

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
January 11, 2016

CALL TO ORDER

Sue Schroeder, Secretary, called the meeting to order at 5 PM as Tim Brower was out of town. 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, Linda Parker, Priscilla Peters, Sue Schroeder and George Schrupf; Carol Martin and Cliff Creason were also in attendance. Ruth Orr and Tim Brower were absent.

GUEST

Troy Bickley along with a representative from Petroleum Systems presented their proposal for the operation and maintenance to the trustees. The proposal was read through and discussed. Mike Siegel also presented his proposal for the operation and maintenance of the district. After both presentations, it was decided to hold a special meeting to review and compare the four proposals for the upcoming contract. The special meeting will be on January 21st at 5:00. Carol will have the special meeting posted in the newspaper.

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. Tom made a motion to approve reports as presented, Sue seconded; verbal vote of the motion carried by five (5) to zero (0).

OLD BUSINESS

None

NEW BUSINESS

Aquatic Weed Control – presented a bid for the spraying weeds around the three lagoons. They held the cost to the same as the previous year, \$3,100. Priscilla made a motion to approve Aquatic Weed Control bid. Linda seconded; verbal vote of the motion carried by five (5) to zero (0).

The tanks in the stations are getting to the point they are going to need to be cleaned of all the rock and excess sludge. This is something that needs done from time to time as the tanks are not holding their vacuum for long periods of time indicating they are getting full. Carol will look into the cost of the vacuum truck and labor to have these tanks cleaned.

ADMINISTRATOR UPDATES

We had an emergency repair on a panel box on CR 700 N from Rider Electric. Apparently a vehicle had ran off the road and struck the box, taking out the electric to the grinder station. It went unnoticed until the homeowner started having trouble with gurgling inside their home.

The vacuum pump at Station D was pulled and rebuild by AirVac, it took several weeks for it to be returned and back into operation. Rod Hattery managed to keep Station D from becoming water logged with just the two pumps with the recent heavy rains; under normal conditions the Station can run on two pumps. We will need to take a serious look at this station, we might consider adding another vacuum pump or replacing with larger pumps.

Mark Jones from AirVac had visited the area and is preparing a plan for line expansion to the Etna Area along with replacing the grinder stations around Old/New and Goose Lakes. The grinders and panel boxes have a life expectancy of about 15 years. We will need to look at long term cost impact with upgrading or just replacing grinders.

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
January 11, 2016

ADMINISTRATOR UPDATES CONTINUED

There was a line break at Goose Lake on Hill Drive. The line had been leaking for a long time and had finally made its way to the top. Once dug up, it appeared that the manufactured splice in the line had failed; a line repair kit was used to make the repair. The contaminated soil was removed out to our ponds and new fill was placed over the top. Lime was placed on the homeowner's property where the excess runoff had occurred. A report to IDEM was filed.

Tina and Carol both attended the Knapp Lake board meeting to submit the account payable voucher and address questions on the customer accounts.

ADJOURNMENT

There being no further business to be brought before the Board, Tom made a motion to adjourn and Linda seconded the motion. All Board members voted in the affirmative, and the motion carried. Sue adjourned the meeting at 6:15 p.m.



Sue Schroeder, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
February 8, 2016

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, Priscilla Peters, Ruth Orr and Linda Parker. Tom Wise, Sue Schroeder and George Schrupf; were absent. Carol Martin was also in attendance.

GUEST

Clint Hawn and Jon Hartsock from AirVac came to recap their proposal for the maintenance contract and answer any questions the trustees might have.

Matt Shipman – Explained what would be involved with refinancing of the current bond and how much the district could possibly save with the lower interest rate. The district would have to adopt a new bond refunding ordinance. Ruth made a motion to suspend the rules to adopt the ordinance in one reading, Linda seconded; verbal vote of the motion carried by four (4) to zero (0). Ruth then made a motion to adopt the ordinance; seconded by Linda; verbal vote of the motion carried by four (4) to zero (0).

Kenny Jones Jr. from JRP – also came to recap Jones Petrie Rafinski's proposal for the maintenance contract and answer questions.

Rod Hattery with AirVac showed the trustees' charts from the stations to show how well the system is currently running. He explained how they have been proactive instead of being reactive with maintaining the system. The system is running really well for the age of the stations and they are always trying to improve the overall performance.

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 with any of the reports. Ruth made a motion to approve reports as presented, Priscilla seconded; verbal vote of the motion carried by four (4) to zero (0).

OLD BUSINESS

AirVac had proposed expansion plans showing what the system would look like to replace the grinder pumps around Old, New and Goose Lake and picking up the town of Etna. The long term cost impact with upgrading or just replacing grinders will have to have further review.

NEW BUSINESS

Yearly contracts from Schnelker Engineering for consulting services and Ryan Egolf, our certified operator were reviewed and signed.

