

## Blue Lake Conservancy District

March 6, 2024

### Board Minutes

The March 6, 2024, meeting of the Blue Lake Conservancy District (BLCD) Board of Directors was called to order at 7:07 pm by President Lisa Waterman. Directors present included Darlene Ramus, Vince Simmers and Steve Shrock. Maintenance Superintendent (MS) Rick Hamilton was also present. Director Randy Dunn, Finance Clerk (FC) Amy Goodwin and Legal Counsel Andrew Grossnickle were all absent from the meeting. Freeholders Ira (Boo) and Lisa Listenberger attended the meeting.

The meeting minutes of February 5, 2024, were presented for approval. Motion by Simmers, Seconded by Shrock, abstention by Waterman. Minutes passed by motion.

Waterman then turned to the Listenbergers for discussion as to their attendance. They relayed another person is possibly putting up a building near the Listenberger home. The person relayed to them that they did not have to pay any fees and would be hooking up the Listerberger basin as it is the closest in proximity to the new property. Listerbergers feel they should not have to share the basin as they originally purchased it when their home was built.

Listenbergers relayed they are having renters in their barn, and given their initial expense, they should not be required to share the basin or have others tap into it. Waterman explained that the process is whomever is building out the infrastructure pays for the basin. By expected use process and practice, the owner confers ownership back to the BLCD operationally. The basins are generally shared by two parties around the lake and properties are not given exclusive ownership rights to them. Hamilton relayed that the BLCD Use Ordinance dictates that all persons who tap into our lines pay tap and inspection fees without exception. Waterman cited the Use Ordinance and relayed several sections detailing the expectation of how such matters are handled and relayed she would talk with legal counsel but did not expect anything further on the matter.

The financial reports were then presented by Treasurer Darlene Ramus: The Accounts Payable (A/P) Voucher Register was presented with a total of \$26,991.22. The most notable charge was from the State Board of Accounts who charged the BLCD \$16,980 for the recent audit. The budgeted amount was \$5000. Waterman and Ramus agreed that further detail was warranted and Goodwin should ask for a detailed billing. Payment was not authorized. Motion by Simmers, Seconded by Shrock to accept the A/P Voucher Register less the SBOA payment. Motion passed.

The Monthly Recap report showed an opening balance of \$366,362.28 with \$25,000.35 received during the month, monthly disbursements at \$26,991.22 making the expected ending checking account balance \$364,371.40. The checking account is currently holding cash that is expected to purchase CD's in the coming days. Motion by Shrock, seconded by Simmers to accept the Monthly Recap report. Motion passed.

The 2024 Disbursements Report was then presented with total YTD disbursements of \$55,158.26 with \$478,041.74 remaining. The largest expense allocation is for sewage treatment processing to the Town of Churubusco. Motion by Simmers, seconded by Shrock to accept the report as presented. Motion passed.

Goodwin reported via a separate note that Evapar had an outstanding invoice that needed to be paid as she had confused it with another that the BLCD was questioning. The CD at Farmers will mature, and that to ensure payments are made to BLCD contract employees, payment contracts were created such that the Accounts Payable Voucher always shows the same amounts on a monthly basis and the board authorizes those payments. Additional requests outside of the normal monthly amounts will require separate approval.

Maintenance Superintendent (MS) Rick Hamilton then presented his monthly report detailing his activity for the month. Hamilton relayed that he will be reviewing the specifications associated with our application process. He also reported that a representative that previously supported our operations has moved to a new supplier and Hamilton hopes to work with him. Previously he provided support on several different types of pumps and will no support Barnes, Champions, and Meyer pumps

**Blue Lake Conservancy District**

**March 6, 2024**

**Board Minutes – Page 2 of 2**

but not Keene. Hamilton reported no change in the Arrowhead Development process. Motino to accept the report by Shrock, seconded by Ramus.

**SBOA Audit follow-up** – Waterman forwarded to Grossnickle for review.

**Arrowhead Development** – Nothing to report.

**Capital Improvement Plan** – Nothing reported except in additional dollars allocated within the annual budget.

**Sievers Matter** – Grossnickle sent a registered letter to Sievers with a request for plans to be delivered to Hamilton, and project completion (to come into compliance) by mid May.

No new business was presented.

There being no further business, motion to adjourn was made at 9:29 pm by Simmers seconded by Shrock. Meeting adjourned. Respectfully submitted by Lisa Waterman, Recording Secretary, and

Accepted this 1st day of April 2024, by its Board of Directors:

Steve Shrock

Randall Dunbar

Jim Miller

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

**CHECKING ACCOUNT:**

Beginning Balance		\$ 364,371.40
Incoming: Customer	48,063.48	

<b>TOTAL INCOMING:</b>		<b>\$ <u>48,063.48</u></b>
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**DISBURSEMENTS:**

Blue Lake Assoc	600.00
Richard Hamilton Jr.	5,000.00
EVAPAR	963.61
Beers Mallers	395.79
NIPSCO	76.78
Surf Internet	138.22
First Merchants Bank	29,214.41
Verizon	99.64
The Hilb Group	6,809.00
NEREMC	338.57
JPR	140.00
Indiana Michigan Power	1,487.56
Churubusco Utilities	19,486.42
Amy Goodwin	2,126.74

