

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
January 9th, 2017

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. Others in attendance were Carol Martin, Cliff Cresson and Carol Cluney.

Guest

New hire Carol Cluney came to introduce herself to the Trustees. She will be taking over the bookkeeping position left open with Tina Lemon accepting a position with the Whitley County School Corp. Tina will continue to help on week-ends as needed.

MINUTES & REPORTS

The Minutes were emailed to the Trustees prior to the meeting for review. The end of month financial report was not completed at this time for review. Ruth made a motion to approve the minutes as presented, Sue seconded; verbal vote of the motion carried by six (7) to zero (0).

NEW BUSINESS

The budget was reviewed and after some discussion George made a motion to approve the budget as presented; Tom seconded and verbal motion carried by seven (7) to zero.

Engineering services from Jim Lauer was discussed. Schnelker Engineering as a company has dissolved and Mr. Lauer will be semi-retired. He will be keeping a few choice accounts and work from his home. The advantage of staying with Mr. Laure is he knows the system and has all the history and knowledge of what has been done in the past. With talk of Whitley County Regional Sewer District expanding our area there is concern that we might need a firm with more resources going forward. The Trustees asked Carol to reach out to Engineering Resources to inquire about their services before making a decision.

Aquatic Weed Control submitted a proposal to treat the riprap around the lagoons for the 2017 season. The cost of service stayed the same at \$3,100. Tom made a motion to approve the proposal; Priscilla seconded and verbal motion carried by seven (7) to zero.

ADMINISTRATOR UPDATES

Matt Shipman reported earlier in the day he felt that Patty Burns' claim for damages was close to being settled. If not resolved by the end of the week it will go to court to be settled.

Our operator for the lagoons is operating the lagoons differently for the next few months by only filling one cell at a time before filling the next. This will give us an idea on how much time we have to work on either cell before we need to discharge.

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January 9th, 2017


Whitley County Regional Sewer District contacted us about our boundaries and service area. They are looking at what make sense to help with services to the difference communities.

We had a vacuum pit damaged by an excavator working on a new home at Loon Lake. They started clearing the lot before the locates were complete believing it was a vacant lot. The top chamber needs replace and maybe more depending on what they find when it's repaired. Bob Buescher Homes will be responsible for cost of the repair.

IDEM report came back good. Our permit is due this year and will need to be filed soon,

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. Tim adjourned the meeting at 6:10 p.m.



Sue Schroeder, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
February 13, 2017

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

Guest

Bill Etzler with Engineering Resources was in attendance to answer any questions the Trustees might have regarding his proposal for engineering services.

MINUTES & REPORTS

The Minutes were emailed to the Trustees prior to the meeting for review. Some of the end of month reports were not completed at this time for review as Carol Martin was out of office for due to her father's death. Tom made a motion to approve reports as presented, Linda seconded; verbal vote of the motion carried by six (5) to zero (0).

NEW BUSINESS

No New Business was discussed.

OLD BUSINESS

The current engineer, Jim Lauer has offered to continue consulting engineering services as a private individual since closing Schnelker Engineering. The advantage is he has been with the district since the conception and knows the history and issues as the district has grown over the years. With Jim's semi-retirement future engineering needs were discussed looking forward with line expansions needed in the upcoming years. The thought was hiring a new firm to be involved to become familiar the system and our operations. One of Schnelker's Engineering main engineers has been hired by Engineering Resources and their interest has been noted by the Trustees. After much discussion, it was decided to table until the absent Trustees were present.

ADMINISTRATOR UPDATES

The center lagoon is now open and being discharge. It had been shut off to see how long we had should we need to do any work on it. It was completely filled in a six week window, we are now back to discharging as we always have to get the water level down before the weather warms.

Mike Seigel has been chasing a line leak for the past several weeks off of station D. He finally found the broken joint as the end of CR 350 E. The ground had settled enough to pull the joint apart. He has dug it up and has spliced a flexible hose from AirVac to take care of the issue.

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. Tim adjourned the meeting at 5:45 p.m.



Sue Schroeder, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
April 10, 2017

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

Guest

Gene Heckman – Thorncreek Trustee

Gene explained that Parkview Hospital might be staffing the fire station full time with emergency EMS services. He wanted to know if this would affect the rate the fire station monthly rates. There was some discussions but it was felt that they wouldn't have much impact on the usage. The benefit the community would gain having them that the rate should stay the same.

