

Blue Lake Conservancy District

February 5, 2024

Board Minutes

The February 5, 2024 meeting of the Blue Lake Conservancy District (BLCD) was called to order at 7:06 pm by Treasurer Darlene Ramus. Directors present include Vince Simmers and Steve Shrock along with Finance Clerk (FC) Amy Goodwin, Maintenance Superintendent (MS) Rick Hamilton and Legal counsel Andrew Grossnickle. Absent: Lisa Waterman and Randy Dunn. Keith Sievers, of 6452 Edgewood Drive – was a freeholder guest.

The meeting minutes of the Jan 8, 2024, were presented for approval. Motion by Simmers, seconded by Shrock, motion passed.

The financial reports were then presented by Treasurer Darlene Ramus: The Accounts Payable (A/P) Voucher was presented with a total of \$28,167.04. Noted Surf internet has rescheduled for next Tuesday for install. Approval of 5 bills to be paid in Feb. by the board. (BLA rent payment, Goodwin- e-filing, JPR, and Beers Mallers). The bill for the State Board of Accounts (SBOA) was Tabled to be reviewed by Waterman (President). Motion by Simmers to accept the A/P voucher, seconded by Shrock to accept the A/P voucher register. Motion passed.

The Monthly Recap report showed an opening balance of \$339,873.79 with \$54,655.53 received during the month, monthly disbursements at \$28,167.04, making the ending checking account balance \$366,362.28. Noted that \$100,000 is included in this amount which needs to go back into CD's (Certificate of Deposit) being reinvested. One CD remains at Farmers & Merchants for \$25,279.71. Motion by Shrock, seconded by Simmers to accept the report as presented. Motion passed.

The 2023 Disbursements Report was then presented with total YTD disbursements of \$28,167.04 with a balance of \$505,032.96. Motion by Shrock, seconded by Simmers. Motion passed.

Amy Goodwin FC presented Accounts payable and asked for a motion to pay 5 bills, as noted below. Motion by Shrock, seconded by Simmers to pay as requested. Motion passed.

Beers Mallers \$637.50

Amy Goodwin -\$66.00

JPR - \$230.00

Blue Lake Assoc -Rent \$600.00

Amy Goodwin – reimburse for Govt E-filing - \$34.90

SBOA – tabled (need to talk to Waterman)

Goodwin noted that she needs to get some documents with Janna at Star brokerage on getting CD.s opened.

Maintenance Superintendent (MS) Rick Hamilton then presented his monthly report detailing his activity for the month. A lot of stuck floats for the month, brought on due to condensation mixed with extremely cold temps, resulting in things sticking. Locates returned to normal levels. Pump inventory good. One violation was noted for Jon Scott due to what looked like a piece of boat vinyl. Motion to accept Maintenance Supervisors report by Simmers, seconded by Shrock. Motion passed.

Sievers property: Guest Keith Sievers of 6452 Edgewood Dr., asked the board what steps he needs to take to get approval of his sewer connection. MS Hamilton explained that Keith would hire his own contractor to do the work (Sievers asked for contractor names, Hamilton and Simmers offered a contractor name who should be qualified to help). Hamilton also explained that Sievers would need to file an application with BLCD which has a \$150.00 application fee upon submittal. Hamilton did not have an application on him but told Sievers he would get him one. Ramus apologized to Sievers as President Waterman was absent and would need to relay the applicable fines/violations to BLCD ordinances. Application would have to be submitted for review and final approval. Sievers relayed he wanted to make things right and get the issue squashed.

Unfinished Business: Arrowhead Development Update: No activity as probably too cold. MS Hamilton relayed he had heard they were waiting for the correct basin for a pump. No further update.

State Board of Accounts (SBOA): Tabled approval of invoice until Waterman and all officers can review in detail.

Internal Control Policy: Grossnickle completed document and presented for approval. Resolution 2024-1 passed with a motion by Simmers, seconded by Shrock – Motion passed.

Annual rental contract: It was noted one minor change which changes the term to one year renewed annually per the SBOA requirements. Grossnickle requested Hamilton and wife to sign, followed by Waterman, then it should be notarized. Motion by Simmers, seconded by Shrock – motion passed.

Elections/Annual Meeting: Grossnickle relayed the meeting notice was published Jan 31st. Grossnickle provided Ramus with the oath needed for Shrock at the annual meeting to swear in Shrock.


Change of voting process back – The document is complete and needs sent to the courts for final approval.


New business: Simmers talked to Tri-Lakes Sewage Conservancy and they had many questions regarding our operation and suggested getting together to further the conversation. Their monthly meeting is on the second Monday of the month. Simmers asked if anyone would be interested in going to the next meeting. Shrock may possibly attend with Simmers. Grossnickle stated the Interlocal agreement needed to be reviewed before pursuit to ensure no wording prevented pursuit of other processing partners. Grossnickle will email Interlocal to everyone to read.


There being no further business, motion to adjourn was made at 7:56 pm by Simmers, seconded by Shrock.

Meeting adjourned. Respectfully submitted, Darlene Ramus, Treasurer

Accepted this 6th day of March 2024, by its Board of Directors:







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

Agency February 2024
For Period

O = not pd.
* = pd. from Jan.

