

Blue Lake Conservancy District

March 6, 2023

Board Minutes

The March 6, 2023 meeting of the Board of Directors 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 and Finance Clerk Amy Goodwin were also present. Legal Counsel, Andrew Grossnickle was not present due to illness. There were no freeholders present.

President Waterman requested a review and approval of the minutes associated with the Annual meeting held on February 25, 2023. Motion by Simmers, seconded by Shrock to approve the minutes as presented. Motion passed with Dunn abstaining, Minutes accepted.

A call for approval of the February meeting minutes was made. At review, it was noted that the date shown at the page heading for pages 2 & 3 incorrectly show the date of February 6 instead of the correct date of February 5, 2023. Waterman, the Acting Secretary for the minutes, overwrote the date in ink to reflect the correct date. Motion by Simmers, seconded by Shrock to accept the minutes as corrected. Motion passed, minutes accepted with noted correction.

Treasurer Darlene Ramus presented the various financial reports. The Accounts Payable (A/P) Voucher Register was presented with a total of \$79,089.94. Motion by Shrock, seconded by Dunn to accept the A/P Voucher Register. Special notation made for the purchase of the high head pumps as part of the Capital Improvements Project for \$11,700. Treasurer Ramus also noted that several Certificates of Deposit were purchased at Farmers & Merchants and Star Financial in order to maximize the earnings on the free cash currently available. All CD's were less than one year.

The Monthly Recap report showed an opening balance of \$230,456.89 with \$28,305.91 in incoming receipts. As previously noted, the disbursements for the month totaled \$79,089.94, leaving the ending checking account balance was \$179,672.86. With the new CD's totaling 128,508.74, the current funds stand at \$308,181.60. Motion by Dunn, Seconded by Simmers to accept the Monthly Recap report as presented.

The 2023 Disbursements Report was then presented and reviewed. Waterman noted that some of the figures were not included within the "totals" shown and asked Goodwin to redo the report so all figures are included. Report tabled until corrections are completed.

Treasurer Ramus then detailed the correction of several client accounts who were incorrectly charged late fees associated with their PayGov payments not getting processed back in June and July '21. Successively each month, late fees continued to accrue within the system. Ramus was able to correctly post the payments to the system, and reverse the late fees. A Billing Adjustments report was then presented showing a correction of \$1,939.79 in reversals of incorrect late charges. No customer were ever notified or charged late fees as Ramus (and Goodwin) were aware it was a system processing input problem – not a customer payment problem. Motion by Simmers, Seconded by Shrock to accept and pass the Billing Adjustment Report.

Waterman asked Goodwin for any further reports. Goodwin relayed there had been internet connectivity issues and she was working to resolve them. Further, with the recent bill increase, all systems were updated, along with specific billings for Magnolia Parks that needed to reflect the new charges.

She also relayed that a letter was sent out to all Freeholders currently in arrears on their billing. Previously Treasurer

Ramus had noted that not all Freeholders were paying the correct monthly amount. A letter was sent demanding full payment for the shortage and asking the Freeholder to correct their monthly payments to the current amount due.

Waterman then asked for Hamilton to present the Maintenance Superintendent report. There was a new home inspection on 700 East with Wigent Construction, along with various electrical and stuck float issues. A new install was done on East McGuire Road where an old SI was replaced with #I010523. Hamilton responded to a report the Generator was running when it shouldn't be. He called Evapar, the licensed maintenance people to review. Apparently a power surge of some sort happened causing the issue with a bad wire causing havoc. It was repaired. Lock out at Magnolia Park and a fine issued for \$35. Hamilton said the \$5500 was paid for by Arrowhead Development but there was no required inspections at this time. He noted high head pumps would be used for active replacement of old pumps in key areas. Motion by Shrock, seconded by Dunn to accept the Maintenance Superintendent's report. Motion passed.

Gallongage reports were provided by Hamilton to ensure gallons processed is under the volumes within the Interlocal agreement with the Town of Churubusco.

OLD BUSINESS – Lift station – There is still need for a fly wheel to be fixed along with WIFI connections to be completed. This is slated for repair on March 9, 2023.

Maklofka matter – no update.

Rate Increase – Ramus and Goodwin relayed they would be mailing out all new coupon books in the coming week.

