

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
January 12, 2015

**CALL TO ORDER**

Tim Brower, President, called the meeting to order at 5 p.m. The meeting was held at the Tri-Lakes District Office, 5240 N. Old 102, Columbia City, IN.

**ROLL CALL**

Roll call was taken. Board members present were Priscilla Peters, Tom Wise, Ruth Orr, Linda Parker, and George Schrupf; Sue Schroeder was absent. Also attending the meeting were Carol Martin, Cliff Creason, Matt Shipman, Gene Heckman and Michael Rudd.

**MINUTES & REPORTS**

The Minutes, Operations and Maintenance Reports were emailed to the Trustees prior to the meeting for review. Tim asked for any additions, deletions or questions on any of them.

George made a motion to approve reports as presented, Ruth seconded; verbal vote of the motion carried by six (6) to zero (0).

**CUSTOMER CONCERNS**

Michael Rudd, 2095 E. Crampton Rd, came to the meeting to request a transfer of a paid connection fee from a property located at Loon Lake to a property on Crampton Rd. It was discussed and decided that the connection fees are not a commodity that can be bought, sold or transferred from property to property. The connection fees should stay with the properties the accounts were originally assigned to. Matt Shipman suggested the Trustees might consider amending the next Sewer Rate Ordinance to include a clearer understanding regarding connection fees assigned to each property.

**OLD BUSINESS**

No old business was discussed.

**NEW BUSINESS**

- Matt Shipman explained to the trustees the new Indiana Codes will allow regional sewer districts to force a "tax sale" on properties to satisfy unpaid sewer bill liens. This was not an option before when the sewer bill was the only lien on a property. Matt is working currently with Noble County and another sewer district with these tax sales. He will contact the Whitely County Treasurer for help with the liens and tax sales for Tri-Lakes.
- Insurance proposals for terrorism coverage and extra liability coverage were reviewed. After some discussion it was decided the current coverage was substantial for our needs.
- Yearly contracts from Schnelker Engineering for consulting services and Ryan Egolf, as our certified operator were reviewed and signed.
- Carol proposed to have an article posted in the Post and Mail explaining the lower billing for phase I with the bond dropping off along with a bit about the Tri-Lakes sewer district.


MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
January 12, 2015

**ADMINISTRATOR UPDATES**

- AEP's 3 phase transformer servicing station D on Colony Avenue shorted out and burned out the transfer box for the generator. The station was down for several hours until the generator could be wired direct to get the station up and running. The generator ran over night as the power company didn't expect to have the transformer fixed until very late. If parts cannot be found for the transfer box, a new one will have to be ordered. This will be an insurance claim after all the cost and invoices are collected.
- We stopped discharging this past week. All of the ponds are down to about their lowest levels in the past several years. They are in good shape for the spring rains and snow coverage.
- We are performing inside maintenance on the stations with the onset of winter. The ductal pipe and pump decks are being sanded and painted.
- Carol negotiated a deal with Terra Contracting to have Culy's Contracting repair the leak at the Old/New station when they come to rehab the Goose Lake lift station. Terra Contracting will pay Culy's time and labor for the repair.
- The starters for the grinder stations are freezing up with the cold weather. This is causing a lot of call outs. Carol is working with AirVac to figure out a solution to help with this problem. The panel boxes are all starting to show age and will need to have the wiring gone over in the near future.

**ADJOURNMENT**

There being no further business to be brought before the Board, Tom made a motion to adjourn and George seconded the motion. All Board members voted in the affirmative, and the motion carried. Tim adjourned the meeting at 6:40pm.

  
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Sue Schroeder, Secretary

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
February 9, 2015

**CALL TO ORDER**

Tim Brower, President, called the meeting to order at 5 p.m. The meeting was held at the Tri-Lakes District Office, 5240 N. Old 102, Columbia City, IN.

**ROLL CALL**

Roll call was taken. Board members present were Tom Wise, Ruth Orr, Linda Parker, Sue Schroeder and George Schrupf; Priscilla Peters was absent. Carol Martin also attended the meeting.

**MINUTES & REPORTS**

The Minutes, Operations and Maintenance Reports were emailed to the Trustees prior to the meeting for review. Tim asked for any additions, deletions or questions on any of them. George made a motion to approve reports as presented, Ruth seconded; verbal vote of the motion carried by six (6) to zero (0).

**CUSTOMER CONCERNS**

Doyle Hull sent a letter to the board of trustees about the grinder repair fees he was invoiced for. Carol explained that Mr. Hull has since been in to pay the fee, but still felt we should only bill the responsible party. We had a nice talk about possible solutions with the problems of people flushing items which plug the grinders. Carol has been talking with AirVac about possible solutions and told Mr. Hull the grinder pit which serves his home would be the test pit. He understood as long as we were working on a solution to the problem.