<b><u>TOTAL DISBURSEMENTS:</u></b>		<b>\$ <u>(66,876.74)</u></b>
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CD withdrawl		(150,000.00)
Money Market Acct.		(75,000.00)

BALANCE CHECKING: March 31, 2024		<b>\$ <u>120,558.14</u></b>
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CD 1 (Star Financial)		\$ 100,000.00
Interest (Calculated monthly)		
CD 2 (Star Financial)		\$ 50,000.00
Interest (Calculated monthly)		
CD 3 (Farmers & Merchants)		\$ 25,279.71
Interest (Calculated quarterly)		<u>\$ 333.26</u>
Total Balance of CD's (March 31, 2024)		<u>\$ 175,612.97</u>

Bond Payable Balance		<u>\$ 656,228.57</u>
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Customers Billing Received in Advance		<u>\$ 42,794.96</u>
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# 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

\* - needs approval  
(not paid)

For Period Agency March 2024

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
3/1	3193	Indiana Michigan Power		1487.56	3600	electric
3/7	3194	Beers Mallers		395.79	3601	Legal fees
3/7	3195	EVAPAR		963.61	3602	Generator work
3/7	3196	Amy Goodwin		26.74	3603	printer ink
3/7	3197	The Hill Group		6809.00	3604	Insurance
3/7	3198	Blue Lake Assoc.		600.00	3605	rent
3/7	3199	Jones Petrie Rafinski		140.00	3606	muni. consulting
3/7	3200	Churubusco utilities		19486.42	3607	sewer treatment
3/7	3201	Surf Internet		68.92	3608	phone/internet
3/7	3202	Rick Hamilton		4900.00	3609	payroll
3/7	3203	Rick Hamilton		100.00	3610	storage rent
3/7	3204	Amy Goodwin		1050.00	3611	payroll
* 3/19	3205	Beers Mallers		923.69	3612	legal fees
3/19	3206	NIPSCO		76.78	3613	gas
3/19	3207	Northeastern REMC		338.57	3614	electric
3/19	3208	Amy Goodwin		1050.00	3615	payroll
3/21	3209	Verizon		99.64	3616	cell phone
3/21	3210	First Merchants Bank		29214.41	3617	bond payment
3/21	3211	Surf Internet		69.30	3618	internet/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 \$ 66,876.74

Date this 1<sup>st</sup> day of April 2024

*Steve Shroy*

*Rachel Down*  
*Rachel Down*

SIGNATURES OF GOVERNING BOARD

# 2024 DISBURSEMENTS

2024 Disbursements

Category	Annual Proj Budget	January	February	March	April	May	June	July	August	Sept.	October	November	December	TOTAL	BALANCE
Office Exp	\$4,000.00	\$82.00	\$100.90	\$26.74										\$209.64	\$3,790.36
Software	\$1,500.00													\$0.00	\$1,500.00
Maint/Supr	\$58,800.00	\$4,900.00	\$4,900.00	\$4,900.00										\$14,700.00	\$44,100.00
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										\$6,300.00	\$23,700.00
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	\$600.00										\$1,800.00	\$5,400.00
Storage	\$1,200.00	\$100.00	\$100.00	\$100.00										\$300.00	\$900.00
Insurance	\$7,500.00			\$6,809.00										\$6,809.00	\$691.00
Bond Pmt	\$61,750.00			\$29,214.41										\$29,214.41	\$32,535.59
Legal	\$20,000.00		\$637.50	\$395.79										\$1,033.29	\$18,966.71
I/M-NEREMC	\$20,000.00	\$1,484.33	\$1,744.06	\$1,826.13										\$5,054.52	\$14,945.48
Gas-NIPSCO	\$1,200.00	\$77.37	\$76.64	\$76.78										\$230.79	\$969.21
Busco Util	\$185,000.00	\$12,220.40	\$16,171.36	\$19,486.42										\$47,878.18	\$137,121.82
Telephone	\$3,000.00	\$280.76	\$280.76	\$237.86										\$799.38	\$2,200.62
Maint Eq/sup	\$35,000.00	\$15.19	\$50.00											\$65.19	\$34,934.81
Maint Lift Station	\$15,000.00	\$864.99		\$963.61										\$1,828.60	\$13,171.40
Maint Misc	\$6,000.00													\$0.00	\$6,000.00
SBOA	\$0.00													\$0.00	\$0.00
Consult	\$20,000.00		\$230.00	\$140.00										\$370.00	\$19,630.00
I & I	\$10,000.00													\$0.00	\$10,000.00
Capital Improveme	\$32,500.00	\$5,442.00												\$5,442.00	\$27,058.00
Budg/Disb	\$533,200.00	\$28,167.04	\$26,991.22	\$66,876.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$122,035.00	\$411,165.00
Waste & late fees	\$533,200.00	\$54,655.53	\$25,000.34	\$48,063.48										\$127,719.35	\$405,480.65
Interest Income	\$720.00	\$0.00	\$0.00	\$333.26									\$0.00	\$333.26	\$386.74
Other														\$0.00	\$0.00
<b>TOTAL RECEIPTS:</b>	<b>\$533,920.00</b>	<b>\$54,655.53</b>	<b>\$25,000.34</b>	<b>\$48,396.74</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$128,052.61</b>	<b>\$405,867.39</b>

**BLCD - GUESTS:**

Meeting Date: April 1, 2024

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*no guests  
in attendance.*