel Andrew Grossnickle was also present.

Guests included Steve Henschen and Allie Vodde with Jones Petrie and Rafinski (JPR) (engineering consultants), Jeff Schenher, James Burris and Mary Davvis Wyne.

The minutes of the February 3, 2020, were presented. A motion was made by Davis and seconded by Simmers to accept the minutes as written. Motion passed.

Davis corrected minutes to reflect 4 basins at the Davis Campground versus the original 2 basins put in the minutes.

The Treasurer's Report was then presented. Treasurer Ramus asked why both the Monthly Recap and the Accounts Payable Voucher Register needed to both be done and presented as they appear to be the same thing. Waterman said that the state board of accounts has some specific requirements and the Accounts Payable Voucher appears to meet that requirement based on the small print shown at the bottom of the report.

As Treasurer Ramus presented, she hesitated on one of the figures. Finance Clerk Grawcock mentioned that the check was written to IPPS was for \$107.35, but cleared the bank for \$107.00. Notable disbursements included the increased processing fees from the Town of Churubusco given their substantial rate increase (which was expected), along with expenses to KML Chemicals, which are required to be put into the lift station, the Pence property including about \$12,000 in expenses with about \$9500 or so will be reimbursed from the Pences through their builder, Lancia Homes. We supply the basin, panel and pump. Further notables included \$4400 to IronClad for the continued I & I issues and work they are doing with the Maintenance Supervisor Rick Hamilton.

Opening balance in the checking account was \$186,789.16 with \$31,189.53 incoming receipts, \$35,230.33 in disbursements provide a closing checking account balance of \$182,748.36. The CD balance is \$101,633.81, giving the BLCD current assets of \$282,382.17 on February 29, 2020.

Treasurer Ramus then read through the budget expenditures and remaining budget balances. Budget balances remaining to be disbursed equal \$318,417.55 Waterman asked Grawcock to explain a new column showing the remaining balances. Grawcock relayed that he made each budget line a monthly accrual amount, tracking to the full amount budgeted in 12 months. All relayed their understanding.

Motion by Davis, seconded by Greve to approve the Treasurers report.

Waterman asked Grawcock to explain how a General Ledger works. The BLCD will need a QuikBooks system to create the establishment of a General Ledger system. This will be forthcoming. Waterman also asked the Treasurer and the Finance Clerk to explain the status of the KeyStone system and how the office was coming along with the changeover. **Grawcock reported there were some 1099's that needed to be corrected.** Waterman asked that these get corrected immediately. Grawcock advised board members to hold off on filing individual tax returns until they received the corrected 1099s.

Grawcock reported that the computer was upgraded to Windows 10 last summer (2019). Grawcock has since become familiar with the KeyStone system and Waterman asked about reports and delinquencies to allow the Board better information regarding our freeholder payments and incoming receipts.

Grawcock reported the office needed a new answering machine. Waterman asked if our service line had an answering service instead of buying an answering machine. Grawcock said he would pursue to determine cost and then the board can determine appropriate action.

Ramus asked about the late charges and the problem of the cumulative effect of one month's payment impacting all subsequent payments. Greve reported that previous Finance Clerk Sue Hamilton said that she sent out a late notice once a freeholder reached \$200 in late fees/overdue charges. Many disagreed and said they were told different.

Conversation ensued about the proper procedure. Waterman then said there is much to discuss and procedures must be established on a going forward basis. The Keystone system and its assessment of the charges, dates, etc. Waterman asked Grawcock to look it this and present to the board in a future meeting.

Ramus has been in contact with Star Financial (the bank of the BLCD) to get a credit to the BLCD account instead of Star Bank issuing and mailing a check. As the conversation ensued, Waterman suggested the BLCD get together with the Bank to determine our most efficient and effective way of operating. There are a variety of service available from the Bank. Ramus, Grawcock, and Waterman agreed to pursue.

Davis asked about the State Board of Accounts and where we were with the report and response. Waterman said it needs to get onto the agenda in a subsequent meeting.

Waterman asked the representatives of Jones Petrie and Rapinski to begin their presentation. This Feasibility Report was done at the shared expense of the BLCD and the Don Shearer, the owner of property on the southwest area of the BLCD which is the site of a proposed housing development.