**OLD BUSINESS**

Matt Shipman asked for clarification on the board's intention to modify the sewer rate ordinance to clear up any questions about transferring connection hookup fees. He will work on the wording to have it ready for the March board meeting for review.

**NEW BUSINESS**

- Outstanding checks from Steven Kerl dated 2/25/13 in the amount of \$151.29 and Nipsco dated 7/14/11 in the amount of \$34.06 were reviewed and approved to be receipted back into the books per Indiana Code.
- Renewal of the pond treatment from Aquatic Weed Control was reviewed and discussed. To better control thistles, we will ask for the ponds to be sprayed in June instead of July. Tom made a motion to approve the contract in the amount of \$3,100, Sue seconded. Verbal vote of the motion carried by six (6) to zero (0).
- Linda presented information she had obtained from Edward Jones regarding simple IRS plans for the employees. After some discussion, Tim was going to contact Davis Financial Solutions to see what they might offer for 401K plans. Discussion to continue with the next meeting.

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
February 9, 2015

**ADMINISTRATOR UPDATES**

- Carol reported that Tina had all the yearly reports (100R, 2014 Annual Report & Debt Reporting) filed and submitted to the state board of accounts with no problems.
- The transfer panel box for station D is ordered and hopefully will arrive within the couple of weeks.
- Inside station maintenance is continuing with sanding and painting.
- Carol and Tina have started working on budget costs and office plans to switch the office and board room; Carol should have something to present to the board for approval at the March meeting.

**ADJOURNMENT**

There being no further business to be brought before the Board, Sue made a motion to adjourn and Tom seconded the motion. All Board members voted in the affirmative, and the motion carried. Tim adjourned the meeting at 6:40pm.



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Sue Schroeder, Secretary

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
March 9, 2015

**CALL TO ORDER**

Sue Schroeder, Secretary, called the meeting to order at 5 PM as President Tim Brower was absent. The meeting was held at the Tri-Lakes District Office, 5240 N. Old 102, Columbia City, IN.

**ROLL CALL**

Roll call was taken. Board members present were Tom Wise, Ruth Orr, Linda Parker, Sue Schroeder, George Schrupf and Priscilla Peters; Tim Brower was absent. Carol Martin also attended the meeting.

**MINUTES & REPORTS**

The Minutes, Operations and Maintenance Reports were emailed to the Trustees prior to the meeting for review. Sue asked for any additions, deletions or questions on any of them.

Priscilla made a motion to approve reports as presented, Linda seconded; verbal vote of the motion carried by six (6) to zero (0).

**CUSTOMER CONCERNS**

No concerns or comments for the Trustees this past month.

**OLD BUSINESS**

- Carol shared information about 457 Retirement plans vs. simple IRA's that she had received from Davis Financial. Carol is waiting on Edward Jones to see what they might be able to offer. Information will be e-mailed to the board before the next meeting so a vote might be made to proceed with one of these plans for the employee's retirement plan.

**NEW BUSINESS**

- Quotes from MacAllister & Evapar were reviewed for the preventive maintenance on the generators for 2015. MacAllister quoted \$4,518.00; Evapar quoted \$3,955.00 for the maintenance contact. George made a motion to sign with Evapar, Tom seconded; verbal vote of the motion carried by six (6) to zero (0).
- After much discussion on the current sewer rates, it was decided to move forward with a 5% proposed rate increase (O&M \$0.95 + Billing \$0.12 = \$1.07). The trustees also established the time table for the proposed rate increase as well. Carol will have the 2015 Sewer Rate Ordinance ready for review at the April meeting.
- Proposed office plans were presented to the trustees for approval to move forward with remodeling the office and conference area. After some discussion George made a motion to move forward with the plans, Tom seconded; verbal vote of the motion carried by six (6) to zero (0).

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
March 9, 2015

**ADMINISTRATOR UPDATES**

- The Zenith transfer panel box for station D was going to take another 6 weeks before being delivered so we went another vendor who managed to deliver a panel box in less than a week. Rider Electric will be installing it in the next couple of days.
- Jim Grant has contacted the Sewer District about supplying sanitary sewer service for a 10 lot sub-division located at Crooked Lake. Jim Lauer is reviewing the capacity at Station A for the sewer line expansion.
- Carol had a meeting with Clint Hawn from AirVac to discuss the maintenance contract after 2016. AirVac will put together a proposal within the next few months. If the board decides not to continue with AirVac after June 2016, we will still have time to plan and train someone for the maintenance.

