

Blue Lake Conservancy District
February 5, 2023
Board Minutes

The February 5, 2023, Board of Directors meeting of the Blue Lake Conservancy District (BLCD) was called to order at 7:01 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 Amy Goodwin, and Legal Counsel, Andrew Grossnickle, were also present. The BLCD also welcomed presenting guests Steve Henschen of JPR Engineers and Jeff Rowe of Baker Tilly Municipal Consultants. No freeholders were present.

A motion was called for approval of the minutes from the January meeting. Motion by Director Shrock, Seconded by Runn, to accept the minutes as presented. Motion passed, Minutes accepted.

Waterman then moved to the presenting guests with Jeff Rowe, of BakerTilly, presenting first. His responsibility to the BLCD is the calculation of the new rates needed to cover the increased costs of processing charged by the Town of Churubusco. Rowe informed the board that his calculations, after consulting with Waterman and Ramus, show the new Freeholder rate will be \$107.35, consisting of \$102.02 for processing and \$5.33 in billing charges. Further, the debt service-only payment shall increase to \$65.55 including \$60.22 base with \$5.33 billing charges. Rowe relayed the process of reviewing the increased capital replacement costs and other improvements needed and stated the debt service must increase given the across the board increases in all costs associated with operating the systems.

At this time, Grossnickle relayed the need to send a letter to all Freeholders who own unimproved land within the BLCD. Letters must be sent via USMail per state statute notifying them of the pending rate change and public meeting. Ramus relayed there were 16 such Freeholders. Goodwin will send out the notice. Grossnickle relayed the new ordinance must be available at the office for Freeholder inspection.

Ramus then made a motion to introduce "Ordinance 2023-01, "Ordinance Amending and Restating Sewer Rate Ordinance," and to suspend the reading of the ordinance. Seconded by Shrock. Motion passed. Final approval will be reserved for the Public meeting set to occur on February 20, 2023. Grossnickle then relayed he had carefully monitored the timing of the notices placed within the Columbia Post N Mail and the Churubusco News to ensure full compliance with the law.

Steve Henschen was then called to discuss the Capital Improvement Plan and the status of the Arrowhead Housing Division. Henschen first started with a daily flow review of gallonage processed by the Town on behalf of the BCLD and noted a few days over the past few years that were over daily flow limits. Fundamentally, we operate well within the limits of our InterLocal agreement; however, due to I&I and increased usage and users, Henschen stressed it is extremely important that we monitor the gallon flows on a daily basis.

Henschen then turned his focus to the Arrowhead Division and stated he had reviewed the plans for the sewage system and infrastructure. While there were a few minor things to correct, overall the plan was sound. He suggested that the board authorize Waterman to sign the agreement once all is resolved, but prior to the next scheduled BLCD meeting. Motion by Dunn, seconded by Shrock, to allow Waterman to approve the design plan and sign the capacity certification upon receipt of the final review fees from Arrowhead. Motion passed.

Henschen also made note of the "inspection Fees" which are to track homes as they come into the system. He suggested Hamilton prepare to track the hours for each visit.

Treasurer Darlene Ramus presented the financial reports. The Accounts Payable (A/P) Voucher Register was presented with a total of \$42,295.87. Motion by Dunn, seconded by Shrock to accept the A/P Voucher Register. Special notation made for the purchase of 6 air release valves at a cost of \$8385.16 was made as part of the continued Capital Improvements Project. Also notable was the increased payment to the Town of Churubusco Utilities for \$13,806.23, evidencing the significant increase in charges for sewage processing.

The Monthly Recap report showed an opening balance of \$204,293.31 with \$32539.73 in receipts. Deucting the disbursements from the account balance, the ending checking account balance was \$230,456.89. Adding the checking account balance with the CD held at F&M Bank of \$102,732,.02 – gives a total balance of current funds at \$333,188.91 Motion by Shrock, Seconded by Simmers to accept the Monthly Recap report as presented.

The 2023 Disbursements Report was then presented. A budget disbursement total of \$492,200 was shown with just \$446,800 expected in receipts. This amount for receipts was taken from reports provided by Baker Tilly to evidence the correct billings of the BLCD and was handwritten into the report. Corrections as noted, Motion to accept made by Simmers, seconded by Dunn.