MINUTES & REPORTS

The Minutes and Financial reports were emailed to the Trustees prior to the meeting for review. Tom made a motion to approve the minutes reports as presented, Priscilla seconded; verbal vote of the motion carried by six (6) to zero (0) with George Schrupf sustaining. Sue made a motion to approve the Financial reports as presented, Ruth seconded; verbal vote of the motion carried by (7) seven to zero (0).

NEW BUSINESS

Carol Martin, discussed some engineering needs for service in Magic Hills. There is a vacant lot which is about 300 feet to our line. There have been several calls inquiring about cost for service which would require a line expansion. Carol discussed having an engineer to figure line size and cost to be sure to accommodate additional customers with the thought of future needs with the county wide sewer district.

Ryan Egolf, our certified operator yearly contract was presented and reviewed. His monthly fee for 2017 will be \$575/month up from \$550/month. Carol explained this was still a wonderful partnership with Ryan as the typical going rate for operators start at \$1000 and up a month. Sue made a motion to approve the new rate for his services, George seconded; verbal vote of the motion carried by (7) seven to zero (0).

Carol addressed some maintenance needs for the district. She presented pictures of the asphalt drives of the stations along with the district office. The stations approaches and drives have not had any sealing or crack fill for several years. VanAm Seal & Stripe provided a quote to address the office and five stations for a total of \$3,490. George made a motion to approve the repairs on the drives to not exceed \$3,490 with the thought of a couple more quotes to see if we might have the work done at a reduces cost. Tom Second; verbal vote of the motion carried by (7) seven to zero (0).

The lane to the lagoons is in need of some stone as well as the drive to the back lagoon is getting pretty rutted up. The SDI had ground up slag (Dura Berm) for \$250/ load and looking at 5-6 loads would be needed to fix the areas. Tom made a motion to allocate up to \$2,000 for the stone work, Sue seconded; verbal vote of the motion carried by (7) seven to zero (0).

The Trustees reviewed Sewer Rate Ordinance 2017-1 proposing a 5% (\$1.18) rate increase on the operation/maintenance and billing. After some discussion Sue made a motions to proceed with the 5% rate increase, Ruth second; verbal vote of the motion carried by (7) seven to zero (0). The public hearing will be held at 5:30 May 8, 2017 at the district office. Carol will have the required notices sent to the newspapers, website and on the monthly billing.

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
April 10, 2017

OLD BUSINESS

Engineer needs were discussed again with all the Trustees present. The thought was hiring a new firm to be involved and become familiar the system and our operations. After much discussion, Sue made a motion to proceed with the on-call engineering services of Engineering Resources from Fort Wayne, Linda seconded; verbal vote of the motion carried by (7) seven to zero (0).

ADMINISTRATOR UPDATES


We have stopped discharging at the moment; the water levels are pretty low in all three lagoons. We will try to discharge again by before the start of summer to keep the lagoon levels down.

The treatment in the lift stations seems to be helping and is working its way through the system. Carol recommends continuing with the application. If we stopped and then the buildup came back it we would back at ground one and need to start all over again trying to clean up the stations.

Carol shared a list of all the new construction on going in the district. There are currently 18 new homes or remodels. There are only very few which will require a new pit package as we will be able to accommodate these new connections with the existing infrastructure. There were already several which have already been completed and off the connections list.

Carol announced to the board that she needs to scale back her time at the district. Taking care of her husband and working a full time job is now affecting her health and job performance. She recommended finding someone who had more of an accounting background to be able to take care of the financials and reports required by the state. Tina was still helping out, but her time is limited and she's not wanting a lot of extra hours which the job requires. Carol will review employment applications and reach out to Keystone and some other resources to see what we might tap into.

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 6:35 p.m.



Sue Schroeder, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
May 8, 2017

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

Guest

Bill Etzler with Engineering Resources

CUSTOMER CALLS/CONCERNS

There has been a several customers and Thorncreek's Trustee, Gene Hickman, who are concerned about the proposed cattle CAFO within a couple of miles of the lakes and district. They were soliciting for TLRSD backing against the operation. Carol explained that this was going to have to be a decision from the board as to what stand, if any the district would take and get back to them. After some discussion the Trustees decided that the district should just express our concerns and not take a hard stand for or against the proposed operation.