**ADJOURNMENT**

There being no further business to be brought before the Board, George made a motion to adjourn and Tom seconded the motion. All Board members voted in the affirmative, and the motion carried. Sue adjourned the meeting at 6:40pm.



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Sue Schroeder, Secretary

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
April 13, 2015

**CALL TO ORDER**

Tim Brower, President, called the meeting to order at 5 PM. The meeting was held at the Tri-Lakes District Office, 5240 N. Old 102, Columbia City, IN.

**ROLL CALL**

Roll call was taken. Board members present were Tim Brower, Tom Wise, Ruth Orr, Sue Schroeder, George Schrupf and Priscilla Peters; Linda Parker was absent. Carol Martin and Cliff Creason also attended the meeting.

**MINUTES & REPORTS**

The Minutes, Operations and Maintenance Reports were emailed to the Trustees prior to the meeting for review. Tim asked for any additions, deletions or questions on any of them. George made a motion to approve reports as presented, Sue seconded; verbal vote of the motion carried by six (6) to zero (0).

**CUSTOMER CONCERNS**

No concerns or comments for the Trustees this past month.

**OLD BUSINESS**

- The Board reviewed the proposed Sewer Rate Ordinance 2015-1 for the 5% rate increase (O&M \$0.95 + Billing \$0.12 = \$1.07). It was decided to hold the public meeting at the Sewer District, 5240 N. Old 102 Columbia City, IN at 5:30 PM. This will be just following the regular scheduled monthly meeting. Carol will have the required postings submitted in the Post and Mail and News Era for the public meeting.
- Carol collected information from other sewer districts regarding retirement plans and options. Clay Township Regional Waste District sent information about the Hoosier Start program offered by the state of Indiana for state and local government employees. After much discussion it was decided to have someone come and talk with the board about the plan. This will be a special meeting so after the date is set Carol will advertise the time and subject for this meeting.
- Bids were reviewed for the office remodel project approved at the March meeting. T&L Construction came in at \$6803 for Labor and Materials. Mike Seigel Construction came in with a bid of \$6617. Sue made a motion to move forward with low bid, Ruth seconded; verbal vote of the motion carried by six (6) to zero (0). Aumsbaugh Flooring was the only estimate submitted for the floor coverings. It was decided to have a second bid from White's Flooring before moving forward with flooring.

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
April 13, 2015

- **NEW BUSINESS**


It has come to our attention that the raise voted in for the Board of Trustees in January needed to be repealed. The Trustees had voted in January to raise their compensation from \$50 to \$60 a meeting. The district's establishment needed to be before 1976 in order to receive more than \$50 a meeting. The original hearing was held in December of 1975 however the order was not signed until January 7<sup>th</sup> 1976. The Trustees' compensation will go back to \$50 a meeting.

**ADMINISTRATOR UPDATES**

- The Zenith transfer panel box for station D was going to take another 6 weeks before being delivered so we went another vendor who managed to deliver a panel box in less than a week. Rider Electric will be installing it in the next couple of days.
- We started discharging this past week as we needed to get the ponds down while the Blue River still had good flow.
- Carol had some discussion with AirVac regarding the high number of callouts. There seems to be a pattern and an issue with return trips. Carol and John discussed several reasons and are working on solutions to address this problem.

**ADJOURNMENT**

There being no further business to be brought before the Board, Priscilla made a motion to adjourn and Ruth seconded the motion. All Board members voted in the affirmative, and the motion carried. Tim adjourned the meeting at 6:40pm.

  
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Sue Schroeder, Secretary



MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
May 11, 2015

**CALL TO ORDER**

Tim Brower, President, called the meeting to order at 5 PM. The meeting was held at the Tri-Lakes District Office, 5240 N. Old 102, Columbia City, IN.

**ROLL CALL**

Roll call was taken. Board members present were Tim Brower, Tom Wise, Sue Schroeder, George Schrupf, Linda Parker and Priscilla Peters; Ruth Orr was absent. Carol Martin and Cliff Creason also attended the meeting.

**MINUTES & REPORTS**

The Minutes, Operations and Maintenance Reports were emailed to the Trustees prior to the meeting for review. Tim asked for any additions, deletions or questions on any of them.

Priscilla made a motion to approve reports as presented, Sue seconded; verbal vote of the motion carried by six (6) to zero (0).

**CUSTOMER CONCERNS**

Ray Stover had contacted George Schrupf regarding backups into his home. Mr. Stover had problems in the past and was notified at that time he had an illegal drain in the garage. Mr. Stover came over and also talked with Carol; she put him in touch with Mike Seigel to have a camera ran through his lateral line to see if the back flow valve was in place and working. There are no issues with the district at this time as it is an in home problem.

