

## Blue Lake Conservancy District

January 8, 2024

### Board Minutes

The January 8, 2024, meeting of the Blue Lake Conservancy District (BLCD) Board was called to order at 7:11 pm by President Lisa Waterman. All directors were present including Directors Darlene Ramus, Randy Dunn, Vince Simmers and Steve Shrock along with Finance Clerk (FC) Amy Goodwin and Maintenance Superintendent (MS) Rick Hamilton. Legal counsel Andrew Grossnickle was absent. There were no guests or Freeholders present.

The meeting minutes of the December 4, 2023, were presented for approval. Motion by Shrock, Seconded by Dunn, motion passed.

The financial reports were then presented by Treasurer Darlene Ramus: The Accounts Payable (A/P) Voucher Register was presented with a total of \$35,771.44. It was noted the SURF Internet is not yet up and running due to some customer service issues. Waterman relayed that she had spoken with Evapar regarding the outstanding charges associated with the generator. She felt he was fair and knowledgeable. Short discussion and clarifying questions that Waterman would follow up on. Motion by Dunn, Seconded by Simmers to accept the A/P Voucher Register. Motion passed.

The Monthly Recap report showed an opening balance of \$141,295.12 with \$234,350.11 received during the month, monthly disbursements at \$35,771.44, making the ending checking account balance \$339,873.79. It was noted that a previous deficit balance of over \$70,000 was paid during the month from Magnolia Properties. Also, the CD's previously held at Star Financial had reached maturity and showed as incoming receipts. Funds will be reinvested to maximize interest earnings. One CD remains at Farmers & Merchants for \$25,279.71. Motion by Shrock, seconded by Simmers to accept the Monthly Recap report. Motion passed.

The 2023 Disbursements Report was then presented with total YTD disbursements of \$537,085.31 to a budget of \$507,200, an overage of \$29,885.31. This amount is actually off by a \$25,000 CD purchased that shows in our accounting. ACTUAL overage of budget was just \$4,885.31. Motion by Simmers, seconded by Dunn to accept the report as presented. Motion passed.

Goodwin had previously prepared a new budget report and reported that she expects \$533,200 in sewage receipts from Freeholders this calendar year. Details regarding the budget were previously covered in December 2023.

Goodwin and Ramus also relayed some difficulty with organizing documents for Star in order to open the new brokerage CD's. Waterman contacted Mark Coonrod who offers the BLCD insurance to see if he can provide the necessary documents.

Maintenance Superintendent (MS) Rick Hamilton then presented his monthly report detailing his activity for the month. While most of his work was typical, he had received two calls concerning the illegal creation of a septic tank for the Sievers property off Edgewood Drive. Waterman then relayed conversations she had with Scott Wagner, Whitley County Health Inspector. The Indiana Department of Environmental Management (IDEM) finds Sievers in violation of multiple ordinances and laws. Wagner requested Sievers to remove the tanks immediately, while he was present, or be subject to additional fines. Waterman was to contact Grossnickle to determine the fines that will be imposed by the BLCD.

Hamilton installed a new pump SI 102023A (2308776) replacing # 112118A. He cleaned the basin and added bugs to assist in the processing. Locates were extensive. Hamilton relayed volume data. Hamilton also noted that he had been contacted by the developer of the Arrowhead division regarding upcoming work in the area.

**SBOA Audit follow-up** -- Waterman relayed that some processes would be changing, per the State Board of Accounts (SBOA). Namely, SBOA is requiring that all claims, presented as the Accounts Payable Voucher, shall be reviewed and approved by the BLCD Board of Directors (BOD) prior to the issuance of any payments of the same. Some discussion occurred discussing various options to ensure this methodology occurs. FC Amy is expecting to create a report with actual bills detailed and notes that most payments are either utilities or are dictated by other contractual arrangements. Any payments outside this shall

NOT be paid until the Board reviews and approves the amounts.

Grossnickle had previously prepared an Internal Control Policy for adoption per SBOA requirements. Waterman had reviewed and made changes. It is expected a final copy will be presented to the BOD in the following month. This Internal Control Policy will be adopted by the BOD and be put into place, in compliance with the SBOA guidelines.

**Capital Improvement Plan** – Nothing reported except in additional dollars allocated within the annual budget.

**Elections/ Annual Meeting** – Shrock is only candidate so no election will be held. Grossnickle to provide information at next meeting regarding changes submitted to the Whitley County Commissioners. Tabled until Grossnickle available.

**BLUE TURTLE SUBDIVISION** – Nothing further reported or expected.

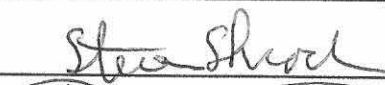
**STATE REVOLVING FUND/GRANT APPLICATION** – Short discussion regarding the BLCD's likelihood of success in pursuit of these funds. Overall, BOD does not feel it justifies expected outlay of some \$20,000 in professional fees given the ranking of the previous application. On hold until further notice.

No new business was presented.

There being no further business, motion to adjourn was made at 9:35 pm by Simmers seconded by Ramus. Meeting adjourned. Respectfully submitted by Lisa Waterman, Recording Secretary,

Accepted this 5<sup>th</sup> day of February 2024, by its Board of Directors:

  
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# ACCOUNTS PAYABLE VOUCHER REGISTER

NOTES: (1) Use both sides of form if needed. Signatures of governing board should appear only on the final page of each meeting in which accounts payable vouchers are allowed. (2) The Memorandum column is for entering action on accounts payable vouchers if disallowed in whole or in part, if continued to a later meeting of governing board, or for other pertinent information.