Henschen, the engineer, relayed the outline of the Feasibility study starting with the layout of the current system along with printouts and map. In general, the east end was the start of the BLCD system, built in 1993 with 39 grinder stations and 77 customers/connections. This original system was established with Environ 1 pumps which are Progressive cavity pumps. And while the system was designed to use these, they were changed out over the years to centrifugal pumps. The rest of the system was built in 2001 brining on 169 grinder pumps (Keen) on both the north and south shores of the lake with 227 connections. CR 500 was added about two years later, only it was not originally anticipated and serves about 19 homes.

The Feasibility study looked at the contemplation of adding 42 new homes in the 50 acre spot on the southwest corner of the BLCD, currently owned by Don Shearer.

Henschen relayed that during normal conditions, the BLCD has minimal issues and operates effectively; however, during wet weather conditions, there are certain areas that have issues that need to be addressed during such conditions. This is most likely due to I & I.

Henschen said that when a pressure sewer system is used, there are limitations to the system. The current Keen pumps push about 120 feet of head, while processing about 5 – 10 gallons/minute. Henschen suggests replacing some of these pumps with HI HEAD pumps which push about the same head, but push 15 – 20 gallons/minute. While the system can handle it given grading on the pipe pressure, there would need to be certain electrical upgrades done in order to replace the old Keen pumps to the newer Hi-Head pumps. Henschen estimated the cost of the pumps to be about \$2000/per.

Henschen suggested that the Feasibility Study found that the only acceptable sewage system for the housing development is a gravity sewer. Any other system would require substantial upgrades and changes to the current BLCD system.

Henschen went through the report and detailed the various zones that would be impacted by the suggested work along with an estimate of the costs. I & I continues to be an issue impacting the BLCD system so any fixes in that area will be beneficial.

Henschen also relayed, and stressed, that monthly readings of the BLCD flow were insufficient to determine if work on the I & I was successful. He said the BLCD needs to do DAILY readings and that the meter had appropriate software to get these readings. Henschen said he would work with the manufacturer to determine cost and accessibility of garnering and accessing this electronic transmission of data. Per MS Hamilton, the Town of Churubusco comes out and reads the meter for billings monthly. If obtained, these readings could then be overlaid with rain reports to determine the success of I & I work.

Waterman relayed to Henschen about the remedies for I & I and asked if we should immediately be replacing pumps in the trouble zones as they fail. Henschen said the BLCD should replace these pumps with HI HEAD pumps immediately. Davis confirmed that these Hi Head pumps, once upgraded with correct electricity, will work fine within the system without issue. Henschen said the BLCD should start with one of the worst problem areas and ask a pump manufacturer to come out and replace and showcase the pumps capability and then provide a cost estimate of purchase and install. He also cautioned that appropriate electricity and panels would also be required.

If the lift station would need to be replaced on CR 500 aka Lakeview Farms, cost estimates are approximately \$50,000. Henschen also referenced the possibility of a new holding tank/wet water well to remedy the issues on CR500. He also mentioned that cameras could assist with determining infiltration issues in this same area.

JPR, specifically Allie, said they would put together a listing of the pumps, pump type, and address in a spreadsheet for use in replacing pumps and adding maintenance records.

Greve mentioned that the BLCD needed to get a generator to cover the Lift Station near the force main, and that other maintenance may need to be done, ie. Recoating, pump replacement, etc.

Waterman brought up the fact that the BLCD has the right to refuse the development project. Henschen relayed the county health inspector would have to approve any other system. Jeff Schenher stated that the county health inspector relayed that a Pesby system would be doable in that area.

Everyone agreed the board needed time to digest the JPR report. Henschen also relayed that the Indiana Department of Environmental Management (IDEM) would also require a completed report once the developer would file a construction report that would have to be signed the BLCD, and the Town of Churubusco, to show adequate capacity.

Davis asked how many pump stations would be required with a gravity system and that a separate Feasibility meeting to discuss the matter was set for March 19, 2020, at 6 pm.

