

Blue Lake Conservancy District

December 4, 2023

Board Minutes

The December 4, 2023 meeting of the Blue Lake Conservancy District (BLCD) Board was called to order at 7:10 pm by President Lisa Waterman. All directors and support persons were present including Directors Darlene Ramus, Randy Dunn, Vince Simmers and Steve Shrock. Legal counsel Andrew Grossnickle was in attendance along with Finance Clerk Amy Goodwin and Maintenance Superintendent (MS) Rick Hamilton. There were no guests or Freeholders present.

The meeting minutes of the November 6, 2023, were presented for approval. Motion by Vince Simmers, Seconded by Steve Shrock, motion passed.

The financial reports were then presented by Treasurer Ramus: The Accounts Payable (A/P) Voucher Register was presented with a total of \$29,734.60. Notable expenditures included sewage processing fees to the Town of Churubusco and Boyce systems to update the Keystone software system. Motion by Shrock, Seconded by Dunn to accept the A/P Voucher Register. Motion passed. MS Hamilton noted that the fees associated with "inspections" billed from JPR (engineering firm) will be reimbursed by the development company.

The Monthly Recap report showed an opening balance of \$142,674.20 with \$28,335.52 received during the month, monthly disbursements at \$29,734.60, making the ending checking account balance \$141,295.12 Adding in the CD's totaling \$132,061.92, making BLCD total current funds total \$271,733.90. Motion by Dunn, seconded by Shrock to accept the Monthly Recap report. Motion passed.

The 2023 Disbursements Report was then presented with total YTD disbursements of \$501,313.87 with just \$5,886.13 left to meet budget. Waterman noted that earlier in the year, a Certificate of Deposit was purchased and because it moved from our savings to our checking, it appears as a disbursement on the report although it isn't actually a disbursement. Adjusting for that amount, the actual disbursements stand at \$476,313.87 with \$30,886.13 budgeted yet to disburse. Motion by Dunn, seconded by Shrock to accept the report as presented. Motion passed.

Goodwin reported all coupons were mailed out to the Freeholders.

Motion by Simmers to approve the moving of the BLCD office provider of internet services to SURF INTERNET, effective immediately. Seconded by Shrock. This change will save the BLCD approximately \$120/month.

Goodwin and Ramus also presented the 2024 Budget with notable changes being an increase for the allocation to the Town of an additional \$15,000; a reduction in Maintenance Equipmt by \$15,000 with the same amount being allocated to Capital Improvements. This is in recognition that anything expense over \$1500 should be capitalized. Our grinder pumps should be part of our capital so future pump purchases should be allocated to the Capital Improvement Fund. Capital Improvement Fund should be \$32,500. Waterman asked about the expected income. Per Goodwin, it is correct. Notable deficit in the BLCD balances comes from Magnolia properties, which now owe BLCD over \$70,000.

Waterman asked Counsel Grossnickle to pursue the options available. BLCD mailed a letter offering a 5% discount for cash payment. Goodwin relayed she spoke to the managers of Magnolia Estates on the Thursday following the last Board meeting held in November. Mark, the manager there, said he would be getting with his manager to make the final decision.

SBOA Audit follow-up -- Waterman relayed that she, Goodwin, and Ramus had an exit interview with Thomas of Crowe CPA's. Several material findings came up that must be given a written response within 10 days. Overall, there is no expectation of theft or wrongdoing, rather a lack of tying the different systems and numbers together. The findings were the result of the audit covering 2018-2022 which encompasses the service terms of Sue Hamilton, Randy Grawcock CPA, Gerry Johnson, and one year of Ms. Goodwin. Waterman stated that Thomas was very helpful and has since forwarded a few resources to her for

review for the BLCD. Grossnickle must craft an Internal Control Policy for adoption which should document our procedures and controls.

Ramus relayed that new Certificates of Deposit were purchased at Star Financial Bank earning in excess of 5%.

Maintenance Superintendent Report - Hamilton relayed a similar story to last month – lots of locates due to the internet service provider installing lines around the lake. He relayed more activity is happening at Arrowhead Development so he has been visiting the area more frequently.
review while Hamilton will monitor other items as outlined in our Ordinances.

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. Board to review items to discuss with Freeholders at the meeting. Grossnickle relayed he has a draft that will have to be signed by the Whitley County Commissioners that will allow all Freeholders to vote for ANY candidate regardless of the Area from which the Director comes from. Areas were defined at the establishment of the BLCD, but have little relevance now.

NEW BUSINESS – BLUE TURTLE SUBDIVISION -- Waterman reported recently receiving an email from Whitley County Building Department regarding a new subdivision, Blue Turtle, which is situated to the south of Harrold Road. In consultation with Grossnickle and Engineer Henschen, she responded that the BLCD was unaware of any subdivision and any tapping into the BLCD system required notification to the Board. Simmers and Hamilton relayed that the subdivision is within a subdivision and is required due to the lot in question grabbing pieces of various lots within another subdivision. The expectation is that there will be a pole building erected. If restroom facilities are desired, requests must be made to the BLCD Board.