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
February 8, 2016

ADMINISTRATOR UPDATES

Carol contacted Turkey Creek about renting their Vac truck to clean the tanks at the stations. The truck has been winterized and it will be March or April before this can be done.

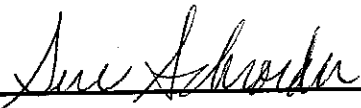
Carol is currently getting bids for the generator's preventive maintenance; we will be looking at a one or three year contract.

We started discharging again in January with the goal to draw down the ponds as much as we can with the colder weather.

Tina and Carol both attended the Knapp Lake board meeting to submit the account payable voucher and address questions on the customer's accounts.

ADJOURNMENT

There being no further business to be brought before the Board, Priscilla made a motion to adjourn and Linda seconded the motion. All Board members voted in the affirmative, and the motion carried. Tim adjourned the meeting at 6:25 p.m.



Sue Schroeder, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
March 14, 2016

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. All board members were present. Others in attendance; Carol Martin, Tina Lemon, Matt Shipman with Bloom Gates Whitleather, Steve Carter with Carter Dillon Umbaugh, Clint Hawn with AirVac and Jason Gradeless with MacAllister.

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

CUSTOMERS CONCERNS

Steve Heaston called this past month and had a good conversation with Carol concerning Mike Seigel bidding on the maintenance contract. Carol shared his concerns with the board before they took a vote on accepting any of the bids.

NEW BUSINESS

Jason Gradeless with MacAllister introduced himself and presented a bid for the preventive maintenance contract on the generators. He explained a little bit about the service and past history of MacAllister with Tri-Lakes Sewer District. Evapar had submitted a bid earlier for the contract which allowed Carol to prepare comparison sheets of the two bids. With a lot of other decisions to be made this evening Tom made a motion to table the decision on this contract until next month; Ruth seconded; verbal vote of the motion carried by seven (7) to zero (0).

The iron ductal piping in station E had a flange fail from the inside out in February. This was something that could not be detected until it failed. With station E (Big Lake) and Station F (Loon Lake) being the same age it was concluded the piping in both stations should be in the same state of deterioration. AirVac/Bilfinger presented a bid of \$4,567.84 to change out the ductal iron piping in both stations to stainless steel with the option of replacing the current filters with the clear view moisture separators, a \$6,492.32 option. The district has been changing these filters out in the stations with these two stations slated in the near future. This is a prime opportunity to have these installed while the piping was being replaced. Ruth made a motion to proceed with the changes to both stations for a total of \$11,057.16, Linda seconded; verbal vote of the motion carried by seven (7) to zero (0).

The Trustees discussed a rate increase for 2016 in light of the aging system and upcoming maintenance concerns. The board discussed what our needs might be and will make a decision at the next meeting to if they should go forward with a rate increase. Matt Shipman advised them on what is involved should they decide to go with a 7% increase instead of the 5% increase as we have had in the past.

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
March 14, 2016

OLD BUSINESS

Steve Carter with Carter Dillon Umbaugh presented the final numbers for the Sewage Works Refunding Revenue Bonds to the Trustees. The district will need to utilize an additional \$391,328.41 of funds on hand to pay down the current debt of \$2,985,000 to be able to secure a lower interest rate. Current interest rate on the 2007 Bond with Star Financial is 4.75%. Old National Bank came in with a bid of 2.42% interest rate with a savings of \$193,302.74 to the district over the next 11 years. Steve Carter explained the money we are pulling from the reserve will be made back pretty quickly by the lower payments with the new bond. The new bond will have the same pay off date as before, July 1, 2027.

Bid comparisons for the maintenance contract were reviewed and discussed. AirVac/Ballinger has held the current contract for the past five years which will be expiring at the end of the May. The current monthly maintenance contract is \$17,347/month.

AirVac/Bilfinger - new bid of \$22,200/month (28% increases). Their bid included; 24/7 365 days a year for immediate response for call outs. New bid's responds time was changed from 60 minutes to 90 minutes as well as omitting the mowing and snow removal for the district. They did include the electric, phone service along with the oil & filters for the vacuum stations. These extra services amount to proximally \$3890/month for cost comparison – without these additions, it would bring the bid to \$18,310/month. Price adjusted each year based on the CPI for all urban consumers. Has "Emergency services fees" for out of scope services.

Petroleum Systems \$18,400/month- 24/7 365 days a year for service calls, with a 90 minutes response time for call outs. Grinder Pumps cleaned every two years for preventive maintenance. Price adjusted annually. Has "Emergency Service Fees" for out of scope services.

Mike Siegel General Contractor \$15,000 per/month 24/7 365 days a year for service calls. Grinders cleaned each year, does not have "Emergency Services" fees. Price adjusted 3% annually.