Ramus mentioned she is reviewing all payments as several Freeholders are paying incorrect amounts. She will notify them with a letter written by Waterman of expected satisfaction of unpaid balances and correct payments going forward.

Waterman asked status of getting higher rate Certificates in place. Waterman Ramus and Goodwin will work together to seek higher earnings on BLCD savings this month.

Waterman then asked for Hamilton to present the Maintenance Superintendent report. Hamilton had a busy month with a few electrical problems, one violation, and a new pump installation, SI#091222B, at 13-8. Plenty of bugs were added into the lift stations and operating systems. Locates were down considerably and inventory reasonable with just one 2 HP Keen Pump on order. Motion by Ramus, seconded by Shrock to accept the Maintenance Superintendent's report.

OLD BUSINESS – Lift station – There is still need for a fly wheel to be fixed along with WIFI connections to be completed. Simmers to review and complete

Maklofka matter – no update.

Rate Increase – see above.

Election and Upcoming Annual Meeting – shall be held in the open section of the Blue Lake Association Building on the fourth Tuesday of February, February 25, 2023. No election as neither Ramus nor Simmers is running opposed. Grossnickle to provide the OATH of office.

Capitalization Improvement Plan – see above. Work with Henschen with ARV's.

Arrowhead Development – see information above.

There being no further business, motion to adjourn made at 950 pm, by Simmers, with second by Shrock. Motion passed.

Respectfully submitted, 

Accepted this 6th day of March, 2023, by it's 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
February 2023

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General Form No.364 (1997)

Prescribed by State Board of Accounts

DATE FILED	VOUCHER NUMBER	NAMES OF CLAIMANT	OFFICE DEPARTMENT FUND	AMOUNT OF VOUCHER	CHECK WARRANT NUMBER	MEMORANDUM
2/1	2124	Indiana Michigan Power		1547.15	3333	Electric
2/7	2125	Blue Lake Association		600.00	3334	Rent
2/7	2126	Churubusco Utilities		19408.49	3335	Sewage treatment
2/7	2127	MDI		685.40	3336	Pump + accessories
2/7	2128	Rick Hamilton		275.00	3337	Rent, violation + Mtg
2/9	2129	MDI		11700.00	3338	4 - 2HP Grinder pumps
2/9	2130	Whitley Co. Recorder		100.00	3339	4 lein releases
2/14	2131	Amy Goodwin		143.02	3340	INK - 2 black 1 color
2/14	2132	Eberle Electric		1853.30	3341	Electrical work + supplies
2/14	2133	Nipsco		404.74	3342	Gas charges
2/14	2134	Beers Mellers		1240.29	3343	Legal fees
2/14	2135	Amy Goodwin		1050.00	3344	Payroll
2/14	2136	Doc's Hardware BUSCO		33.26	3345	Fasteners + Sealant
2/16	2137	Crosby Excavating		5037.22	3346	Air release project
2/16	2138	Jones Petric Rafinski		3163.75	3347	Arrowhead Ridge
2/16	2139	Town of Churubusco		958.08	3348	refund of Lein # from 2021
2/16	2140	Farmers + Merchants		25,000.00	3349	CD Payment
2/21	2141	Michelle Tartaglia		100.00	3350	reimburse ment of error
2/23	2142	Rick Hamilton		3650.00	3351	Payroll
2/28	2143	Northwestern RENC		391.84	3352	Electric
2/28	2144	Mediacom		160.54	3353	Phone + Internet

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 \$ 79,089.94

Date this 6th day of March

[Signature]
[Signature]
Rachel Dunn

[Signature]
[Signature]

SIGNATURES OF GOVERNING BOARD

ACCOUNTS PAYABLE VOUCHER REGISTER

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Blue Lake Conservancy District
Governmental Unit

For Period Agency February 2023

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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
2/28	2145	Verizon		87.86	3354	Cell Phone
2/28	2146	Eberle Electric		450.00	3355	Electrical work ^{Grinder station}
2/28	2147	Amy Goodwin		1050.00	3356	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 Goodwin
Fiscal Officer

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Date this 6th day of March

[Signature]
[Signature]
Rachel Owen

[Signature]
Steve Shroder
[Signature]

SIGNATURES OF GOVERNING BOARD