Capitalization Improvement Plan – Randy Dunn volunteered to chair the CIP committee to review and determine appropriate next steps to complete the plan with available cash. The committee will be made of Dunn, Shrock Maintenance Superintendent Hamilton and Steve Henschen (of JPR Engineering). Dunn will convene the meeting.

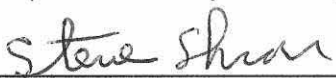
Hamilton Contract Review – Waterman relayed that the contract terms have been made but the actual contract needed to be updated with the changes, and signed by all parties. Back pay should also be provided as appropriate. She asked Hamilton to send the electronic copy of typed list of duties he had provided to the board to facilitate the paperwork.

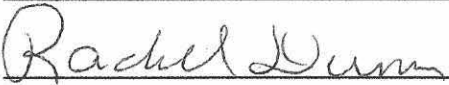
Arrowhead Development Updates – As reported, fees and reports are now complete. Hamilton will monitor.



There being no further business, motion to adjourn made at 842pm, by Simmers, with second by Shrock. Motion passed.

Respectfully submitted, by Lisa Waterman, its President,

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

Agency March 2023
For Period

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
3/2	2148	Indiana Michigan Power		1463.10	3357	Electric
3/2	2149	Blue Lake Association		600.00	3358	Rent
3/2	2150	Star Insurance		6771.00	3359	Policy renewal
3/6	2152	Randy Dunn		450.00	3361	Jan-Mar Mtgs
3/6	2153	Vince Simmers		750.00	3362	Jan-Mar mtg + 2 special
3/6	2154	Steve Shrock		750.00	3363	Jan-Mar mtg + 2 special
3/6	2155	Lisa Waterman		1050.00	3364	Jan-Mar mtg + 2 special
3/6	2156	Darlene Ramus		750.00	3365	Jan-Mar mtg + 2 special + minutes
3/6	2157	Lisa Waterman		200.00	3366	minutes for 2 special mtgs
3/8	2158	Churubusco Utilities		17524.62	3367	Sewer treatment
3/9	2159	Star Insurance		675.00	3368	Bond renewal - Army Goodwin
3/14	2160	Vince Simmers		69.99	3369	Internet for Generator
3/14	2161	Rick Hamilton		430.00	3370	Rent, misc inspections + other
3/14	2162	NIPSCO		85.23	3371	Gas
3/14	2163	Baker Tilly		5588.72	3372	consulting
3/14	2164	Amy Goodwin		1050.00	3373	payroll
3/14	2165	Amy Goodwin		252.00	3374	stamps 4 @ 63.00 ea
3/14	2166	Doc's Hardware		40.11	3375	Batteries
3/14	2167	Beers Mollers		2172.39	3376	Legal
3/21	2168	ME-Boyce Company		420.33	3377	Perforated paper
3/21	2169	MDI		541.50	3378	Fiberglass Lid

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 \$ 78,780.44

Date this 3rd day of April, 2023

Randy Dunn
Randy Dunn

Steve Shrock
Steve Shrock

SIGNATURES OF GOVERNING BOARD

Pg 1 of 2

ACCOUNTS PAYABLE VOUCHER REGISTER

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Blue Lake Conservancy District
Governmental Unit

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DATE FILED	VOUCHER NUMBER	NAMES OF CLAIMANT	OFFICE DEPARTMENT FUND	AMOUNT OF VOUCHER	CHECK WARRANT NUMBER	MEMORANDUM
3/21	2170	Jones Petric Rafinski		1800.00	3379	consulting (timberlane)
3/21	2171	Doc's Hardware, BUSCO		79.83	3380	Marking paint + Sealant
3/21	2172	Verizon		87.86	3381	Cell Phone
3/21	2173	Northern Eastern REMC		416.43	3382	Electric
3/23	2174	First Merchants Bank		29822.74	3383	Bond Payment
3/23	2175	Mediacom		160.54	3384	phone + internet
3/23	2176	Rick Hamilton		3650.00	3385	payroll
3/28	2177	Amy Goodwin		79.65	3386	Ink + Paper
3/28	2178	Amy Goodwin		1050.00	3387	Payroll

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Amy M. Goodwin
Fiscal Officer

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Date this 3rd day of April 2023

Richard J. Gunn
Steve L. Horn

[Signature]

Pg 2 of 2