Blue Lake Conservancy District  
Governmental Unit

For Period Agency January 2024

Prescribed by State Board of Accounts

General Form No.364 (1997)

DATE FILED	VOUCHER NUMBER	NAMES OF CLAIMANT	OFFICE DEPARTMENT FUND	AMOUNT OF VOUCHER	CHECK WARRANT NUMBER	MEMORANDUM
	3160	Doc's Hardware		15.19	3568	Cable ties
	3161	Indiana Michigan Power		1123.09	3569	electric
	3162	Blue Lake Association		600.00	3570	rent
	3163	Chicubasco Utilities		1220.40	3571	sewer-treatment
	3164	U.S. Postal Service		82.00	3572	post office box
	3165	Gasvoda & Associates		5442.00	3573	basin Pkg. control panel
	3166	Rick Hamilton		4900.00	3574	payroll
	3167	Rick Hamilton		100.00	3575	storage rent
	3168	Amy Goodwin		1050.00	3576	payroll
	3169	NIPSCO		77.37	3577	gas
Feb	3170	Beers Mellers		637.50	3578	Legal fees
Feb	3171	Amy Goodwin		66.00	3579	stamps
	3172	Verizon		99.64	3580	cell phone
	3173	Amy Goodwin		1050.00	3581	payroll
Feb	3174	JPR		230.00	3582	inspection
	3175	Evapar		864.99	3583	generator work
	3176	Mediacom		181.12	3584	phone/internet
	3177	Northwestern REMC		361.24	3585	electric

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Amy M. Goodwin  
Fiscal Officer

**ALLOWANCE OF VOUCHERS**

(IC-5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing.)

We have examined the vouchers listed on the foregoing accounts payable voucher register, consisting of 1 page, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$ 28,167.04

Date this 5<sup>th</sup> day of February

Steve Sheer  
Dustin Rannus

SIGNATURES OF GOVERNING BOARD

**BLUE LAKE CONSERVANCY DISTRICT  
MONTHLY RECAP  
January 1, 2024**

**CHECKING ACCOUNT:**

Beginning Balance		\$	339,873.79
Incoming: Customer	54,655.53		
<b>TOTAL INCOMING:</b>		<b>\$</b>	<b>54,655.53</b>

**DISBURSEMENTS:**

Blue Lake Assoc	600.00		
Richard Hamilton Jr.	5,000.00		
U.S. Postal Service	82.00		
Gasvoda & Associates	5,442.00		
NIPSCO	77.37		
Mediacom	181.12		
Doc's Hardware	15.19		
Verizon	99.64		
NEREMC	361.24		
Evapar	864.99		
Indiana Michigan Power	1,123.09		
Churubusco Utilities	12,220.40		
Amy Goodwin	2,100.00		
<b>TOTAL DISBURSEMENTS:</b>		<b>\$</b>	<b>(28,167.04)</b>

**BALANCE CHECKING: January 31, 2024** \$ 366,362.28

CD (Farmers & Merchants		\$	25,279.71
Interest (Calculated quarterly)		\$	-
<b>Total Balance of CD's (January 31, 2024)</b>		<b>\$</b>	<b>25,279.71</b>

**Bond Payable Balance** \$ 685,442.98

**Customers Billing Received in Advance** \$ 53,227.97

# 2024 DISBURSEMENTS

2024 Disbursements															
Category	Annual Proj Budget	January	February	March	April	May	June	July	August	Sept.	October	November	December	TOTAL	BALANCE
Office Exp	\$4,000.00	\$82.00												\$82.00	\$3,918.00
Software	\$1,500.00													\$0.00	\$1,500.00
Maint/Supr	\$58,800.00	\$4,900.00												\$4,900.00	\$53,900.00
O/S Labor	\$2,500.00													\$0.00	\$2,500.00
Adm/Clerk	\$30,000.00	\$2,100.00												\$2,100.00	\$27,900.00
Rec. Secy	\$1,300.00													\$0.00	\$1,300.00
Board	\$9,750.00													\$0.00	\$9,750.00
Rent	\$7,200.00	\$600.00												\$600.00	\$6,600.00
Storage	\$1,200.00	\$100.00												\$100.00	\$1,100.00
Insurance	\$7,500.00													\$0.00	\$7,500.00
Bond Pmt	\$61,750.00													\$0.00	\$61,750.00
Legal	\$20,000.00													\$0.00	\$20,000.00
/M-NEREMC	\$20,000.00	\$1,484.33												\$1,484.33	\$18,515.67
Gas-NIPSCO	\$1,200.00	\$77.37												\$77.37	\$1,122.63
Busco Util	\$185,000.00	\$12,220.40												\$12,220.40	\$172,779.60
Telephone	\$3,000.00	\$280.76												\$280.76	\$2,719.24
Maint Eq/sup	\$35,000.00	\$15.19												\$15.19	\$34,984.81
Maint Lift Station	\$15,000.00	\$864.99												\$864.99	\$14,135.01
Maint Misc	\$6,000.00													\$0.00	\$6,000.00
Consult	\$20,000.00													\$0.00	\$20,000.00
I & I	\$10,000.00													\$0.00	\$10,000.00
Capital Improve	\$32,500.00	\$5,442.00												\$5,442.00	\$27,058.00
Budg/Disb	\$533,200.00	\$28,167.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,167.04	\$505,032.96
Waste & late fees	\$533,200.00	\$54,655.53												\$54,655.53	\$478,544.47
Interest Income	\$720.00	\$0.00												\$0.00	\$720.00
Other														\$0.00	\$0.00
<b>TOTAL RECEIPTS:</b>	<b>\$533,920.00</b>	<b>\$54,655.53</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$54,655.53</b>	<b>\$479,264.47</b>