Whitley County RSD has reached out to TLRSD and are looking at Magic Hills and Northland Estates to see how much interest there is to connect to a sewer system. TLRSD already has a handful of customers being serviced in Magic Hills and there has been several inquiries the past couple of years for lots within Magic Hills. Currently there is an inquiry for a cost to expand the line 300 feet to pick up a new building lot. Need to get with the engineer to figure the best approach and approximate cost.

MINUTES & REPORTS

The Minutes and Financial reports were emailed to the Trustees prior to the meeting for review. Sue made a motion to the minutes as presented, Tom seconded; verbal vote of the motion carried by Seven (0) to zero (0). Priscilla made a motion to approve the Financial reports as presented, Linda seconded; verbal vote of the motion carried by (7) seven to zero (0).

NEW BUSINESS

Carol Martin discussed the need for someone with an accounting background for office staffing. Carol Martin is going to be cutting back her office time for personal reasons. Tina Lemon had the accounting degree and knowledge of fund accounting and with her leaving has left a void in this area. Carol Martin has volunteered to say on as Administrator and taking an hourly wage after we hire additional staffing. The office can run with one person for shore periods of time, however is best to have two people. The district needs to have key people in place looking at the future of the district as we move forward with the partnership with Whitley County RSD.

OLD BUSINESS

A parcel of ground on the backside of Big Lake has been divided into four lots for sale. There has been ongoing discussion with the realtor over the past several years about the sewer connections for these lots. Our subdivision policy states the developer is responsible for the cost to extend the lines to these lots. After much discussion Carol will get with the engineer and have them figure the best ways to provide service and cost estimates.

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TRI-LAKES REGIONAL SEWER DISTRICT
May 8, 2017

TEMPORARY ADJOURNMENT

The regular meeting was suspended until 5:30 to start the public hearing for the proposed rate increase of 5%.

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 7/1/2017.

There were no customers in attendance for the rate hearing.

Being there were no comments, Tim requested a motion to accept, reject or delay approval of Sewer Rate Ordinance 2017-1. George made a motion to accept the ordinance; seconded by Ruth. Verbal vote of each board member to approve the ordinance was made.

Rate Ordinance 2017-1 passed by a vote of seven (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		

Tim then closed this portion of the meeting and the regular meeting resumed.

ADMINISTRATOR UPDATES

Mike Seigel has found a broken line inside the lift station at Goose Lake. The sewer gases have deteriorated the line and it will have to be dug up to be replaced. This is being scheduled as quickly as possible with Environmental Equipment.

Carol has received additional bids for the asphaltting of the drives. We will be able to have all the drives done for \$2,928.00. This was \$562.00 less than the first bid.

The stone for the lagoons and drive is now complete and will help out with access and not getting stuck in mud.

The Whitley County RSD has been in contact with Carol and has targeted Magic Hills and Northland Estates as the first areas for possible sewer service. There will be letters going out to the homeowners and with a public meeting in June to answer questions. This is just the first in many steps going forward with line expansions.

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 6:20 p.m.



Sue Schroeder, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
June, 2017

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

Carol introduced new hire Rhoda Anderson to the Trustees. Rhoda is a certified accountant and will be responsible for the bookkeeping, payroll and financials reports.

CUSTOMER CALLS/CONCERNS

Jim Boyles contacted Tim Brower in regards to his broken air vent (candy cane). Mike Seigel has been checking for broken air vents as this is a source of a lot of our illegal water. Mike had found Mr. Boyles's to be loose and the cap had been glued. He tried to knock the top cap loose with a hammer so he could inspect the vent. Mr. Boyles felt that Mike broke it while trying to remove the cap. This vent is located along side of his drive, where it most likely was bumped by a vehicle. Carol instructed Mike Seigel to fix the vent and then we know it was properly repaired and the cap is not glued. Going forward if found loose we will know it was bumped by vehicle.

MINUTES & REPORTS

The Minutes and Financial reports were emailed to the Trustees prior to the meeting for review. Ruth made a motion to the minutes as presented, Linda seconded; verbal vote of the motion carried by Seven (7) to zero (0). Sue made a motion to approve the Financial reports as presented, Ruth seconded; verbal vote of the motion carried by (7) seven to zero (0).

NEW BUSINESS

No new business.