Waterman relayed to Burris that the Board of Directors, near the end of the previous month's meeting, had voted to waive the pump replacement costs to him and Roberts. She cautioned that these pumps are designed to handle human waste only, and the BLCD now has a documented procedure for pump failures. If pump failure is due to non-human waste stuck in the pump, in the future, the replacement cost will be born by the freeholder/homeowners.

Burris also asked about insurance. Conversation ensued and Waterman suggested NIPSCO and AEP have some utility insurance that may be appropriate and that Burris would need to pursue separately.

Mary Davis Wyne handed a plan out to the Board of Directors regarding the Davis Campground's intent to go on flow/metering for their sewage waste. Mary relayed she hoped work would be done prior to April 11th. A map

of the campground was presented showing the meter is situated outside the entrance gate of the campground.

Davis Campground will utilize the same vendors used previously by the Blue Lake Campground including IronClad with Mike Franke calibrating the 2" meter. MS Hamilton said he had spoken with Mike Geiger of IronClad. Waterman relayed the state requirement that the campground notify the BLCD of their desire to go on meter, and asked Grossnickle what else was required. Grossnickle asked MS Hamilton if he had a chance to review any of this. MS Hamilton said he knew the Davis' were planning it, but hadn't seen any plans until tonight.

Wyne relayed that there would be no change to any existing infrastructure and they were not adding or changing anything except this flow meter. Grossnickle relayed that key pieces such as Placement, specifications, size and type were presented in writing.

Simmers made a motion to accept the Davis' Campground's installation of a 2" flow meter as presented in the memo from Mary Davis Wyne dated March 2, 2020, seconded by Greve. Abstention Jim Davis. Report accepted.

Maintenance Supervisor Hamilton presented his work month report. Noted Listenberger's pump issue was grease. Hamilton said he spoke with both Ira and Lisa, who were both present, that the failure was caused by grease and that they needed to stop pouring grease into the drain. Waterman asked about the USE ORDINANCE being amended to supplement penalty for multiple violations. Grossnickle was to review. He relayed that the Use ordinance hasn't really been applied in many circumstances.

Motion to accept the MS Report made by Ramus, seconded by Simmers. Report accepted.

Unfinished business on disconnections – Grossnickle said it is still in draft form and that each board member needs to review in order to finalize. Simmers impressed that this policy needed to get passed in order to have the BLCD operate more efficiently. Item tabled to next meeting.

Grawcock relayed that he was going back to 2018 to create financial statements for the BLCD.

Grossnickle relayed to Grawcock that any publication of a legal or public notice should be retained in our files for documentary purposes.

Rate ordinance – Grossnickle confirmed all publications were done and the public meeting was set for March 10, 2020.

Lease agreement for the Maintenance Supervisor – Grossnickle directed Hamilton to review and sign.

I & I – MS Hamilton relayed that the I & I was beginning in earnest with the assistance of IronClad. Waterman asked if any work in this area could be coupled with other work required as part of the Feasibility Study such as electricity, piping upgrades, etc. Discussion ensued, but per Davis, Simmers, and Hamilton, the BLCD should just pursue the I & I without delay.

Procedure for Pump Failure – the Davis' are continuing to review this and create procedure for presentation to the Board. Waterman relayed much of this, from a financial ramification perspective, has to do with the Use Ordinance which needs to be reviewed.

Finance Clerk – Waterman relayed that the original contract with Grawcock was temporary and established at 90 days. Simmers said we should take the lowest bid. Waterman relayed this was not the case, but rather with professional services, the Board has the right to choose the best candidate. Waterman said we need to establish the required

qualifications, licenses, past experience and focus on documenting the payments. Davis asked about the office management itself, including the management of the office, office hours, maintenance reports for the past year, etc. Greve said the BLCD needs someone qualified like a CPA. Conversation ensued.

Discussion including some of the normal duties including interaction with the Public, attending the monthly and periodic meetings, trustworthy, years of experience, accounting background, living in the district versus living in Churubusco versus not living in the area. Waterman relayed that we should all determine a weighting of what we value the most.

Waterman called for any further business. There being none, motion made by Vince Simmers to adjourn the meeting, Jim Davis seconded, and the meeting adjourned at 10:47 pm.

Respectfully submitted, Lisa Waterman

Minutes are approved this 4th day of May, 2020.








