

Blue Lake Conservancy District  
February 1, 2021  
Board Meeting

The February 1, 2021, Board meeting of the Blue Lake Conservancy District was called to order at 7:04 pm. Due to Covid 19 issues, the meeting was held in the large meeting hall of the Blue Lake Association building. Board Members present included President Lisa Waterman, Treasurer Darlene Ramus, and Directors Steve Shrock and Vince Simmers. Director Don Greve was absent. Advisors to the Directors were also present and included Legal Counsel Andrew Grossnickle, Finance Clerk (FC) Randy Grawcock, and Maintenance Supervisor (MS) Rick Hamilton. There were no guests or Freeholders present at the meeting.

The meeting minutes of the January 4, 2021, meeting were reviewed. Motion to accept the minutes as written was made by Shrock, seconded by Simmers. Motion passed. Waterman relayed the difficulty in these minutes completed due to her busy financial planning process and asked someone else to consider becoming the recording secretary. Director Ramus relayed that she would become the recording secretary effective with the March meeting.

Finance Clerk Grawcock relayed his contract with the BLCD has expired and should be renewed. *Grossnickle will review the contract and present an update at the next meeting.*

**The Treasurer's report** was presented by Treasurer Ramus. The Accounts Payable Voucher Register was presented first showing \$19,663.31 in disbursements. Notables including \$3,614.29 to Davis Campground evidencing their overpayment through 2020. The Monthly Recap Report was presented next with an opening Checking account balance of \$189,620.06, incoming receipts of \$29,887.43 with \$19,663.31 of disbursements, leaving an ending checking account balance of \$199,844.18. Adding the CD balance (held at Farmers & Merchants Bank) of \$102,530.18 brings the Current Funds total to \$302,374.36 The bond balance, which under agreement cannot be reduced until 2024, remains at \$749,987.11. An additional category "Customers Billing Received in Advance" evidences those Freeholders who pay in advance of the billing, often making one annual payment instead of monthly payments. The BLCD typically bills \$34,154.00 in monthly usage/billings. Motion to accept the report made by Simmers, Seconded by Shrock. Motion passed.

In noting last month's desire of the Board to pursue investing excess balances in higher interest bearing accounts, FC Grawcock relayed a review of the State Board of Accounts information showed financial institutions noted as approved. Any financial institution used by the BLCD must appear on this list. Fort Financial Credit Union does NOT appear on this list. Other statutes state the institution must be within the Churubusco area. Waterman stated FC Grawcock should call the financial institution and asked about their public funds rate as it may be more beneficial than that which is shown on The institution's website. It appeared from the polling done by Grawcock, Farmers And Merchants pays considerably more than competitive institutions.

The **2021 Disbursements Report** was presented next and showed budgeted amounts to the expended amount per line item. Month to date expenditures total \$19,663.31, month to date receipts total \$29,948.35. The budget shows expected annual disbursements of \$394,536.69 and expected receipts at \$385,771.65. Motion to accept the 2021 Disbursements Report made by Shrock, seconded by Simmers. Motion passed.

The **BLCD Profit & Loss Report** was then presented detailing the postings to the General Ledger accounts and showing \$10,286.04 income for the month. Motion by Shrock, seconded by Greve to accept the report. Motion passed.

The **Wastewater Adjustment Report** was then presented to show the Keystone system's required adjustments. This month, the report is a wash to various Freeholders who had multiple properties with payments getting transferred from one account to another, ultimately showing \$35.82 in Waster Penalty Adjustments only. Waste Charges were a complete wash to \$0.00. Motion to accept the changes on the Wastewater Adjustment Report made by Simmers, seconded by Schrock. Motion passed.

**FC Grawcock reported he has relayed to Freeholders about their credit balances.** Approximately 31 Freeholders utilized their credit balance instead of making a monetary payment, which could explain the slight decrease in receipts this month.

Waterman mentioned the BLCD should place something, perhaps a bright colored slip of paper, denoting important information to the Freeholders within the annual billings. She also relayed she will request the BLA (Blue Lake Association) to update the external sign inviting Freeholders to the Annual Meeting to be held on Saturday, February 27, 2021.

**MS Hamilton presented his monthly report.** Hamilton relayed that, again, the month was quite uneventful and the BLCD system seems to be working very well. Hamilton replaced 1 pump and 1 float tree reporting that the pump was an old Crane pump located on the Barry Anderson property which was one of the original pumps installed in the BLCD system. Float trees occasionally need replaced and there was no further work needed.