**OLD BUSINESS**

Carol informed the board they will need to make a decision on contributions to the 401(A) plan. Tina and Carol will decide on their contribution to the 457(b) plan when they talk with the plan administrator.

**NEW BUSINESS**

Barry Nelson, from Northern Heights School, submitted a three month water usage report from the meter the school uses for their filters. He was hoping to use these averages for the calculation in determining the school's sewer rate. After much discussion Tom made a motion to keep the rate calculation as it is since we do not provide water meters to calculate actual water usage; Linda seconded. The motion carried by six (6) to zero (0). Since there is no summer school the rates will be adjusted to week-end rates.

**ADMINISTRATOR UPDATES**

Lift station H (Goose Lake) rehab with Curly Contracting is scheduled for Wednesday. They will also be fixing the leak at the Station G for Terra Contracting.

The bid from Whites flooring for the office remodel came in higher, so we will be going with Aumsbaugh's flooring bid.

Inspection and preventive maintenance on all the generators has been performed by Evapar this past month. There were no big issues found during their inspection.

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
May 11, 2015

**TEMPORARY ADJOURNMENT**

Since it was not yet 5:30, the time scheduled to hear public comment on the proposed rate increase of 5%; the meeting was suspended at this point until 5:30.

**RE-CALL TO ORDER**

Board President, Tim Brower, called the public hearing to order at 5:30 pm. This hearing was held for public comments on the board's proposed and approved 5% rate increase, to be effective 6/1/2015. There were no guests present.

With no guests present to comment, the meeting was closed to further comment.

Tim then requested a motion to accept, reject or delay approval of Sewer Rate Ordinance 2015-1. George made a motion to accept the ordinance; seconded by Tom. Verbal vote of each board member to approve the ordinance was made.

Rate Ordinance 2015-1 passed by a vote of six (6) to zero (0).

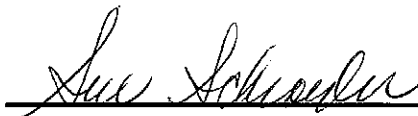
Priscilla Peters – Yes  
George Schrupf – Yes  
Ruth Orr – Absent

Tom Wise – Yes  
Tim Brower – Yes

Linda Parker – Yes  
Sue Schroeder – Yes

**ADJOURNMENT**

There being no further business to be brought before the Board, Tom made a motion to adjourn and Sue seconded the motion. All Board members voted in the affirmative, and the motion carried. Tim adjourned the meeting at 5:40 p.m.



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Sue Schroeder, Secretary

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
July 13, 2015

**CALL TO ORDER**

Tim Brower, President, called the meeting to order at 5 PM. The meeting was held at the Tri-Lakes District Office, 5240 N. Old 102, Columbia City, IN.

**ROLL CALL**

Roll call was taken. Board members present were Tim Brower, Tom Wise, Linda Parker, Priscilla Peters and Ruth Orr; Sue Schroeder and George Schrupf were absent. Carol Martin, Cliff Creason and Earnest & Judy Richards were also in attendance.

**CUSTOMER CONCERNS**

Judy & Earnest Richards of 1999 Schug Rd. – Requesting the line from the pit to his lateral (District Installed) be replaced as it has dips/bellies and holding water. This line clogged up over the winter while they were gone since there was no water moving. The district ran a camera down the line and found almost 50 feet of it holding water, the line had settled over the years and the vacuum could not clear the line with that much of a dip. After some discussion Tom made a motion to have the district replace the line; Priscilla seconded; verbal vote of the motion carried by five (5) to zero (0).

Kate Method had been in to discuss the grinder policy. She has been on the system for seven years and never had a problem with the grinder until new owners came in two months ago. There have been two call outs with in that time period. After a long discussion with Carol, she understood why we have the policy, but still unhappy that she shares the pit with a problem customer.

**MINUTES & REPORTS**

The Minutes, Operations and Maintenance Reports were emailed to the Trustees prior to the meeting for review. Tim asked for any additions, deletions or questions on any of them. Tom made a motion to approve reports as presented, Priscilla seconded; verbal vote of the motion carried by five (5) to zero (0).

**OLD BUSINESS**

The board needed to decide the contribution amount from the district to the 401(a) plan. After some discussion Tom made the motion to make a contribution for 2015 of \$1000.00 to each account with no stipulations attached to the contribution. Linda seconded; verbal vote of the motion carried by Five (5) to zero (0).