OLD BUSINESS

Carol meet with Engineering Resources regarding expanding the lines to the lots on the backside of Big Lake along with discussion on line expansion to Magic Hills, Northland Estate and Spear Road. She did not have back any information to review for the meeting. She will forward information when she receives it and hope to have discussions at the July meeting.

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June, 2017

ADMINISTRATOR UPDATES

Carol has the office reconfigured for three work stations, again using existing desk tops. She will still have to get another computer so she isn't working off the server.

The asphaltting on all the drives at the stations and office has been completed.

The line at Goose Lake has been repaired. The pipe had corroded from the sewer gases and formed a large hole in the line. The gases are going to corrode lines and it's taken 16 years for this line to corrode through.

Mike Seigel and Steve Stewart have spent a few days up at West Lakes RSD helping out with their flooded system trying to get them back on line.

Summer Maintenance is ongoing.

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 5:55p.m.



Sue Schroeder, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
July 10, 2017

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

Guest

No Guest.

MINUTES & REPORTS

The Minutes and Financial reports were emailed to the Trustees prior to the meeting for review. Sue made a motion to approve the minutes and financial report as presented, Linda seconded; verbal vote of the motion carried by Seven (0) to zero (0)

NEW BUSINESS

Carol Martin discussed the pay scale for the office employees. She felt Rhoda wage needed to be adjusted from what she was hired in at. It was decided Rhoda and Carol Cuney's wages would be reviewed at the end of the year. It was discussed to have the employee manual reviewed as it currently is written pertain to more of a factory environment. Carol Martin will be going on hourly starting the first of pay period of August, 2017.

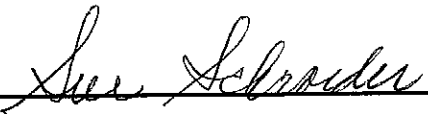
OLD BUSINESS

Line expansion was discussed for lot 5151 N. Virginia Trail in Magic Hills. This lot is needing sewer service and Whitely county is reluctant to issue a septic permit with discussions of line expansion into Magic Hills. After much discussion, it was decided the district would split the cost with the home owner so he could get service. The district will cover two thirds of the line cost and the homeowner be responsible for one third. It was also discussed that any new connections going forward will be billed at the higher rates, to help cover bond payments.

ADMINISTRATOR UPDATES

The 2nd pump at the Old/New lift station has a seal fail alarm. This indicates there is water getting into the pump. Pump one was pulled and rebuilt two years ago. Carol is scheduling with Environmental equipment to have this pump pulled to be sent in for repairs. The spare pump in the garage will replace this pump and the repaired pump will go into inventory once it's rebuilt.

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 6:00 p.m.



Sue Schroeder, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
August 14, 2017

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 and Tom Wise, Linda Parker, Ruth Orr, and Sue Schroeder were absent. Carol Martin, and Cliff Creason were also in attendance.

Guest

Bill Etzler with Engineering Resources.

CUSTOMER CALLS/CONCERNS

Ruth Orr receive a phone call from an anonymous call, about camping trailers set up on Lakeshore Drive at Big Lake. This caller was upset as she stated she knew the owner was dumping the waste from these trailers into our system and not paying for them. Mike Seigel didn't notice any signs this was happening while he was doing his inspections on Lakeshore. Carol has been watching these trailers as well and inquired with Noble county plan commission about the County ordinances regarding camping trailers. In Noble County, one is allowed to have a trailer set up for three days in one locations for personal use and they needed to have a current plated. Neither of these two trailers were plated and had been set up all summer and used every week-end, like a mini campground. Carol had contacted Matt Shipman to see if he could help with getting these trailers in compliance with Noble County.

George Schrupf had a discussion with Scott Wagner with the Whitley County Health Department regarding TLRSD current plans with line expansions. There are a few home close to Catfish Lake which have failing or non-existence septic systems and Scott was needing to make a decision on permits. Carol will call Scott and discuss the options with him next week.

MINUTES & REPORTS

The Minutes and Financial reports were emailed to the Trustees prior to the meeting for review. Priscilla made a motion to accept the minutes and financial reports as presented, Tom seconded; verbal vote of the motion carried by Four (4) to zero (0).

