

Blue Lake Conservancy District
December 5, 2022
Board Minutes

The December 5, 2022, Board meeting of the Blue Lake Conservancy District (BLCD) was called to order at 7:07 pm by President Lisa Waterman with all board members present including Randy Dunn, Steve Shrock, Vince Simmers, and Darlene Ramus. Support persons including Maintenance Superintendent (MS) Rick Hamilton, Finance Clerk (FC) Amy Goodwin, and legal counsel Andrew Grossnickle were also present. Two freeholders, Tom and Janice Zelensky, were also present.

A motion was called for approval of the November minutes. Director Steve Shrock made a motion to accept the minutes as presented, Seconded by Simmers. Motion passed, Minutes accepted.

Treasurer Darlene Ramus presented the financial reports. The Accounts Payable (A/P) Voucher Register was presented with a total of \$22,961.22. Motion by Simmers, seconded by Dunn to accept the A/P Voucher Register. Notable expense of \$1461 represents the annual update to the Keystone Billing System. Churubusco Utilities was paid \$5772.13 and \$5828 was paid to Covalen for new pumps to enhance inventory. The Monthly Recap report showed an opening balance of \$173,316.33 and \$26,714.07 reported receipts. With the aforementioned \$22,961.22 in claims, the ending checking account balance was \$177,069.18. Adding the checking account balance with the CD held at F&M Bank of \$103,463.42 and interest income of \$43.94, the current funds for the BLCD were shown to be \$280,576.54 as of 11/30/22. Motion by Shrock, Seconded by Dunn to accept the Monthly Recap report as presented.

The 2022 Disbursements Report was then presented showing a total of \$362,133.65 total outgoing YTD with \$112,566.35 still budgeted to disburse by YE. While the report's figures are correct, the recording secretary notes the report is not footed correctly as the "Capital Improvements" line is documented with \$5828, but not included in the annual totals. CORRECTED FIGURES should be \$367,961.65 YTD expenditures, with \$106,738.35 yet to be disbursed. All other figures appear to be correct. Motion by Dunn, seconded by Simmers to accept the 2022 Disbursements Report. Waterman reported to Goodwin and Ramus about the mathematical error.

Waterman reported there are additional CD options at both F&M Bank and Star Financial Bank and suggested Ramus and Goodwin go to the bank to review and change as desired. A small penalty could apply, but the BLCD would quickly recapture in the increased interest rate provided.

Ramus then relayed information concerning the 4EOS recent billing. They relayed that a new person was hired and their service was not exemplary. 4EOS offered to halve the bill to \$400 for service rendered. Ramus suggested we accept as did the board. No dissension among the board as all were in agreement. Ramus will pay the newly agreed upon amount.

Ramus said Mary Davis of Davis Campground had recently cashed one of the previously issued checks. Ramus asked if we might re-issue the remaining check to ensure the Davis' have current checks for the amount due them. The board agreed it best to get this matter resolved. Ramus to request stop payment on the original issued check and re-issue the same.

Ramus also reported that she continues to work on several Freeholder accounts who pay by iPay, who were not timely credited resulting in erroneous late fees being assessed. She hopes to complete within the month so the 2023 year starts out correct.

Goodwin reported that coupon books and informational letter regarding the rate increase and sewage caps went out as

hoped in mid November. All Freeholders received the letter along with three months of coupons for monthly sewage at the current rates. The letter relayed the likelihood of a sewage increase given recent activity from Churubusco Utilities.

Waterman then turned to Freeholders Tom and Janice Zelensky of 5347 N 700 East regarding the new home they are building on Blue Lake's north shore. Hamilton relayed that it is BLCD practice to request all new piping for new construction including appropriate sizing of the basin. He asked that their builder contact him as the building process progressed as inspections were required before the dirt covers the pipes. They agreed and accepted Rick's card for reference.

Maintenance Superintendent (MS) Hamilton then presented his reports. The major issue concerned the ARV (air release valves) at 500N and Harrold Road. Unfortunately the install didn't go well and the lines needed to be bled out and the man holes pumped out during the process. Two ARV valves were replaced at 500N and 6740 Harrold Road. The ARV valve, after several inspections, seems to be operating fine since 11/18/22. It may be an amperage issue so Hamilton will continue to monitor. No other issues reported.

Locates were low, but site development is in process at the new housing addition off Sheldon Road on the southwest side of the BLCD. Hamilton expects building to be initiated soon in that location.

OLD BUSINESS – LIFT STATION UPDATE – Simmers relayed original contractor no longer in business. Generac, the manufacturer has said there will be no enhancement of the original warranty. Simmers then reported the Fly wheel has still not been repaired and that the WIFI connection needs to be made. He is working on the issues.

MAKLOFKA MATTER – Grossnickle reviewed the actual legal costs BLCD paid for the Maklofka matter and it totaled \$3870 from September 2021- April 5, 2022. He also checked on property ownership in Allen and Whitley County and found none. He will review Huntington County to determine if real estate is owned there. There was discussion concerning our pursuit of monetary reimbursement through small claims court. Grossnickle to present final options at next month's meeting.