**NEW BUSINESS**

Tri-Lakes Regional Sewer District received a request to bid on the administrative functions, billing and collection for Knapp Lake Conservancy District. Carol explained that with the office remodel we were in a great position to take on this type of work for additional revenue. We could pay Tina more money for the additional work load added to her plate. We would reevaluate the work load after a period of time as our first priory is our customers and should we find it's taking too much time away from our customers, we could look into hiring a part time person. Priscilla made a motion to proceed with the proposal, Ruth Seconded; verbal vote of the motion carried by Five (5) to zero (0).

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
July 13, 2015

**ADMINISTRATOR UPDATES**

The office remodel is almost complete with some painting to be finished up and new plantings out front. Carol asked for assistance from anyone who wanted to donate any plants or time.

The buffer tank from the Old/New lift station to the vacuum station is filled with grease and is effecting the pump run times. Carol is working with State Chemical using some enzyme and bacterial blocks to reduce the grease and sludge build up. This treatment is more cost effective then the proposal from AirVac to manually go in and clean the buffer tank.

AirVac has not provided the controllers needed to finish out the last section of their contract. They still have around 130 controllers to do this summer. We have been asking for them since early spring so we can do our summer maintenance. We were told they didn't have anyone there to build the controllers and not sure when they would have any ready for us. AirVac has had since last fall to have these ready for this spring/summer. No definitive answer as to when we will receive them.

AirVac has yet to submit a new contract for the board to review. Carol has been asking for it for the past three months now. After some discussion of this issue, the board directed Carol to go ahead and proceed with getting other bids for the day to day operations of the system to take effect after AirVac's contract is up at the end of May 2016.

**ADJOURNMENT**

There being no further business to be brought before the Board, Tom made a motion to adjourn and Sue seconded the motion. All Board members voted in the affirmative, and the motion carried. Tim adjourned the meeting at 5:50 p.m.



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Sue Schroeder, Secretary

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
August 10, 2015

**CALL TO ORDER**

Tim Brower, President, called the meeting to order at 5 PM. The meeting was held at the Tri-Lakes District Office, 5240 N. Old 102, Columbia City, IN.

**ROLL CALL**

Roll call was taken. Board members present were Tim Brower, Tom Wise, Linda Parker, Priscilla Peters, Ruth Orr, Sue Schroeder and George Schrupf. Carol Martin and Cliff Creason were also in attendance.

**CUSTOMER CONCERNS**

Tom Wise had one customer call him to give a compliment on the service and help she received from the office regarding a grinder call out.

**MINUTES & REPORTS**

The Minutes, Operations and Maintenance Reports were emailed to the Trustees prior to the meeting for review. Tim asked for any additions, deletions or questions on any of them.

George made a motion to approve reports as presented, Ruth seconded; verbal vote of the motion carried by seven (7) to zero (0).

**OLD BUSINESS**

Carol reported on the bid submitted to Knapp Lake Conservancy District to take on their administrative functions. The bids were due 8/10/15 and would be reviewed 8/12/15 with interviews to follow from the final selections of the top candidates.

**NEW BUSINESS**

There has been a broken or blocked tile from the pond next to our flow meter. Both the base and the pit have been surrounded by water with the sump pump running around the clock just circulating the water. We have already burned out one pump in the short time the meter has been in. Neither of the two homeowner whos yards are under water have the funds to do much with the tile. George Schrupf has been out looking at the situation as a commissioner, but being on private land the county isn't able to help with the situation. One estimate from the Mike Siegel to dig up the line to find the situation and then repair the yard was \$2,000-2,500. George said the county estimated a new line could be installed and tied into a county tile for \$1,500. Priscilla made a motion we contribute half of the cost not to exceed \$1000.00 towards repairing the tile; Sue seconded the motion. Verbal vote of the motion carried by seven (7) to zero (0).

**ADMINISTRATOR UPDATES**

Thanks to Linda Parker and Priscilla with their donation of plants/time and labor with the landscaping and thanks to Ruth for help with the painting. The office renovation has turned out to be better than expected with many praises from our customers.

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
August 10, 2015

**UPDATES CONTINUED:**

Treating the lift stations with the enzyme has made a notable difference with the grease build up. It's going to take another treatment and recommended continued maintenance will keep the tanks clear from the buildup. This is still more cost effective then manually cleaning just one of the tanks.

Having missed last month's board meeting with a proposal for a new contract, John Hardsoc from AirVac had promised to have something to present to the board for the August meeting. Carol has not heard a word from him since July 14<sup>th</sup> and no proposal for this meeting. After checking on the controllers Carol found that Rod Hadderly from Air Vac had picked up some, but has been out recovering from surgery for the past three weeks. Not sure when he will be returning or able to start working on installing the controllers and they still are short on the valve rebuild kits.