NEW BUSINESS

Carol Martin – presented the revised Subdivision Policy from Matt Shipman, in reviewing the whole policy it was determined more revisions were needed to bring this policy up to date with the current rate ordinances and cost associated with new connections. George made a motion to table the Amended Subdivision Policy until all sections are reviewed. Tom seconded; motion carried by four (4) to zero (0).

Carol informed the board the yearly stream flow graph had not been completed to be in compliance with our permit with IDEM. She has been requesting this from Engineering Resources and had gave them the charts and graphs from past reports. She just received a letter composed on her behalf to be summited to IDEM requesting an exception of this requirement. TLRSD currently has an exception to be able to monitor downstream from where we discharge. We filled earlier this year for the permit renewal which is going into effect in September. Carol was hesitant that if we start asking for more exceptions IDEM might require us to relocate the discharge line as this has come up in past inspections. After some discussion Bill Etzler with Engineering Resources said he would check with someone internally at IDEM this next week what impact this request might have on the new permit.

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
August 14, 2017

OLD BUSINESS

The Goose Lake lift station had shown improvement when we applying the chemical treatment from KML. These treatments were stopped when the line was repaired and Mike Seigel had completely cleaned the station with the vac truck. The algae returned in just a couple of weeks to the point that the floats were not working. KLS said they would treat and maintain this station for \$500/month. Tom made a motion to have the stations treated for six months and then reevaluate how effective it is, George seconded; verbal vote of the motion carried by Four (4) to zero (0).

ADMINISTRATOR UPDATES

Carol informed the board the filing fees for processing liens had gone up from \$23.00 to \$50.00 per lien.

The second pump at Old/New lake lift station has a seal fail now and will need to be pulled and sent in for repair.

The majority of the new home connections are now being completed with several more slated for next month.

We have started discharging again. The discharging times are getting shorter and shorter and we need to start looking into doing something with the sludge in the next few years. There are different options and Carol will start collecting information.

The chatterbox at the school has quit working and we now have two that are only partly working. and using the borrowed chatterbox from Westlake's to get buy. The simplex system currently being used in two of the stations doesn't give Mike all the information he needs for the call out and he has to physically drive to those stations to see why the station was calling out. This type of monitoring works ok for a small system but has not as well as we had hoped. Carol is going to order a new chatterbox at a cost of \$1885.50 pulse shipping as they have a 3-4-week lead time.

Carol informed the board she has went off the salary and working hourly. Her hourly wage will be \$20.00/hour.

There being no further business to be brought before the Board, George made a motion to adjourn and Priscilla 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
September 11, 2017

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, Ruth Orr, and Sue Schroeder. Carol Martin and Rhoda Anderson were also in attendance.

GUEST

Matt Shipman – Bloom, Gates, Shipman, Whiteleather
Lana Beregszazi – Whitley County Regional Sewer District (WCRSD).

Lana gave an update as to WCRSD progress with the public meetings and targeted area. WCRSD would like to move forward with engineering studies for Northland Estates and Magic Hills, areas in which they have targeted as first to develop. She explained WCRSD would engineer, fund and develop these areas and these homeowners would become customers of WCRSD and not become part of Tri-lakes Regional Sewer District. Whitley County Regional Sewer District would contract with Tri-Lakes Regional Sewer District to treat the waste water. She then explained the billing and maintenance of these areas could be contracted out to Tri-Lakes Regional Sewer District or some other billing/maintenance firms. The cost of service to these homes is expected to be quite a bit higher than what is currently being charged to Tri-Lakes rate payers.

CUSTOMER CALLS/CONCERNS

David Stiess, inquired about turning an area of his garage into an apartment for a few years then back to a garage after retirement. The trustees determined once it's classified as an apartment would remain as an apartment and he would pay the additional rates. He will not be able to switch it back and forth between garage and apartment.

Priscilla Peters, was contacted by the Tri-Lakes Property Owners Association requesting information about our Lagoon System for the upcoming property owner association. The Whitley Matter Group has concerns and questions on how we operate and maintain the lagoons. They would like a formal presentation presented by Carol Martin or Priscilla Peters at the next TLPOA meeting regarding management and treatment of our system. Carol said she would put together something for this upcoming meeting.

MINUTES & REPORTS

The Minutes and Financial reports were emailed to the Trustees prior to the meeting for review. Priscilla made a motion to accept the minutes and financial reports as presented, Tom seconded; verbal vote of the motion carried by seven (7) to zero (0).