Jones, Petrie, Rafinski, 48 hours/per week. \$10,750 per/month w/ \$2000 startup fee. Out of cart services with a lot of the maintenance performed by other service providers and charged according for the task.

Matt Shipman advised the trustees they needed to go with the lowest bidder who is qualified and could meet the requirements of running the system. Tri-Lakes Regional Sewer District is considered a large utility consisting of both vacuum stations and grinders pits. After much discussion and several questions directed to Matt, Tom made a motion to accept Mike Seigel's bid with a five year contract, Priscilla seconded; verbal vote passed, seven (7) to zero (0).


ADMINISTRATOR UPDATES

Carol will look into scheduling a vactor truck to have the station's tanks pumps out now that spring is here. Valve replacement work from AirVac (as part of the contract) is still on going.

We stopped discharging in the middle of February. The ponds are pretty well pumped down and ready for summer.

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 6:55 p.m.



Sue Schroeder, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
April 11, 2016

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. All board members were present. Carol Martin and Cliff Cresson 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 with any of the reports. Sue made a motion to approve reports as presented, Priscilla seconded; verbal vote of the motion carried by seven (7) to zero (0).

CUSTOMERS CONCERNS

No concerns reported this month.

NEW BUSINESS

No new business discussed.

OLD BUSINESS

Bid comparisons for the generators preventive maintenance were reviewed and discussed.

MacAllister quoted \$4,232; price stays the same with a three year contract. \$12,696 total for three years.

Evapar quoted same as last year \$3,955; price stays the same with a three year contract. \$11,865 total for three years.

Priscilla made a motion go with Evapar with the three year contract for the preventive maintenance, Linda seconded; verbal vote of the motion carried by seven (7) to zero (0).

Rate Ordinance 2016-1 was review and discussed. Sue made a motion to move forward with the rate ordinance with the 5% rate increase. A public hearing will be held May 9th at 5:30 right after the regular scheduled meeting. Carol will make the required postings in the papers for the rate hearing.

Carol updated the board with information regarding the cleaning of the collection tank in the stations. Weed Septic Tank Service from Warsaw has the equipment and man power to clean the tanks with OSHA confined space requirements. It should take two days to do all the stations with a cost range depending on total hours between \$2,970 to \$3,470. George made a motion to move forward with the cleaning as this is something that is now affecting the vacuum capacity at the stations, Tom seconded; verbal vote of the motion carried by seven (7) to zero (0).

Carol passed out a draft of the new maintenance contract from Matt Shipman for review. Carol will get back with Matt about the needed changes after everyone has had a chance to review and comment.

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
April 11, 2016

ADMINISTRATOR UPDATES

The bond refinancing went through without a hitch. The account with Star Financial will now be closed out. The current bond is with Old National Bank.

The inlet piping and filter upgrade from Stations E & F are scheduled for April 18th & 19th by AirVac.

AirVac is working on a "Smart System" which will help to clear the lines in problem areas by measuring the vacuum at the end of the line and communicating with the stations. This will have the pumps run longer to make sure all the water is moved down the line through the bellies and lifts. They are using Tri-Lakes as a test pilot with this technology to see if we can improve the vacuum in problem areas.

It was brought to our attentions through a sheriff sale; the property located at 2800 Colony Ave, owned by Heather Machlan had not been billed for the past eight years. When the property changed hands eight years ago the old account was closed, however a new account was never set up for the current owner. Matt Shipman advised we could not go back or file liens for the back services only going forward could we collect. A letter has been sent out along with a current bill, since going to sheriff sale unlikely we will receive any payments until this property is sold. We can file liens for non-payments up until the sheriff sale.

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.



Sue Schroeder, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
May 9, 2016

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. All board members were present. Carol Martin, Cliff Cresson and Clint Hawn were also in attendance.

GUEST

Clint Hawn from AirVac presented comparison charts of the station's efficiency. There were improvements from when AirVac took over the system to how they are currently running. Clint explained to the board some of the things they look at and take into account when they do these comparisons.

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

NEW BUSINESS

Carol and Tina have been talking with 3Rivers Federal Credit Union who partner with Capital Bankcard for credit card payment processing. They quoted a much better rate for the processing charges which will save some money for the district over time. They also seem to have a better security system in place to keep customer's information from being hacked. Carol is moving forward with the change.

OLD BUSINESS

The preventive maintenance for the generators has been performed by Evapar and two of the stations have issues with their transfer panels. There were a few cracked hoses as well which needed replaced since there are original hoses. The panel at the school is not working at all and needs replaced, the panel at station F is working, but not readable. The panels are \$1,600 each, George made a motion to go ahead and buy one panel at this time for the school's generator, Sue seconded; motion carried by (7) to zero (0).