STATE REVOLVING FUND/GRANT APPLICATION – Waterman also relayed that she had been approach by JPR Engineers and Jeff Rowe of Municipal Consultants regarding the BLCD's desire to pursue SRF funding for the various improvements, expansion, and upgrades to the BLCD system. JPR stated the cost would be recoverable should a grant be awarded and would total about \$5000 given the previous work done. Municipal Consultants said there fee would be close to \$20,000. The Board discussed the consequence of pursuing funding or not. Waterman stated an upcoming meeting would be created to further discuss.


Motion to adjourn at 8:59 pm by Simmers seconded by Ramus. Meeting adjourned.

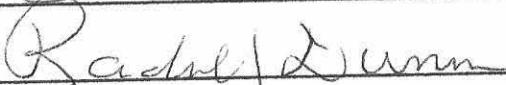
Respectfully submitted by Lisa Waterman, Recording Secretary,




Accepted this 8th day of January 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

For Period Agency December 2023

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
12/1	3139	Indiana Michigan Power		1113.78	3548	Electric
12/4	3140	Vince Simmers		300.00	3549	board mtg. nov/dec
12/4	3142	Steve Shrock		450.00	3550	board mtg. oct-Dec
12/4	3143	Darlene Ramus		450.00	3551	board mtg. oct-Dec
12/4	3144	Randy Dunn		450.00	3552	board mtg. oct-Dec
12/4	3145	Lisa Waterman		750.00	3553	board mtg. Oct-Dec
12/5	3146	Rick Hamilton		4900.00	3554	Payroll
12/5	3147	Rick Hamilton		650.00	3555	storage rent pump took for Baringco move.
12/7	3148	Amy Goodwin		1050.00	3556	payroll
12/14	3149	JPR		6250.00	3557	muni. consulting (Arrowhead)
12/14	3150	Chirubusco utilities		12025.89	3558	sewer treatment
12/14	3151	NIPSCO		76.17	3559	Gas
12/14	3152	Beers Matters		1065.00	3560	Legal council
12/14	3153	MDI		794.43	3561	4 floats
12/14	3154	Blue Lake Association		600.00	3562	Rent
12/19	3155	MDI		3200.00	3563	2-2HP pumps
12/21	3156	Mediacom		181.22	3564	phone/internet
12/21	3157	NEREMC		315.32	3565	Electric
12/21	3158	Amy Goodwin		1050.00	3566	Payroll
12/21	3159	Verizon		99.63	3567	cell phone

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 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 \$ 35,771.44

Date this 8th day of January, 2024

Steve Shrock
Randy Dunn

Darlene Ramus
Amy Goodwin

SIGNATURES OF GOVERNING BOARD

**BLUE LAKE CONSERVANCY DISTRICT
MONTHLY RECAP
December 1, 2023**

CHECKING ACCOUNT:

Beginning Balance		\$ 141,295.12
Incoming: Customer	127,452.99	
Incoming: Star CDs	106,897.12	

TOTAL INCOMING:		<u>\$ 234,350.11</u>
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DISBURSEMENTS:

Blue Lake Assoc	600.00	
Richard Hamilton Jr.	5,550.00	
NIPSCO	76.17	
MDI	3,994.43	
JPR	6,250.00	
Mediacom	181.22	
Doc's Hardware		

Verizon	99.63	
NEREMC	315.32	
Indiana Michigan Power	1,113.78	
Churubusco Utilities	12,025.89	
Beers Mallers Backs & Salin	1,065.00	
Vince Simmers	300.00	
Steve Shrock	450.00	
Darlene Ramus	450.00	
Randy Dunn	450.00	
Lisa Waterman	750.00	
Amy Goodwin	2,100.00	

TOTAL DISBURSEMENTS:		<u>\$ (35,771.44)</u>
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BALANCE CHECKING: December 31, 2023		\$ 339,873.79
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CD (Farmers & Merchants		\$ 25,279.71
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Interest (Calculated quarterly)		<u>\$ -</u>
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Total Balance of CD's (December 31, 2023)		<u>\$ 25,279.71</u>
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Bond Payable Balance		<u>\$ 685,442.98</u>
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Customers Billing Received in Advance		<u>\$ 47,472.44</u>
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2023 DISBURSEMENTS