NEW BUSINESS

J&K Contractors has a home on Brown Rd in which he is remodeling. Mr. Pliett was notified by letter from the office, as well as in person by Mike Seigel, he needed a sewer permit before moving or altering the sewer lateral when we came across the remodeling. The district had issues with him a year ago on another property he owned and he was quite aware of how serious we are when it comes to the district requirements. When checking on this home again found he had cut and moved the sewer vent and a room addition had been added with no contact from Mr. Pliett. Carol assessed the \$1000/fine for not attaining a permit along with a fee to run the camera to be sure nothing has entered the pit. Mr. Pliett, called upset, but came in and paid for the permit and the camera, not the fine. He requested that he be there when we

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
September 11, 2017

ran the camera but couldn't be that week would and he would call to set a time. We have not heard from him and it has been better than five weeks. Matt Shipman is going to send a letter regarding the fines.

OLD BUSINESS

Matt Shipman is working on the wording updating the policy to reflect the current connection fee.

ADMINISTRATOR UPDATES

The SBOA has contacted Carol and will be starting a five-year audit as the last one was completed in 2011. They normally do two year audits, but have been shorthanded and just now getting caught up. The cost of the audit is estimated to be in the neighborhood of \$13, 500.00.

West Lakes Sewer District board gifted to Tri-Lakes the chatter box we have on loan from them. This was in appreciation for all the help they received from Tri-Lakes during the floods this past summer. The new chatter box we have on order should be arriving in a few weeks. This will give us seven working boxes for the nine stations with two of the stations using the Simplex System.

The Old/New lake lift station pump has been repaired and returned. It will be put back into inventory as the spare pump.

Rhoda has had time to start an audit of all customers' accounts. There are several closed accounts with small balance from over payments. She is working on cleaning up these accounts and looking into state requirement for refunding.

KLM has started introducing chemicals again to the Goose Lake Station to help dissolve the floating mass which is affecting the on/off floats. The treatment should dissolve the matt and work its way down the system into all of the lift stations to help reduce the buildup of fats, oils, grease. This is a continuous maintenance problem for the stations.

Engineering Resources finally came out and completed the stream graph. This is a requirement of our IDEM permit. They would like to revisit seeking an exemption to our permit next year as the historical data for the stream (Blue River) has never been close to the limits set by the permit.

There being no further business to be brought before the Board, George made a motion to adjourn and Priscilla 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
October 9, 2017

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, Linda Parker, Ruth Orr, and Sue Schroeder; Tom Wise was absent. Also in attendance were Carol Martin and Cliff Creason.

GUEST

No Guest

CUSTOMER CALLS/CONCERNS

Priscilla reported that Carol gave a really nice presentation on the lagoons and operations of the sewer district at the TLPOA meeting. The CAFO concerns in the area, has sparked quite a debate about Tri-Lakes Regional Sewer District Lagoons.

MINUTES & REPORTS

The Minutes and Financial reports were emailed to the Trustees prior to the meeting for review. Priscilla made a motion to accept the minutes and financial reports as presented, Ruth seconded; verbal vote of the motion carried by Six (6) to zero (0).

NEW BUSINESS

The Tri-Lakes Regional Sewer District Boundaries were discussed and a few of the areas in which Whitley County RSD are looking to develop are within TLRSD boundaries. It was explained at the last meeting these areas would become WCRSD customers. The billing and maintenance of these areas could be contracted out to Tri-Lakes Regional Sewer District or some other billing/maintenance firms. Tri-lakes would be contracted to process the waste water as we are the closes to these areas. After much discussion, it was decided that since these areas are already within our established boundaries TLRSD would move forward to expand lines into these areas so as not to create confusion with the customer base billing questions and service callouts. Carol will contact Lana Beregszazi and let her know not to move forward with their studies and have Engineering Resources start the process of a cost projection.

OLD BUSINESS

Matt Shipman is still working on updating the subdivision policy to reflect the current connection fee.

ADMINISTRATOR UPDATES

KLM is still trying different chemicals to clean up the floating mass inside the lift stations. Mike Seigel has put a sump pump inside the Old/New lift Station to circulate the water. This seem to have about as much effect as the chemicals. We are trying different options and combinations to keep these stations clean.