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.

RATE HEARING MEETING CALL TO ORDER 5:30

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 6/1/2016. Steve and Cathy Heaston were in attendance at this segment of the meeting.

Mr. Heaston, asked to speak and was informed that this portion of the meeting was for discussion on the rate increase only. Mr. Heaston felt the district was taking advantage of the 5% rate increases as we have had a rate increase the past five years. He felt the board should work within their budget and maybe they needed to get someone else in place who could keep the spending under control. He wanted to know when the yearly rate hikes would end. He also made note the posting in the paper had an addition error and he would have like to had a name signed on the bottom of the posting.

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
May 9, 2016

Tim asked for any additional comments at this time. Being no others were there to comment, Tim then requested a motion to accept, reject or delay approval of Sewer Rate Ordinance 2016-1. 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 2016-1 passed by a vote of ^{SEVEN} ~~SIX~~ (7) to zero (0).

Priscilla Peters – Yes

Tom Wise – Yes

Linda Parker – Yes

George Schrupf – Yes

Tim Brower – Yes

Sue Schroeder – Yes

Ruth Orr – Yes

Sue made a motion this portion of the meeting be closed, Tom seconded; motion carried by (7) to zero (0).

REGULAR MEETING RESUMED

Mr. Heaston wanted to make the Board aware of a property on CR 350 E. which backs up to his, has had sewage leaking from their old septic system and flowing across his property and back into the lakes. He feels being that close to the Tri-Lakes system and there is a need that we could look into pursuing a possible hook up. There could be more than one home that might have a need for sewers. He said there was a line ran under Magley Lane which might be able to service this home. He would like for us to take a look at this. Carol explained that we are always willing to take a look at a property which might be close to our boundaries. We don't go out recruiting for new customers, but when approached by a homeowner will see if it's feasible to service them. Carol will look into this issue next week.

ADMINISTRATORS UPDATE

The tank cleaning at all the stations have now been completed. This tank maintenance should be performed every two – three years.

The replacement piping and clear view filters has be completed in station E (Big Lake). Station F (Loon Lake) will be completed in another couple of weeks.

AirVac has been working on a "Smart System" and has placed one at Big Lake to help with the flow. There has always been an issue of the lines not clearing because of the lifts and bellied lines. This system measures the vacuum at the end of the line and will communicate with the stations and keep the pumps running longer to help move the liquid out of the lines. This is a new concept for AirVac and they are trying it out on our lines to see if it's effective in achieving better results with clearing the liquid from the lines. The system can be monitored on the smart phones back at Rochester.

Carol has had the yearly calibrations done on both the effluent and affluent meters required by IDEM.

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 5:40 p.m.



Sue Schroeder, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
June 13, 2016

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. All board members were present. Carol Martin and Cliff Cresson 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 with any of the reports. George made a motion to approve reports as presented, Ruth seconded; verbal vote of the motion carried by seven (7) to zero (0).

NEW BUSINESS

Scott Wagner, with the Whitley County Health Department, had approached the district to see if we could provide sewer service to Miranda Holser on CR 350 E. Carol had been in contact with Schnelker Engineering and presented different options on how to get service to her home. Two different options would require obtaining easements through neighbor's properties, but less cost. The third option would be running a line down 350 which was the most costly. This also would require about four other residences along the road to hook in. After much discussion, it was decided for Carol to contact the other property owners and see if there was any interest of hooking into our system. If there was then we would proceed with the line expansion, if not, Carol would notify Scott Wagner so he could issue a septic permit for Ms. Holser.

Carol informed the trustees that we were in need of a couple grinder pumps to have on hand in the event of a grinder failure. The last two sent in were beyond repair. Carol negotiated a price with Environmental Equipment of \$1,900 each since we were going to be purchasing two other complete pit/pump packages for two new connections. The complete pit packages cost \$5,700 each. They were willing to give a price break being able to bundle. George made a motion to go forward with the purchase of the two additional pumps, Priscilla seconded; verbal vote of the motion carried by seven (7) to zero (0).

A mid-year employee review was suggested back in October when the Knapp Lake billing was approved. In the past the employees had a review in December and any pay increases started in January. Carol suggested should the trustees decide to do anything for the employees to consider a contribution to the retirement account in lieu of a salary increase at this time. We would then be back on schedule for end of year reviews. After much discussion, Ruth made a motion to contribute \$1000 into each of our accounts, Priscilla Seconded; verbal vote of the motion carried by seven (7) to zero (0).

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
June 13, 2016

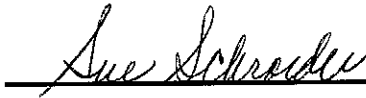
ADMINISTRATORS UPDATE

The accounts have been updated and cards sent out notifying customers of the \$1.12 rate increase; not a lot of feedback from customers.

