

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
JANUARY 8th, 2018

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

GUEST AND CUSTOMER CONCERNS

None

MINUTES & REPORTS

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

NEW BUSINESS

Carol presented a Bank reconciliation report of three outstanding checks from 2014 and 2015 for a total amount of \$273.33. She was requesting approval to void these checks and add back to the fund. George made a motion to void the three checks to clean up the books, Tom seconded; verbal vote of the motion carried by four (4) to Zero (0).

Aquatic Weed Control presented a renewal cost for the treatment to the weeds around the lagoons. He has kept the cost the same for the past few years. Tom made to approve Aquatic Weed Controls bid of \$3,100 for the rip rap treatment of weeds: Priscilla seconded; verbal vote of the motion carried by four (4) to Zero (0).

Carol Martin made a request to start looking for a replacement for Rhoda in the accounting department. She is filling in part time, but has expressed that she will help out until we find a replacement. George Schrumpf suggested we go through an employment agency to find a good fit for the office. Carol said she would start the process.

OLD BUSINESS

Carol has been working with Engineering Resources regarding the feasibility study for the possible line expansion for the district. Engineering Resources has had a couple of meetings gathering information about the vacuum stations pumps and the size of the line. They should have something to present to the Trustees for the February meeting.

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
JANUARY 8th, 2018

ADMINISTRATOR UPDATES

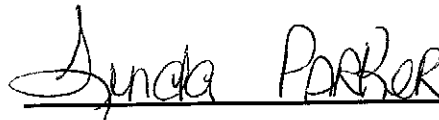
Carol shared she had received a statement in the amount of \$14,508.00 from the State Board of Account statement for the five-year audit. Going forward hopefully they will keep it to two years audit as the cost will not so great.

Carol reported there was an error on the January 2018 billing statement. The year was changed from 2017 to 2018 however the month did not get changed from December to January. So, it appeared that the statements were not due until December of 2018. There were a lot of people calling in questing.

We are still discharging and it appears the lagoons are really getting low. With the ice on it's hard to tell, however there is a lot of the riprap showing now.

With the cold weather we have had a lot of call outs with the air vents (Candy Canes) freezing up. When this happens since the system can no longer draw air it will suck the inside toilets dry. Also, the grinder panel boxes will form crystals and create alarms. It's been a pretty hard month for the maintenance crew.

There being no further business to be brought before the Board, Tom 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 5:25 p.m.



Linda Parker, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
February 12, 2018

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

GUEST AND CUSTOMER CONCERNS

Derek Frederickson from Engineering Resources

MINUTES & REPORTS

The Minutes and Financial reports were emailed to the Trustees prior to the meeting for review. Tom made a motion to accept the minutes and financial reports as presented, Linda seconded; verbal vote of the motion carried by five (5) to Zero (0).

NEW BUSINESS

Carol asked the trustees to take a position about providing mailing list for the lakes association's newsletters. It's become apparent that some of the associations are having sponsors for the newsletters and are now looking to make mailing list for personal gain. George made a motion that it be declared, Tri-Lakes Regional Sewer District will no longer provide mailing list for newsletters, Linda seconded; verbal vote of the motion carried by five (5) to Zero (0).

The district has a need for several risers on the collection pits which have settled over time. Carol provided a list of needed risers in various sizes. Tom made a motion to purchase the needed risers along with four more for inventory, Priscilla seconded; verbal vote of the motion carried by five (5) to Zero (0).

OLD BUSINESS

Derek Frederickson presented a feasibility study for the line expansion into Magic Hills and Northland Estates. After much discussion it was decided to see about applying for grants before looking into other any other type of loads or bonds. Carol will try to schedule Lori Shipman to attend the next board meeting to talk about our options.

Carol reported interviewing one person from for Rhoda's replacement. Carol has forwarded his resume to Sue Schroeder for review. After some discussion with Sue, we are going to try John Doyle for three months going through People Link Staffing. Carol will see about having him start sometime next week.

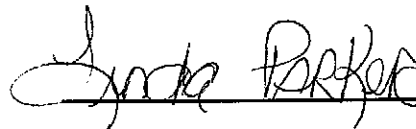
MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
February 12, 2018

ADMINISTRATOR UPDATES

There is another pump with a fail seal at the school. That will get schedule to be pulled and rebuilt. Carol is going to send it to Wagner Electric to have it rebuilt to compare quotes and turnaround time. Should be less money as we will not have shipping.

There were some issues with the portable generator and station C generator which needed service. Evapar came to fix them and will try to schedule the yearly PM in the next few weeks since we are starting to see some issues.

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 5:55 p.m.

A handwritten signature in cursive script that reads "Linda Parker". The signature is written in black ink and is positioned above a solid horizontal line.

Linda Parker, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
March 12, 2018

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

GUEST AND CUSTOMER CONCERNS

Nina Rodeockers – Sitting in to observe.

Lori Shipman – Invited guest to discuss funding options.

Lori Shipman, explained some of the requirements to receive grants. With the economics class of home owners in this area we probably would not qualify for any grants. We could go through USDA for loan with good interest rates to finances our line expansion. We would be required to have a wages & labor officer, which Lori is qualified, to cover the Fair Labor Standards. The next step would be for us to have a rate study done for the areas we are looking to expand into. Carol will contact Steve Cater to start that process.

MINUTES & REPORTS

The Minutes and Financial reports were emailed to the Trustees prior to the meeting for review. There were no questions or issues. George made a motion to accept the minutes and financial reports as presented, Priscilla seconded; verbal vote of the motion carried by six (6) to Zero (0).

NEW BUSINESS

Carol presented a timetable for a rate increase for 2018, should the board decide to move forward any type of increase. After some discussion Ruth made motion to proceed with a 5% rate increase for 2018, Linda seconded; verbal vote of the motion carried by six (6) to Zero (0).