Carol is to work on putting something together for a maintenance agreement to send out for other bids.

**ADJOURNMENT**

There being no further business to be brought before the Board, Sue made a motion to adjourn and Ruth seconded the motion. All Board members voted in the affirmative, and the motion carried. Tim adjourned the meeting at 5:55 p.m.



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Sue Schroeder, Secretary

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
September 14, 2015

**CALL TO ORDER**

Tim Brower, President, called the meeting to order at 5 PM. The meeting was held at the Tri-Lakes District Office, 5240 N. Old 102, Columbia City, IN.

**ROLL CALL**

Roll call was taken. Board members present were Tim Brower, Tom Wise, Linda Parker, Priscilla Peters, Ruth Orr, Sue Schroeder and George Schrupf. Carol Martin and Cliff Creason were also in attendance.

**MINUTES & REPORTS**

The Minutes, Operations and Maintenance Reports were emailed to the Trustees prior to the meeting for review. Tim asked for any additions, deletions or questions on any of them.

Sue made a motion to approve reports as presented, Priscilla seconded; verbal vote of the motion carried by seven (7) to zero (0).

**OLD BUSINESS**

Carol reported on the Knapp Lake Conservancy board meeting that her and Tina attended on 9/9/15. Their Trustees had just a few questions about the reports we would be summitting. After some discussion and a vote, the two year contract for the accounting & billing needs of Knapp Lake was awarded to Tri-Lakes Regional Sewer District. Matt Shipman, who was in attendance for Knapp Lake, will work up a contract and get it to Carol to have signed.

**NEW BUSINESS**

Carol presented to the board a proposed maintenance agreement to go out for bid. Should the board decide on another contractor for the service & maintenance of the system the district will have plenty of time to train before the end of AirVac's contract.

Clint Hawn & John Hartsock from AirVac arrived at 5:20 to present a draft of the maintenance agreement to take effect June, 2016. Clint went over the major items and what would be omitted and included with this contract. Concerns and needs of the district were discussed and to be addressed with the next draft.

**ADMINISTRATOR UPDATES**

The Lagoons were treated for algae this past Friday by Aquatic Weed Control. The treatment will take a few weeks to take the algae levels down so we can start discharging. The Lagoons are approaching maximum levels.

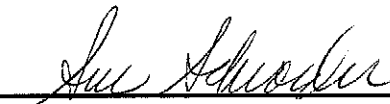
The blocked tile by the flow meter was dug up by Mike Seigel with the cost shared by us and the homeowner. The pond is now back to normal level and the surrounding area has dried up.

We are starting to see some results with the grease block enzyme treatment in the lift stations. They still have a ways to go before most of the grease problems clear up.

AirVac has finally started replacing the valves around station F. This is the last area in their contract which needed replaced. It will take several weeks to complete this area as AirVac still only has a small amount of inventory available.

**ADJOURNMENT**

There being no further business to be brought before the Board, Tom made a motion to adjourn and Ruth seconded the motion. All Board members voted in the affirmative, and the motion carried. Tim adjourned the meeting at 5:55 p.m.

  
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Sue Schroeder, Secretary

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
October 12, 2015

**CALL TO ORDER**

Tim Brower, President, called the meeting to order at 5 PM. The meeting was held at the Tri-Lakes District Office, 5240 N. Old 102, Columbia City, IN.

**ROLL CALL**

Roll call was taken. Board members present were Tim Brower, Tom Wise, Linda Parker, Priscilla Peters, Ruth Orr, Sue Schroeder and George Schrupf. Carol Martin and Cliff Creason were also in attendance.

**MINUTES & REPORTS**

The Minutes, Operations and Maintenance Reports were emailed to the Trustees prior to the meeting for review. Tim asked for any additions, deletions or questions on any of them. Priscilla made a motion to approve reports as presented, Tom seconded; verbal vote of the motion carried by seven (7) to zero (0).

**CUSTOMERS CONCERNS**

Ernest Richards submitted an invoice from Roto-Rooter to be reimbursed for the cost incurred from the bellied line. After some discussion it was agreed this line was our responsibility. George made a motion to reimburse the Richards for the full amount of \$216.95, Ruth Seconded; verbal vote of the motion carried by seven (7) to zero (0).