Patty Burn's home on Brown Road started having in home backups after being disconnected and reconnected for remodeling work. She thought it was something she had done and waited six weeks to call only after she noticed water coming from her Candy Cane. AirVac was called out and discovered the pit had not been reconnected as originally indicated from the inspection permit; the waste water had no place to go except into her home. Carol has filed a claim with the insurance company for the damages and cleanup.

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 6:15 p.m.



Sue Schroeder, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
July 11, 2016

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. All board members were present. Carol Martin and Cliff Cresson 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 with any of the reports. George made a motion to approve reports as presented, Priscilla seconded; verbal vote of the motion carried by seven (7) to zero (0).

NEW BUSINESS

Carol talked about the new Indiana code requiring political subdivisions to adopt minimum internal control standards as defined by the State Board of Accounts after June 30, 2016. The standards were set with larger utilities in mind and hard to incorporate with a two person office. We have already implemented several different procedures to create a controlled environment with in the office. George suggested getting a hold of Matt Shipman as he helped the county set their standards.

Carol reviewed the current policy regarding billing rental properties. With the current policy, the district would bill the renter for sewer service as a courtesy to the property owners. A large percentage of our 'late payers' are renters who allow the monthly sewer bills to accumulate for 2-3 months before paying the bill and/or are often on the sewer disconnect list. Many are leaving the rental property owner with unpaid sewer service bills after vacating the home. The amount of time and resources spent each month tracking all the late payers is getting out of hand. Carol and Tina proposed to do away with this and let the landlord keep track of their renters. Being a flat rate, the landlord can put the sewer cost into the rent and take responsibly of paying the sewer bill. Sue made a motion to change the policy to only bill the property owners, Linda seconded; verbal vote of the motion carried by seven (7) to zero (0).

Looking forward to the possibly of expanding the service area and expansion in our current district. Carol talked about creating a master plan and the district's mission. There is a lot to consider with the growth within the district boundaries over the next 20 years and potential development. Carol is having Jim Lauer look into our lagoon's capacity to know what we might be looking at down the road.

ADMINISTRATOR'S UPDATE

Carol contacted the homeowners along CR 350 E. south of Magley Lane in regards to connecting to the sanitary sewer; they were not receptive to wanting sanitary sewer service. If the sewer district ran a line down the road to connect Miranda Hosler these other homeowners would also be required to connect to our line. After reviewing the options, Carol notified Scott Wagner (Whitley County Health Department) that we are not able to provide service for her at this time. Whitley County can now issue her a septic permit.

AirVac had the electric and phone bills turned back over to Tri-lakes before the end of May's service. Several of these bills had not been paid for May's service and carried late fees. Carol is sending AirVac invoices for these charges and fees.

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
July 11, 2016

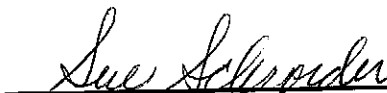
Patty Burn's in home back up and cleanup invoices were denied by AirVac. Carol has resubmitted the claim to our insurance which again was denied. Carol has reached out to Matt Shipman as to where to go with this. Matt is going to write a letter to AirVac to have them submit the invoices to their insurance carrier.

There is a possibly of a new addition in Thorncreek township, could be 30 home or as high as 100 homes. The realtor has reached out to see about availability of sanitary sewer service to the addition and what would be the owner's responsibly as owner/developer.

With the talk of the lagoons and land, Tim suggested we look into logging the wooded area around the lagoons; Carol will contact a couple of lumber buyers to see if there is any value in the lumber.

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 5:45 p.m.



Sue Schroeder, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
August 8, 2016

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, George Schrupf, Priscilla Peters, Tom Wise, Sue Schroeder and Linda Parker. Ruth Orr was absent. Carol Martin, Cliff Creason and Matt Shipman were also in attendance.

GUESTS

Patty Burns – 7214 N. Brown Rd.
William Etzler – Engineering Resources
Matt Shipman – Bloom Gates & Whiteleather

Patty Burns addressed the invoices from Service Master for the cleanup work to her home due to the backup caused by AirVac leaving her pit disconnected. The claim has been going back and forth between insurances companies since the middle of May and she has been pretty patience while this claim is being worked out. She wanted to express her need to get this settled so she can get her home and life back in order.

William Etzler from Engineering Resources came to introduce himself and his firm. Engineering Resources has a lot of experience with wastewater plants and has provided solutions for many municipalities and industrial clients. They have done work for Columbia City and several other sewer districts in northern Indiana. He wanted to reach out and see if they might be able to help with some of our future projects.