The SBOA has completed the audit and the final report will be sent out in four to six weeks. There wasn't anything that that come up but they did recommend that we set in place a wage resolution each year for the employees and a resolution for expenditures and purchases. It will be in their report.

We have received the new chatter box to back into satiation I at the school. We may look at moving some of the existing chatter boxes around with the Simplex system. Station A and B are a lot smaller and have few issues which are a better fit for the Simplex system.

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
October 9, 2017

ADMINISTRATOR UPDATES CONTINUED

Three Rivers FCU will be changing their fee structure for non-profits and business accounts. The fees are going to be quite a bit higher for the amount of transactions we process each month. They are proposing for us to use the remote capture for processing checks to help with reduced fees. Carol will be looking at other options for the deposits.

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

A handwritten signature in cursive script, reading "Sue Schroeder", is written above a solid horizontal line.

Sue Schroeder, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
November 13, 2017

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, Linda Parker, Tom Wise and Sue Schroeder; Ruth Orr was absent. Also in attendance were Carol Martin and Cliff Creason.

GUEST

Lana Beregszazi with Whitely County Regional Sewer District, attended the meeting to get a better understanding on TLRSD decision to provide sewer service to Magic Hills, Northland Estates and Fox Run subdivisions. All three of these housing developments are within the already established Tri-Lakes Regional Sewer District boundaries. After much discussion, the Trustees decided it would be better for Tri-Lakes RSD to service anyone within our district's boundaries instead of having a mixed of homeowners split between Whitely County Regional Sewer District and Tri-Lakes Regional Sewer Districts. Lana, indicated that these areas would be taken off the targeted list for Whitley Regional Sewer District at this time.

MINUTES & REPORTS

The Minutes and Financial reports were emailed to the Trustees prior to the meeting for review. Sue made a motion to accept the minutes and financial reports as presented, Tom seconded; verbal vote of the motion carried by Six (6) to Zero (0).

NEW BUSINESS

Rhoda Anderson has been working on the closed customer account list which had small amount of credits. These are accounts in which the property sold and the customer either over paid the last billing or had a credit on the account. George made a motion to proceed with cleaning up the accounts and writing off the credits to accounts in which we could not issue refund checks. The closed accounts with very small amounts of less than \$6.00 would be placed back into the operating fund, Priscilla seconded the motion: verbal vote of the motion carried by Six (6) to Zero (0).

In the exit interview from the State board of Accounts, they advised Tri-Lakes to adopt a yearly wages resolution along with a resolution allowing the Administrator to make purchases and make payments before the board's approval of the payment vouchers. Carol has not received the report from the SBOA to date and would wait to see if there was any thing else that needed addressed before the start of the year.

OLD BUSINESS

Engineering Resources has started working on the feasibly study for Magic Hills and Northland Estates. Carol will contact them to include Fox Run. Once the feasibly study is complete, options on funding can be explored.

Matt Shipman should have the updated subdivision policy before next month meeting to review and approve.

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
November 13, 2017

ADMINISTRATOR UPDATES

The annual insurance review was held with Paul Zilt with Capstone Insurance. During the audit from the SBOA it came to light that Regional Sewer Districts are in a gray area as to what coverage they should be carrying. Carol has scheduled a meeting with Matt Shipman so he can give recommendations on the bond coverages. It looks as if we in fact need to have \$150,000 bonds for the three-office personal along with the treasurer.

The lift station at Goose Lake has finally cleared up and no longer has the floating mass. It had cleared up about this time last year as well. It is hard to tell if the chemical treatment KML is adding is the reason it's cleared up or if it's just the seasons.

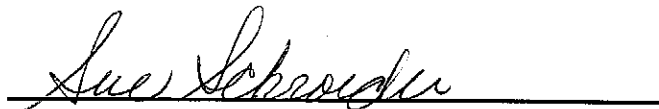
Whitley Water Maters asked for a tour of the lagoons – Carol Martin was not available so Mike Seigel volunteered to show them around. They were very surprised as to how nice the lagoons are, not at all what they were expecting.

Carol informed the Trustees, Three Rivers FCU are introducing a new fee schedules and will be costing the district a lot more money to keep our account with them. Cross Road Bank has approached us about using their services. They still are offering very low rates. Carol will look into some of the other banks and credit unions in town to do some cost comparisons.

The ductal valves in station F had some internal damage and were not sealing off. Parts are ordered and we are running on one pump for the moment until the repair is complete.