TOWN OF CHURUBUSO RATE INCREASE – The Town of Churubusco has provided BLCD with formal notice of a rate increase. Waterman to get with Jeff Rowe, of Baker Tily Municipal Consultants, to determine the required increase to our monthly sewage rates given this increase to BLCD operating costs.

CAP REPAIR LETTER – Goodwin reported the letter was sent out to all Freeholders in November. Hamilton noted he had a few inquiries. Nothing further expected.

BLCD CAPITAL IMPROVEMENTS – Waterman will ask Steve Henschen, of Jones Petrie Rafinski, our professional engineering firm, for guidance as to our next steps to improve our system by replacing key components. In discussion, it was determined that Hamilton will focus first on replacing the ARV;s (air release valves) throughout 2023 as review of the previous Capital Improvements Plan (CIP) stipulated this as a key starting point. Further consultations will be made with Henschen to outline hierarchy of additional steps. Hamilton relayed there are some ARV's that need located from Henschen.

Elections – Grossnickle reported that Darlene Ramus and Vince Simmers were the only two candidates presenting interest for the two Board positions opening in 2023. Goodwin reported that appropriate paperwork was received at the BLCD offices evidencing both candidates interest in retaining their board positions. Grossnickle then relayed

there would be no need for elections, but rather a swearing-in ceremony for the new appointments. He also relayed there were certain public notice requirements 31 days prior to the Annual Meeting slated that should be made. The Annual Meeting is slated for the 4th Saturday in February (February 25, 2023).

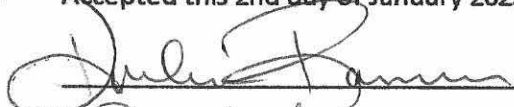



HAMILTON CONTRACT -- Maintenance Superintendent Rick Hamilton presented a formal letter thanking the Board for the opportunity to be of service along with a request for a pay increase and a 5 year contract renewal period. Waterman thanked him for his service and relayed that the contract would need to be reviewed to determine appropriateness, duties included and to ensure the contract was in keeping with current contractual language for the BLCD. She stated an executive session would be required to ensure all matters are reviewed appropriately.

There being no further business to discuss, the board meeting was adjourned at 9:35 pm on a motion by Simmers, seconded by Ramus. Motion passed.

Respectfully submitted by Lisa Waterman, Acting Board Recording Secretary.

 1/2/23

Accepted this 2nd day of January 2023 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

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Agency _____
For Period December 2022

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	2079	Churubusco utilities		6808.88	3288	sewer treatment
12/1	2080	Indiana Michigan Power		1061.78	3289	electric
12/1	2081	Blue Lake Association		600.00	3290	rent
12/1	2082	KmL		495.00	3291	life science
2/5	2083	Randy Dunn		450.00	3292	oct--Dec. Mtgs
12/5	2084	Vince Simmers		450.00	3293	Oct-Dec. Mtgs
12/5	2085	Steve Shrock		450.00	3294	oct--Dec. Mtgs.
12/5	2086	Darlene Ramus		450.00	3295	oct-Dec. Mtgs.
12/5	2087	Lisa Waterman		750.00	3296	Oct-Dec Mtgs + minutes
12/5	2088	Lisa Waterman		520.20	3297	Internet-Web site
12/6	2089	MDI		4615.00	3298	5HP. Grinder Pump
12/6	2090	Rick Hamilton		380.00	3299	Rent, Crosby Ex. work
12/6	2091	Baker Tilly		8807.50	3300	consulting
12/15	2092	Beers Malters		967.50	3301	Legal Council
12/15	2093	Amy Goodwin		1050.00	3302	Payroll
12/15	2094	Doc's Hardware		23.35	3303	marking paint
12/20	2095	Verizon		87.80	3304	cell phone
12/20	2096	Stocker + Septic		550.00	3305	pumped down lift.
12/20	2097	Northeastern REMC		217.14	3306	electric
12/20	2098	Town of Churubusco		3768.46	3307	overpayment of taxes from Whitley county.
12/22	2099	Doc's Hardware		35.30	3308	plugs + adapters

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.

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 \$ 37623.07

Date this 2nd day of January 2023

Dale Ramus
Steve Shrock
Randy Dunn

Steve Shrock

SIGNATURES OF GOVERNING BOARD

ACCOUNTS PAYABLE VOUCHER REGISTER

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Blue Lake Conservancy District
Governmental Unit

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For Period December 2022

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Prescribed by State Board of Accounts

DATE FILED	VOUCHER NUMBER	NAMES OF CLAIMANT	OFFICE DEPARTMENT FUND	AMOUNT OF VOUCHER	CHECK WARRANT NUMBER	MEMORANDUM
12/22	2100	Mediacom		160.16	3309	phone+internet
12/22	2101	Stockert Septic		225.00	3310	pumping
12/22	2102	Rick Hamilton		3650.00	3311	payroll
12/21	2103	Amy Goodwin		1050.00	3312	payroll

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Fiscal Officer

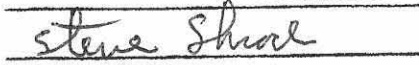
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Date this 2nd day of January, 2023 37,623.07



SIGNATURES OF GOVERNING BOARD

BLCD - GUESTS:

Meeting Date: January 2, 2023

Name:

None in attendance.