**OLD BUSINESS**

The contract for accounting services for Knapp Lake Conservancy District was available for review and signatures. George had some concern about doing payroll with the new reporting requirements per the Affordable Care Act. Carol explained currently there are no employees nor do they pay their directors; 1099's will be issued for any subs they might have. Tim & Sue signed the contract for two years

With the additional work load from the Knapp Lake contract, additional pay was discussed for Carol & Tina. It was decided to combine the first of the year pay raise along with the additional compensation so as not to have two raises a couple of months apart. It was also discussed that the board might do a mid-year review or contribute additional money to Carol and Tina's 401A plan. After much discussion Priscilla made a motion to give an additional \$1.70 per hour for both Carol & Tina starting November 1, 2015, Sue seconded; verbal vote of the motion carried by seven (7) to zero (0). Tina's wage will increase to \$18.00/hour or \$37,440/year. Carol's salary is based on a 35 hour week, which will increase her salary by \$59.50/week to \$39,865/year.

Mike Siegel, Jones Petrie Rafinski, Asbury Water Technology and Severen Trent have all expressed an interest in bidding on the contract. As their bids come in they will present their proposals to the board.

**NEW BUSINESS**

None

**ADMINISTRATOR UPDATES**

The Lagoons were treated for algae in August to allow us to start discharging on October 1<sup>st</sup>; they were over the measuring devices and just about to the top of the riprap. They have already dropped several inches in the past couple of weeks and we hope to have the lagoons drained down pretty low before they freeze over this winter.

Ernest & Judy Richard's line repair has been completed by Mike Siegel and inspected by AirVac. As per part of our agreement Mike was able to inspect the pump inside the basement to make sure it wasn't putting any runoff water into our system. It is only being used as a lift pump and no ground water is being introduced into our system.



MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
October 12, 2015

**UPDATES CONTINUED**

The Certificate of Deposit came due and as per State Board of Accounts we can only invest up to two years. The best rate found was at Crossroads Bank at 1.25% for 18 months while Star Financial Bank could only offer .25 for 18 months. The CD was reinvested at Crossroads Bank.

AirVac did not get all the valves changed out this summer since they could not provide enough rebuilt valves to finish the last section of Station D; they will have to finish the last 60 or so valves next spring. This was part of their current contract to replace all the valves before the contract was completed. The AirVac technicians are now adjusting the timing in all the pits for winter.

The grease problem in the lift stations are still a problem and the products from State Chemical Solutions are showing some results, but not as fast as hoped. There were discussions on making more of an effort to inform the customers about how the grease, oils and fats really impact the system.

**ADJOURNMENT**

There being no further business to be brought before the Board, Tom made a motion to adjourn and Ruth seconded the motion. All Board members voted in the affirmative, and the motion carried. Tim adjourned the meeting at 5:55 p.m.



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Sue Schroeder, Secretary

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
November 9, 2015

**CALL TO ORDER**

Tim Brower, President, called the meeting to order at 5 PM. The meeting was held at the Tri-Lakes District Office, 5240 N. Old 102, Columbia City, IN.

**ROLL CALL**

Roll call was taken. Board members present were Tim Brower, Tom Wise, Linda Parker, Priscilla Peters, Ruth Orr and George Schrupf; Sue Schroeder was absent. Carol Martin and Cliff Creason were also in attendance.

**GUEST**

Kenny Jones Jr. from Jones Petrie Rafinski (JPR) presented a proposal presentation to the trustees. He explained some of the back ground of JPR and where they are headed. He noted they are branching out into a lot of different areas and getting into the operation and maintenance with some of their project. He felt there are in a great position to provide and improve on the level of service we receive for our operation and maintenance. He thought they would be able to improve on our service with what they can bring to the table and not create additional costs for the District.

**MINUTES & REPORTS**

The Minutes, Operations and Maintenance Reports were emailed to the Trustees prior to the meeting for review. Tim asked for any additions, deletions or questions on any of them. George made a motion to approve reports as presented, Priscilla seconded; verbal vote of the motion carried by six (6) to zero (0).

**OLD BUSINESS**

Operation & Maintenance contract; the trustees want to make sure everyone who has expressed an interest in bidding has an opportunity to make a presentation before making any decisions.

**NEW BUSINESS**

Vacuum Pump in station D – has developed an oil leak and needs repaired or replaced. The quote from AirVac to rebuild this pump is \$7,168.10 and \$22,676.00 to replace. Jim Lauer from Schnelker Engineering suggested we get a quote from a company he has used from Indianapolis to rebuild the pump. Tom made a motion to have the pump rebuilt with whichever the lesser of the two bids, Linda seconded; verbal vote of the motion carried by six (6) to zero (0).

**ADMINISTRATOR UPDATES**

We have been working on cross referencing the property owners with tax records for property mailing address for the Knapp Lake contract. The accounts are pretty much set up for their first billing.