2023 Disbursements Category	Annual	January	February	March	April	May	June	July	August	Sept.	October	November	December	TOTAL	BALANCE
Office Exp	\$4,000.00	\$539.68	\$243.02	\$821.37	\$187.73		\$63.00	\$99.26	\$68.60	\$125.00	\$72.52	\$375.34		\$2,595.52	\$1,404.48
Software	\$1,500.00									\$128.38				\$1,703.38	(\$203.38)
Maint/Supr	\$58,800.00	\$3,650.00	\$3,650.00	\$3,650.00	\$3,650.00	\$10,425.00	\$4,900.00	\$4,900.00	\$4,900.00	\$4,900.00	\$4,900.00	\$4,900.00	\$4,900.00	\$59,325.00	(\$525.00)
O/S Labor	\$2,500.00													\$0.00	\$2,500.00
Adm/Clerk	\$30,000.00	\$2,100.00	\$2,100.00	\$2,100.00	\$2,100.00	\$2,100.00	\$2,100.00	\$2,100.00	\$2,100.00	\$2,100.00	\$2,100.00	\$2,100.00	\$2,100.00	\$25,200.00	\$4,800.00
Rec. Sec'y	\$1,300.00			\$500.00						\$300.00				\$1,400.00	(\$100.00)
Board	\$9,750.00			\$3,450.00			\$1,550.00			\$1,800.00				\$8,900.00	\$850.00
Rent	\$7,200.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$7,200.00	\$0.00
Storage	\$1,200.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$1,200.00	\$0.00
Insurance	\$6,500.00			\$7,446.00						\$19.00				\$7,465.00	(\$965.00)
Bond Prnt	\$61,750.00			\$29,822.74						\$29,517.75				\$59,340.49	\$2,409.51
Legal	\$20,000.00	\$788.75	\$1,240.29	\$2,172.39	\$105.00	\$1,297.50	\$487.50	\$532.50	\$105.00	\$30.00	\$333.66	\$667.50	\$1,065.00	\$8,825.09	\$11,174.91
I/M-MEREMC	\$20,000.00	\$1,713.64	\$1,938.99	\$1,879.53	\$2,199.52	\$1,953.94	\$1,596.81	\$1,589.46	\$1,633.36	\$1,595.65	\$1,606.18	\$1,459.74	\$1,429.10	\$20,595.92	(\$595.92)
Gas-NIPSCO	\$1,200.00	\$338.33	\$404.74	\$85.23		\$80.18	\$160.32	\$75.72	\$102.19	\$75.35	\$75.91	\$76.40	\$76.17	\$1,550.54	(\$350.54)
Busco Util	\$170,000.00	\$13,806.23	\$19,408.49	\$17,524.62	\$20,285.71	\$18,694.92	\$15,737.52	\$12,975.78	\$13,695.58	\$13,042.81	\$12,666.33	\$11,812.39	\$12,025.89	\$181,676.27	(\$11,676.27)
Telephone	\$3,000.00	\$248.40	\$248.40	\$248.40	\$285.43	\$259.61	\$279.61	\$279.65	\$279.65	\$280.21	\$280.85	\$280.85	\$280.85	\$3,251.91	(\$251.91)
Maint Eq/sup	\$40,000.00	\$903.15	\$3,021.96	\$661.44	\$251.85	\$1,270.05	\$85.00	\$524.45	\$46.70	\$4,378.40	\$1,502.82	\$1,308.38	\$1,344.43	\$15,298.63	\$24,701.37
Maint Lift Station	\$15,000.00	\$795.00					\$197.50	\$197.50	\$197.50	\$469.00				\$2,425.50	\$12,574.50
Maint Misc	\$6,000.00	\$280.00	\$175.00	\$330.00	\$175.00				\$150.00					\$1,110.00	\$4,890.00
Consult	\$20,000.00	\$2,362.53	\$3,163.75	\$7,388.72	\$190.50	\$3,315.00								\$26,580.50	(\$6,580.50)
CD	\$0.00		\$25,000.00							\$7,705.45	\$960.00			\$8,665.45	\$1,334.55
I & I	\$10,000.00		\$1,058.08							\$337.05				\$1,395.13	(\$1,395.13)
Waste fee refund	\$0.00							\$9,843.60		\$9,035.00				\$66,380.98	(\$48,880.98)
Capital Improve	\$17,500.00	\$14,070.16	\$16,737.22		\$13,495.00									\$3,200.00	
Budg/Disb	\$507,200.00	\$42,295.87	\$79,089.94	\$78,780.44	\$43,625.74	\$40,096.20	\$28,157.26	\$33,817.92	\$23,978.58	\$76,539.05	\$25,198.27	\$29,734.60	\$35,771.44	\$537,085.31	-\$29,885.31
Waste & late fees	\$446,800.00	\$32,539.73	\$28,305.91	\$48,649.03	\$33,398.40	\$35,153.80	\$62,133.94	\$26,468.38	\$44,358.04	\$27,140.60	\$35,892.61	\$28,355.52	\$127,452.99	\$529,848.95	(\$83,048.95)
Interest Income	\$720.00	\$43.97	\$0.00	\$395.83	\$410.93	\$494.30	\$370.32	\$359.65	\$515.48	\$374.25	\$363.44	\$519.41	\$0.00	\$3,847.58	(\$3,127.58)
Other														\$0.00	\$0.00
TOTAL RECEIPTS:	\$447,520.00	\$32,583.70	\$28,305.91	\$49,044.86	\$33,809.33	\$35,648.10	\$62,504.26	\$26,828.03	\$44,873.52	\$27,514.85	\$36,256.05	\$28,874.93	\$127,452.99	\$533,696.53	(\$86,176.53)