Waterman asked again that Hamilton notate the missing meter numbers due from the Blue Lake Campground to ensure future records correctly reflect that the meter is currently unreadable/unusable. Hamilton stated he contacted Nightingale with the Blue Lake Campground about the meter, which remains unattached to the sewer system. He requested that the Campground get the pump hooked back up, and a call to Franke to recalibrate. Nightingale expressed his approval and understanding.

Hamilton also reported he had completed inspection on the Bradtmiller property and all was well and approved, along with receipt of all required fees for the new construction were made. Locates were a little higher than normal but manageable.

Hamilton relayed he was in contact with NIPSCO regarding the placement of a natural gas line to feed the new generator. Due to the weather, the engineer couldn't get out but Hamilton expected him to be out within the week.

Hamilton reported, although a formal report will be on February's activity reportable at the March meeting, a car hit one of our electrical boxes at the base of the hill near the BLCD office. He called the Whitley County Sheriff's department to report and asked neighbors in the area about seeing anything. Estimated damage is \$500 - \$2000. He also wondered about insurance coverage. Hamilton and Grawcock will work together on insurance resolution.

#### **UNFINISHED BUSINESS**

**I & I Update** -- Nothing to report.

**Campground Review** -- Waterman asked for a status of communications with the Campgrounds. Grossnickle relayed the letter had been sent to Davis Campground, and FC Grawcock relayed Mary Davis Wyne acknowledged the letter on January 21, 2021, and said she would be in touch within 10 days. He has received no other communication.

Regarding the letter to Blue Lake Campground, conversation ensued about each director's understanding of how the communications would be handled. Ramus noted BLCD should ask Blue Lake Campground representatives in to the office for a meeting to discuss the various issues, including the credit and cash reimbursement for the billing errors.

Grossnickle relayed he would finalize the letter noting the accounting issues, inviting reps to the BLCD office, and fixing the meter. FC Grawcock and President Waterman are to be the signers and send the letter requesting a meeting.

**Lift Station Updates** -- Generator and Pump -- NIPSCO's engineer will be coming out to review, and until the weather

gets a bit warmer, the concrete can't be poured. Simmers reported a nice conversation with Greg Salesman, of Salesman Trucking, who relayed he may be able to assist in the placement of the generator.

**CRZ Properties Review** – Grossnickle reported that he previously sent the information regarding using a catch basket to Zeigler's attorney but had not heard anything to date. He agreed to follow up with him to determine our next path.

**Building to purchase** – Nothing to report.

**NEW BUSINESS**

**Capital Improvement Plan** – Waterman reported she had reached out to Henschen, the engineer who works with the BLCD, regarding the creation of a Capital Improvements Plan given the collection of capital improvements funding in monthly billings. Conversation ensued with Grossnickle relaying that an engagement letter would be appropriate. Hamilton added that this infrastructure/capital improvements might need to include air valve replacements as well.

**Elections** – There shall be no elections this year given the Board failed to publish the notice and asked for volunteers. This was an oversight. As previously reported, Grossnickle will request from the Whitley County Commissioners that Don Greve and Steve Shrock be appointed to the BLCD Conservancy District Board of Directors to complete full terms as stated above. Grossnickle asked that the Board and appointees be at the Commissioners meeting on Tuesday, February 16, 2021, at 1 pm at the Whitley County Government Building, Commissioners Room. *Waterman was reaching out to Greve to determine his availability.*

**ANNUAL MEETING** – The Annual Meeting is set for Saturday, February 27, 2021, at 2 pm and will be held at the Blue Lake Association Building. Waterman reported she will provide a reporting of the activity within the BLCD and asked various Directors to present certain pieces. Grawcock will present the Budget and Financial Matters, Rate review, I & I Update, Generator and Pump for the Lift Station, and other matters. Waterman asked Hamilton, Grawcock, and Directors to attend the meeting. Directors mentioned that very few people attend this meeting. Waterman suggested a "welcome kit" should be sent to all new customers detailing annual meetings, how the Conservancy works, violations, etc. While there is a letter stating violations, it is not user friendly nor informational. *Waterman will work on an update.*

Grawcock mentioned a Freeholder who is tearing down a home and rebuilding and requested relief from monthly sewage bills. The directorship reported that he should review the DISCONNECTION POLICY as it is stated there. *Waterman offered to review.*

Election terms – Director Ramus asked if a director was required to attend/participate in a set number of meetings. *Grossnickle relayed he would look into the matter.*

There being no further business, a motion to adjourn was accepted from Simmers, seconded by Shrock. Meeting adjourned at 8:46 pm.

Respectfully submitted, Lisa L Waterman, President  
Approved this 15 Day of ~~February~~ March, 2021, by:

Steve Shrock

Lisa L Waterman  
Dale Ramus