Tina & Carol attended the IRSDA meeting in Indianapolis. There was much discussion of being transparent with financial records and recording. The State Board of Accounts is starting to look at the check and balances policies of districts. After attending Tina decided to submit the bank statements along with her financial statement to the board. This will give another layer of transparency to our financial records which has become a big issue with state and local government agencies.

Tina & Carol also attended the annual Keystone software training. This is a great opportunity to network with other sewer districts and as well as receiving additional training.

The Generators have all been topped off with their winter fill of diesel, ready for any outage problems which might come with winter weather.

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
November 9, 2015


**UPDATES CONTINUED**

The Lagoons are pretty well drained down and will have to be shut off soon. They are setting pretty well going into winter.

There are still a couple of other contractors who will be submitting a proposal for the operation and maintenance. Everyone who wishes to bid should have a chance to present to the board and then have the board invite back anyone they wish to have further discussions with.

**ADJOURNMENT**

There being no further business to be brought before the Board, Tom made a motion to adjourn and Ruth seconded the motion. All Board members voted in the affirmative, and the motion carried. Tim adjourned the meeting at 6:10 p.m.

  
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Sue Schroeder, Secretary

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
December 14, 2015

**CALL TO ORDER**

Tim Brower, President, called the meeting to order at 5 PM. The meeting was held at the Tri-Lakes District Office, 5240 N. Old 102, Columbia City, IN.

**ROLL CALL**

Roll call was taken. Board members present were Tim Brower, Tom Wise, Linda Parker, Priscilla Peters, Ruth Orr, Sue Schroeder and George Schrupf; Carol Martin, Cliff Creason and Stanley Peters were also in attendance.

**GUEST**

Troy Bickley along with a representative from Petroleum Systems introduced his company to the board. They have an interest in presenting a proposal on the operation and maintenance contract. He explained a bit about his background, company and resources to maintain the system. He needs additional information to complete his proposal and would be visiting the area in the next couple of weeks to have a better idea of our needs.

**MINUTES & REPORTS**

The Minutes, Operations and Maintenance Reports were emailed to the Trustees prior to the meeting for review. Tim asked for any additions, deletions or questions on any of them. George made a motion to approve reports as presented, Ruth seconded; verbal vote of the motion carried by seven (7) to zero (0).

**OLD BUSINESS**

The Vacuum pump in station D has been sent out to AirVac to be rebuilt. AirVac picked the pump up on Dec 2<sup>nd</sup> to take back to Rochester. Carol expected it back soon as they indicated it wouldn't take long and it has been a couple of weeks now.

**NEW BUSINESS**

Carol and Tina met with Paul Zilz from Capstone Insurance for the annual insurance policy review. Paul presented an option to carry terrorism coverage. After some discussion George made a motion to not purchase the additional terrorism coverage, Priscilla seconded; verbal vote of the motion carried by seven (7) to zero (0)

The cash flow budget for 2016 was reviewed and discussed. After reviewing the proposed budget George made a motion to approve the budget as presented. Sue seconded; verbal vote of the motion carried by seven (7) to zero (0).

As per the By-Laws of Tri-Lakes Regional Sewer District, Article V, the election of Officers for 2016 took place.

Tim Brower – has been maintained as President.

Sue Schroeder – has been maintained as Secretary.

Priscilla Peters – has been maintained as Treasurer.

**ADMINISTRATOR UPDATES**

Knapp Lake's first billing was sent out and we fielded a lot of calls with questions. Tina and Carol both attended the Knapp Lake board meeting to address any questions their Directors might have.

We stopped discharging on November 19; the lagoons are pretty much drained down now going into winter. Ryan Egoft, our certified operator said the ponds are looking pretty good right now; we might start discharging again once the cold weather gets here.

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
December 14, 2015


**ADMINISTRATOR UPDATES CONTINUED**

Mike Seigel will be presenting a bid for the contract at the next meeting, making a total of four proposals to be considered. It was discussed to have a final decision made at the March meeting on the operation and maintenance contract.

One of the pumps at the Old/New lift station has a fail seal light indicated. Field dialogistic by AirVac has pretty much determined water is getting into the oil. Carol will have it pulled and sent back to Environmental Equipment for repairs. The failing pump will be replaced by one from our inventory.

**ADJOURNMENT**

There being no further business to be brought before the Board, Tom made a motion to adjourn and Ruth seconded the motion. All Board members voted in the affirmative, and the motion carried. Tim adjourned the meeting at 6:30 p.m.



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Sue Schroeder, Secretary