Prescribed by State Board of Accounts

General Form No.364 (1997)
MEMORANDUM

DATE FILED	VOUCHER NUMBER	NAMES OF CLAIMANT	OFFICE DEPARTMENT FUND	AMOUNT OF VOUCHER	CHECK WARRANT NUMBER	MEMORANDUM
2/1	3178	Indiana Michigan Power		1322.68	3586	electric
2/5	3179	Blue Lake Association		600.00	3587	rent
2/1	3181	Churubusco utilities		16,171.36	3588	sewer treatment
2/1	3182	State Board of Accounts		16,980.00	3589	Audit
2/5	3183	Amy Goodmin		34.90	3590	1099 E-filing fee
* 2/5	3170	Beers Mailers		637.50	3588	Legal fees
* 2/5	3171	Amy Goodmin		66.00	3579	stamps
* 2/5	3174	JPR		230.00	3582	Inspection
2/6	3184	Rick Hamilton		4900.00	3591	payroll
2/6	3185	Rick Hamilton		100.00	3592	storage rent
2/6	3186	Rick Hamilton		50.00	3593	violation.
2/6	3187	Amy Goodmin		1050.00	3594	payroll
2/5	3188	NIPSCO		76.64	3595	gas
2/20	3189	Verizon		99.64	3596	cell phone
2/20	3190	Mediacom		181.12	3597	phone/internet
2/20	3191	Northeastern REMC		421.38	3598	electric
2/20	3192	Amy Goodmin		1050.00	3599	payroll

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 Goodmin
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 \$ 26,991.22

Steve Shear
Steve Shear

Date this 6th day of March
Amy Goodmin 3/6/24

SIGNATURES OF GOVERNING BOARD

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

CHECKING ACCOUNT:

Beginning Balance		\$	366,362.28
Incoming: Customer	25,000.34		
TOTAL INCOMING:		\$	<u>25,000.34</u>

DISBURSEMENTS:

Blue Lake Assoc	600.00		
Richard Hamilton Jr.	5,050.00		
Beers Mallers	637.50		
NIPSCO	76.64		
Mediacom	181.12		
Verizon	99.64		
NEREMC	421.38		
JPR	230.00		
Indiana Michigan Power	1,322.68		
Churubusco Utilities	16,171.36		
Amy Goodwin	<u>2,200.90</u>		
<u>TOTAL DISBURSEMENTS:</u>		\$	<u>(26,991.22)</u>

BALANCE CHECKING: Feburary 29, 2024	\$	364,371.40
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CD (Farmers & Merchants	\$	25,279.71
Interest (Calculated quarterly)	\$	<u>-</u>
Total Balance of CD's (February 29, 2024)	\$	<u>25,279.71</u>

Bond Payable Balance	\$	<u>685,442.98</u>
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Customers Billing Received in Advance	\$	<u>44,567.64</u>
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2024 DISBURSEMENTS

2024 Disbursements Category	Annual Proj Budget												TOTAL	BALANCE		
	January	February	March	April	May	June	July	August	Sept.	October	November	December				
Office Exp	\$4,000.00	\$82.00	\$100.90												\$182.90	\$3,817.10
Software	\$1,500.00														\$0.00	\$1,500.00
Maint/Supr	\$58,800.00	\$4,900.00	\$4,900.00												\$9,800.00	\$49,000.00
O/S Labor	\$2,500.00														\$0.00	\$2,500.00
Adm/Clerk	\$30,000.00	\$2,100.00	\$2,100.00												\$4,200.00	\$25,800.00
Rec. Sec'y	\$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												\$1,200.00	\$6,000.00
Storage	\$1,200.00	\$100.00	\$100.00												\$200.00	\$1,000.00
Insurance	\$7,500.00														\$0.00	\$7,500.00
Bond Pmt	\$61,750.00														\$0.00	\$61,750.00
Legal	\$20,000.00						\$637.50								\$637.50	\$19,362.50
I/M-NEREMC	\$20,000.00	\$1,484.33	\$1,744.06												\$3,228.39	\$16,771.61
Gas-NIPSCO	\$1,200.00	\$77.37	\$76.64												\$154.01	\$1,045.99
Busco Util	\$185,000.00	\$12,220.40	\$16,471.36												\$28,391.76	\$156,608.24
Telephone	\$3,000.00	\$280.76	\$280.76												\$561.52	\$2,438.48
Maint Eq/sup	\$35,000.00	\$15.19	\$50.00												\$65.19	\$34,934.81
Maint Lift Station	\$15,000.00	\$864.99													\$864.99	\$14,135.01
Maint Misc	\$6,000.00														\$0.00	\$6,000.00
SBOA	\$0.00														\$0.00	\$0.00
Consult	\$20,000.00		\$230.00												\$230.00	\$19,770.00
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	\$26,991.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55,158.26	\$478,041.74
Waste & late fees	\$533,200.00	\$54,655.53	\$25,000.34												\$79,655.87	\$453,544.13
Interest Income	\$720.00	\$0.00	\$0.00												\$0.00	\$720.00
Other															\$0.00	\$0.00
TOTAL RECEIPTS:	\$533,920.00	\$54,655.53	\$25,000.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$79,655.87	\$454,264.13