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

NEW BUSINESS

The lagoons are in need of algae treatment to be able to discharge in another month. Aquatic Weed Control has kept their price (\$1,950.00) the same for the past three years regarding this treatment. The lagoons are also in need of additional the rip rap; we can get a couple loads and use the correctional help for the labor to spread the stones. These items were budgeted for the lagoon's maintenance this year. George made a motion to have the lagoon treaded and the rip rap replaced, Sue seconded; verbal vote of the motion carried by Six (6) to zero (0).

Carol reviewed with the Trustees a proposal to start replacing the chatterboxes in the stations. The current chatterboxes are no longer available outside of old stock or eBay. The district has nine stations with these chatterboxes along with their own phone lines. We replaced one chatterbox in 2011 at the cost

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of \$1,800, the phone lines run the district a little over \$7,900 a year. Simplx Security proposed equipment change out at \$1,200 each, this is cellular based which will call out and can be monitored by mobile app or website to determine if condition has corrected itself or if service is needed. The monthly cellular charge with automated calls would save over \$30 per month over the current phone lines or \$3,240 per year should the district replace all the stations. Carol suggested changing out three of the stations at this time to see how it works and then we would have a few extra chatterboxes for parts to service the other stations. With community involvement in mind, Carol was asked to reach out to J&K Communications as they just did something for the city or SDS Communications to see if they might offer something to help with the replacements.

OLD BUSINESS

With there being a new addition proposal of 100 + homes in Thorncreek Township, Carol had been in contract with Schnelker Engineering about line expansion. The current lagoons can accommodate an additional 700 customers at the present time. The developer would have to build another lift station along with a generator and the main lines through the addition. With the estimated cost for a new station around \$200,000 and along with our current new connection fee of \$9,285 per home, this has put the cost of the lots out of reach. Schnelker Engineering proposed this addition be a gravity system where the district would not need to buy grinders or vacuum pits to service these proposed homes. It was discussed that the current connection policy should be re-evaluated and perhaps a phase III for this type of situation.

Matt Shipman explained to the Trustees what has been transpiring between the insurance companies and Patty Burn's back up claim. Matt explained the different scenarios that could happen with going to trial with the insurance companies. The Trustees expressed the need to take care of our customers, but cautious about paying the one invoice and being able to recoup the payment from the insurance company; Matt proposed setting a meeting with Patty and reviewing with her the options for settling this issue.

ADMINISTRATOR UPDATES

The new payment schedule received from Carter, Diller Umsbaugh, was misleading as to when the first payment was due to Old National after the refinancing. It read that the first payment was due end of July, when in fact it was due July 1st. We had not received any of the final paperwork or any notices from the bank until they called saying we were 11 days late. A cashier check was obtained and drove to Warsaw for the payment. Old National is looking into it as to why no other paper work was sent out. Matt Shipman said they just might wave the late charge with all the confusion between firms.

Mike Seigel has been going through all the division valves and has found numerous valves which are froze and are covered over with asphalt. He has been focusing on getting those open and going through all the grinders. The district needs to rent a vacuum truck after he gets the final list to have the valves cleaned out. He has also found the door hasp to the panel boxes were just ripped off when the locks were froze. There are about a dozen that will need to be replaced to keep the boxes sealed. He has also found several of the grinder pumps had the back flow flappers not working so the pumps were just recirculating the water. In addition, most of the hour meters are not working to know how many hours are on the pumps or to know how long this has been on going. He is also repairing the junction wiring boxes where the covers were removed and the wiring left exposed.

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After working with Schnelker Engineering and INDOT, the new connection for Marshall Heckaman was not going to be feasible for Mr. Heckaman or the Sewer District. The requirement from the state to get under SR 9 and the distance for a safe placement of the grinder was getting to costly for everyone involved. Since this was a voluntary hook up and the Heckaman's could get a septic permit, it was decided to refund his connection payment.

There are four lots at the end of Linker road which have been advertised for sale with sewer hook-up. The district's plans did not show any lines in that area nor did Schnelker Engineering show any line expansion. Mike Seigel remembered Wilcoxson extending a line from Edgewater over to these lots, but we had no record of this going in. Wilcoxson sort of remembers putting that line in, but didn't think he would have used a tracer wire and no longer had any of those prints. After a lot of back tracking Schnelker Engineering did locate a print of the line under the previous homeowner's name. Should one of those lots sell we will need to dig on the first two property lines to find the sewer line as the markers are long gone.

ADJOURNMENT

There being no further business to be brought before the Board, Priscilla made a motion to adjourn and Linda seconded the motion. All Board members voted in the affirmative, and the motion carried. Tim adjourned the meeting at 6:25 p.m.

Sue Schroeder, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
September 12, 2016

CALL TO ORDER

Sue Schroeder, Secretary, called the meeting to order at 5 PM as Tim Brower, President 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, George Schrupf, Priscilla Peters, Tom Wise, Linda Parker and Ruth Orr. 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. Sue asked for any additions, deletions or questions with any of the reports. Priscilla made a motion to approve reports as presented, Tom seconded; verbal vote of the motion carried by Six (6) to zero (0).