Carol Martin, Rhoda Anderson and Carol Cuney attended the annual user training meeting for the billing software this past week in Wabash.

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 6:35 p.m.



Sue Schroeder, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
December 12, 2017

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, Linda Parker, Tom Wise, Sue Schroeder and Ruth Orr. Also in attendance were Carol Martin and Cliff Creason.

GUEST

Adrienne Kneipp – came to address the grinder repair policy. She was billed for the second service call as per our grinder repair policy. In the eight years she had lived there, there was never any issues until renters moved in next door. She had ignored the invoice and has been receiving monthly penalties on the unpaid balance. The board explained they had to be fair and there was no way they could determine who caused the problem by flushing wipes. The trustees agreed to wave the penalties if she would pay the original invoice for the call out within the next 15 days. She indicated she would do her best to take care of it as a single mother and with Christmas this month.

MINUTES & REPORTS

The Minutes and Financial reports were emailed to the Trustees prior to the meeting for review. Priscilla made a motion to accept the minutes and financial reports as presented, Sue seconded; verbal vote of the motion carried by Seven (7) to Zero (0).

NEW BUSINESS

Elections of Officers for 2018

George Schrempf made a motion to retain the current officers which would be Tim Bower as president, Sue Schroeder, Secretary and Priscilla Peters as Treasurer. Sue asked to be removed from the motion as she will be away for the next three months. Linda Parker was then nominated to be Secretary by George; Tom Seconded the motion; Verbal vote of the motion carried by Seven (7) to Zero (0).

2018 Budget

A proposed budget was presented to the Trustees for the upcoming year. Cost were reviewed from the prior year and projections of upcoming projects were discussed. After some review and a few adjustments, a budget for the upcoming year was approved. The budget was passed with expected revenue of \$841,272.00 and anticipated expenses of \$834,200.00.

The SBOA indicated a resolution was needed each year for salaries and wages as well as resolution giving authorization to the District Administrator to pay monthly claim prior to board approval.

Resolution 2017-1 to set forth hours and wages for employees of the district for 2018.

Sue made a motion to approve Resolutions 2017-1 with the base hourly salary effective January 1, 2018.

Bookkeeping/Clerical \$16.00/hour;

Accounting employees \$18.00/hour

District Administrator to be Salary based at \$24/hour with a 40-hour week or \$49,920/year.

Ruth seconded the motion; Verbal vote of the motion carried by Seven (7) to Zero (0).

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
December 12, 2017

Resolution 2017-2 Authorizing the District Administrator to review and approve reimbursements of monthly claims to be paid prior to board approval. Whereas the Tri-Lakes Regional Sewer District board of Trustees finds it necessary for the monthly payment of invoices to be paid prior to board approval to avoid late fees. George made a motion to approve Resolution 2017-2, Tom seconded the motion; Verbal vote of the motion carried by Seven (7) to Zero (0).

Resolution No. 2017-3 Amended subdivision policy.

The revised policy reflects the current connection policy and fees. Tom made the motion to approve Resolution No. 2017-3 (Amended Subdivision Policy) Sue Seconded the motion; Verbal vote of the motion carried by Seven (7) to Zero (0).

OLD BUSINESS

Carol had a meeting with Engineering Resources this past month. They are evaluating the current lines sizes and compacity. Hopefully they will have something ready to review for the January 8th meeting.

ADMINISTRATOR UPDATES

We started discharging the lagoons the middle of November. With the colder weather we should be able to discharge until the levels are down in the lagoons.

In the meeting with Matt Shipment it was determined we in fact need to have \$150,000 in bonds for the three-office personal along with the treasurer. We do not fall under HB1372.05. Even though we are a pollical subdivision we are not a city, town, county, or township; The Crime coverage we have in place cannot be used in place of a bond for Regional Sewer Distircts. Carol has now bought these bonds through Star Insurance as they were less than from Capstone.

Carol informed the Trustees, we will be changing bank to Crossroads Bank as Three Rivers FCU has changed their rate structure starting in February. Crossroad is helping with the transition so things will go smoothly.

The ductal valves in station F have been repaired and we are back up running all pumps.

J&K Contractors paid the fine for not obtaining a permit and modifying the lateral line to a home they were remodeling on Brown Road.

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 6:10 p.m.

Sue Schroeder, Secretary