NEW BUSINESS

No new business.

OLD BUSINESS

Carol reviewed with the Trustees a proposal to start replacing the chatterboxes in the stations. The chatterbox stopped working in Station B so we borrowed one from West Lakes who had just converted to the Simplex system. They had a chatterbox that was retired and allowed us to borrow it to get by. Carol has contacted SDS Communications and they had looked into the 2ND generation chatterbox by Raco. This option was still going to be more costly than that quote from Simplex. The system J&K Communications could offer was a lot more advanced then what are needs are. Priscilla made a motion to start with two of the Simplex units and Linda seconded; verbal vote of the motion carried by Six (6) to zero (0).


ADMINISTRATOR UPDATES

The lagoons have been treated for algae and we just started discharging. The lagoons are quite full and we should be able to discharge the rest of the fall. We were able to have one load of rip rap delivered and placed with the help of the correctional facially. We will wait and get another load after the water levels are down in the lagoons.

Carol had a visit from Bill Etzler and Doug Ralston with Engineering Resources. They were here to get a better perspective on our lagoons. There has been a lot of talk about IDEM requiring increased standards with the ammonia & nitrogen levels. Our permit is due to be renewed next year which might mean we will need to look into different design improvements to meet the new requirements. At the moment we are not having any trouble meeting the requirement of our current permit.

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. Sue adjourned the meeting at 5:25 p.m.



Sue Schroeder, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
October 10, 2016

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, George Schrupf, Priscilla Peters, Tom Wise, Linda Parker, Sue Schroeder and Ruth Orr. Carol Martin and Cliff Creason were also in attendance.

Other Guest

William Etzler – Engineering Resources - Just visiting.

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

NEW BUSINESS

Indiana Code 5-11-1-27(g) – States “After June 30, 2016, the legislative body of a political subdivision shall ensure that:

- (1) The internal control standards and procedures developed under subsection (e) are adopted by the political subdivision; and
- (2) Personnel receive training concerning the internal control standards and procedures adopted by the political subdivision.”

The trustee reviewed the power point presentation developed by the State board of Accounts. Carol explained several procedures and practices already in place for the district. Internal control ordinance 2016-0 was introduced after the training was complete. Priscilla made a motion to adopt said ordinance; Sue seconded; verbal vote of the motion carried by seven (7) to zero (0).

Goss grocery store parcel were reviewed. Adam and Bev Goss had been in to explore their options with the vacant sewer connections left over after all their rental trailers were removed. They currently have seven extra connections on the same parcel which they are paying vacant lot fees on. They will have to continue paying on these connections until the bond is paid off in 2027. At that time they will have seven paid up sewer connections.

OLD BUSINESS

None

ADMINISTRATOR UPDATES

Simplex is scheduled to replace the chatterboxes in Station D and Station F, tomorrow. The district will use the Simplex system in these two stations to see how well it works for our callouts before converting other stations. The equipment is less costly then the chatterboxes and will allowed us to remove the phone lines for these two locations as this will be cellular based. The district will have a little over \$720/year savings for these two stations by not having the phone lines.

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October 10, 2016

Updates Continued

The lagoons are going down and we should be able to discharge for another couple of months. Ryan Egoff, would like to get them as low as possible before they freeze over. Carol explained that our permit is due for renewal next year and IDEM is making a lot of changes with their ammonia & nitrogen levels. We are going to need to start planning for some different design improvements to meet the new requirements.

Carol received notice from counsel that the district is being sued by Patty Burns for backup damages to her home. This backup was from Airvac leaving the pit disconnected after her home was reconnected from remodeling. Counsel will now file suit against Airvac.

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 5:50 p.m.



Sue Schroeder, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
November 14, 2016

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 George Schrupf, Priscilla Peters, Tom Wise, Linda Parker and Sue Schroeder; Ruth Orr was absent. Carol Martin and Matt Shipman 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 with any of the reports. Sue made a motion to approve reports as presented, Priscilla seconded; verbal vote of the motion carried by six (6) to zero (0).

NEW BUSINESS

Carol has reported receiving quite a few resumes for the billing clerk position. Sue indicated she would participate with the interviewing when some dates are set. At the moment Tina is working on Saturdays with Carol along with Carol working longer hours through the week until we get the position is filled. The job description and pay will be reflected on the background and experience of the new hire.

OLD BUSINESS

Counsel Shipman has been approached by AirVac about working out some kind of settlement with Patty Burns to keep her claim out of court. The board recognized the need to try to settle so the Burns can move forward and make the repairs to their home. AirVac has proposed trying to come to some kind of settlement and avoid the legal fees for parties involved. AirVac is offering Tri-Lakes a \$13,000 - \$15,000 in credits towards items for the system with the thought the district would contribute some towards and settlement. After much discussion George made a motion for the district to contribute \$2000 towards the settlement offer. Tom seconded; verbal vote of the motion carried by six (6) to zero (0). The district will have to pay the full amount of the settlement and then use the credit from AirVac for items needed to recoup AirVac contribution towards the settlement. The trustee authorized Counsel Shipman to present an offer to settle the claim.

KLM Chemical Specialties presented a quote to treat the lift stations. There has been quite an increase of film & grease build up within the lift stations. Over the last 20 years since the system was designed, everyone has gone to water saving toilets, shower heads, washing machine etc. There isn't as much water going into the system to keep the wet wells flushed out. Also the new soaps for these products have a different surfactant which creates more of these film issues. They are offering to provide the pump to dispense the chemical for a trial; we will need to purchase the chemical. Should we decide we like the improvements and clean-up of the lift stations with this product, we would need to buy the dispensing pump in the future. They will put the pump and chemical in Station G at Goose Lake with the thought in time the product will eventually work its way through the entire system. George made a motion to move forward with the lift stations treatments, Priscilla seconded; verbal vote of the motion carried by six (6) to zero (0).

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
November 14, 2016

ADMINISTRATOR UPDATES

Simplex system has been installed replacing the chatterboxes in Station D and Station F. It's a lot different in the way it monitors the stations. The stations can now be access by their smart phones. There will have to be a bit of adjustments after we use it a few months.

The lagoons are getting quite low. Ryan wanted to shut off one of the ponds and let it start filling up while drawing down the third pond as low as possible to assess the sentiment if possible. Mike Seigel had to dig up one of the control valves which was froze. He had to wait for the crops to come out of the field before he could get to that one.

ADJOURNMENT

There being no further business to be brought before the Board, Sue made a motion to adjourn and Linda seconded the motion. All Board members voted in the affirmative, and the motion carried. Tim adjourned the meeting at 6:15 p.m.



Sue Schroeder, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
December 12, 2016

CALL TO ORDER

Sue Schroeder, Secretary, called the meeting to order at 5 PM as 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 George Schrupf, Priscilla Peters, Tom Wise, Linda Parker and Ruth Orr. Others in attendance were Carol Martin, Lana Beregszazi with BCS Management, Ted Nitza with The Secant Group and Bill Etzler with Engineering Resources.

GUEST

Lana and Ted came to discuss the formation of Whitley County Regional Sewer District and some of the areas they are focusing on. The district is in the formation phase and they are looking to partners with several of the other sewer districts and plants already serving other communities within Whitley County.

MINUTES & REPORTS

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NEW BUSINESS

Carol presented a quote from Aqseptence Group (formally AirVac) for filters for the stations. They were offering for a limited time a discount to reduce their inventory. Tom made motion to purchase a set; Linda seconded; verbal vote of the motion carried by six (6) to zero. This will give us one set for the three different pump sizes. Total for the set of filters is \$1,301.73 plus shipping.

The election of officers was held.

Tim Brower was elected as President for 2017.

Sue Schroeder was elected as Secretary for 2017.

Priscilla Peters for Treasurer for 2017

Sue asked for a motion to approve the 2017 officers. Tom Wise made a motion to accept, George Schrupf seconded. The motion carried by unanimous vote.

Carol presented a review of 2016 and touched on several of the year's highlights and areas of cost savings to the district. Carol was still working on the budget for 2017 and when completed will e-mail or present at the next board meeting for approval.

The annual employee review was discussed and Ruth proposed a 4% raise; Priscilla seconded and verbal vote of the motion carried by six (6) to zero. This would make Carol's salary \$41,460/year. Sue then proposed a \$1,000 year-end bonus for Carol, Ruth seconded; the motion carried by unanimous vote.

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TRI-LAKES REGIONAL SEWER DISTRICT
December 12, 2016

OLD BUSINESS

Patty Burns' claim is still in negotiations.

ADMINISTRATOR UPDATES


KLM Chemical Specialties treatment to the lift station seems to be making an impact. Mike Seigel is taking a weekly picture to track the progress. It's still early in the treatment to know how effective it will be to the system.

Mike Seigel rented a small vacuum pump to clean the division valves in the road from sand and rocks. In the past the district had hired a vacuum truck to come for a day. He was able to clean all the division valves over the course of a week, at less than the cost of hiring a vacuum trunk rental for a day.

Sue and Carol had interview several of the candidates for the billing clerk position. Carol had made an offer to one and waiting to hear back from her to see if she was still interested in the position.

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 6:20 p.m.



Sue Schroeder, Secretary