Carol will have the proposed rate ordinance 2018-1 ready to be reviewed by the Trustees for the April meeting.

Engineering Resources presented a proposal to rehab the wet well lift station at Northern Heights School. The sewer gases have corroded the panel box and the concrete walls. The previous coating is not holding up and this station is in very bad shape. The proposed cost to revamp is \$45,000 and looking to have this work completed while the school is out on summer break. It was discussed of putting in a completely new wet well so we would have the options for rerouting the flow as needed. Tom made the motion to move forward with the construction of a new wet well and rehabbing to the existing structure, Ruth seconded; verbal vote of the motion carried by six (6) to Zero (0). Carol will schedule a meeting with Engineer Resources to work on the details and time table.

OLD BUSINESS

The line expansions into Northern Heights, Magic Hill and Fox Run was along with the four lots on the back side of Big Lake are still on the agenda as old business but were not discussed at this meeting.

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
March 12, 2018

ADMINISTRATOR UPDATES

The yearly preventive maintenance for the generators was performed by Evapar. There were a few items that needed to be address. Carol is waiting to receive the reports.

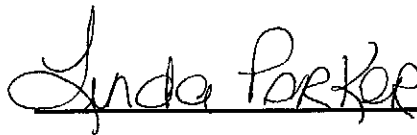
The pump at the school was pulled for the seal fail and is being rebuilt at Wagner Electric in Fort Wayne. The cost of the rebuilt is comparable to Environmental Equipment, but the turn around time should be considerably shorter.

We had a small grinder station control box hit by a vehicle. The box wasn't badly damaged but required a new post.

We had some major issues with the stations after all the rains. We had all of Stalf Rd and the Island off of Stalf down with so much infiltrations of water. We had houses that were left off until the lakes went backdown.

We stopped discharging as the numbers were starting to get high with the suspended solids.

There being no further business to be brought before the Board, Priscilla 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.

A handwritten signature in cursive script that reads "Linda Parker". The signature is written in black ink and is positioned above a solid horizontal line.

Linda Parker, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
April 9, 2018

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

GUEST AND CUSTOMER CONCERNS

Amy Waters from the TLPOA send a nice note praising the Sewer District for doing such a good job of providing a service to the area.

MINUTES & REPORTS

The Minutes and Financial reports were emailed to the Trustees prior to the meeting for review. There were no questions or issues. Sue made a motion to accept the minutes and financial reports as presented, Ruth seconded; verbal vote of the motion carried by seven (7) to zero (0).

NEW BUSINESS

The final maintenance recommendation and estimate from Evapar for the generators with needed repairs. Mike Seigel will take care of most of the recommendations. The biggest item is the ATS display needing to be replaced in station F. The current display could no longer be read prohibiting anything from being programmed. The cost of the display panel is \$2,306.00 plus labor to install. Priscilla made a motion to make the repair, Linda seconded; verbal vote of the motion carried by seven (7) to zero (0).

Carol reached out to Steve Carter for the rate studies for the new areas. Steve is now with O.W. Krohn & Associates. After some discussion, it was thought best to accept the proposed accounting services from Steve as he has the knowledge of the district. The anticipated range of the study will be \$3,500 to \$5,500. They anticipate a 45 – 60-day timeline without any unforeseen issues. George made a motion to accept the proposal Sue seconded; verbal vote of the motion carried by seven (7) to zero (0).

OLD BUSINESS

Rate Increase 2018 – Carol presented the revised Rate Ordinance 2018-1 for review by the Trustees. This is a 5% rate increase on billing and maintenance only. It would increase the fees by \$1.23 a month. After review, George made a motion to approve rate ordinance 2018-1, Sue seconded; verbal vote of the motion carried by seven (7) to zero (0). It was decided the public meeting would be held at the May 14th meeting starting at 5:30. Carol will have the meetings posted in the papers and on the bill statements.

Service line expansion along Airport Road, Fox Run, Ormas, Chardonnay and Troy Cedar was discussed. Some areas are already within our district boundaries other are not. Since Whitley Regional Sewer District now formed, it was discussed if we could take on the areas outside Tri-Lakes Regional districts boundaries. More information would be needed should Tri-Lakes Regional wanted to expand boundaries into these areas.

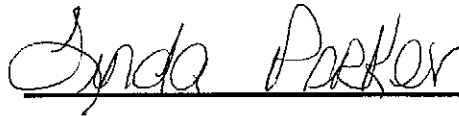
MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
April 9, 2018

ADMINISTRATOR UPDATES

Pump Pulled and in for Rebuilt from the Old/New Lake lift station with Wagner Electric in Fort Wayne.
Meeting with Engineering Resources about the wet well repair at Northern Heights School.

Noble County, cut into a vacuum line doing culvert repairs. They are going to lower the culver for us at Station A at no cost as a trade. The repair was miner cost to the district.

Being no further business to be brought before the Board, Priscilla 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.

A handwritten signature in cursive script that reads "Linda Parker". The signature is written in black ink and is positioned above a solid horizontal line.

Linda Parker, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
May 14th, 2018

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

GUEST AND CUSTOMER CONCERNS

James Pierce on Union Street, Big Lake, had made several calls to the district complaining about the maintenance personnel speeding going to station E. This a 10 MPH road and he said that everyone speeds going down the road. Carol has talked with Mike Seigel and his crew about the speed.

MINUTES & REPORTS

The Minutes and Financial reports were emailed to the Trustees prior to the meeting for review. After review of non-routine expenses. Sue 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

Derick Frederickson, with Engineering Resources, presented the final plans for the repairs of the lift station at Northern Heights School. They will send out inventions to bid this next week. He then went on to explained the need for the district to develop a master plan. This will identify potential areas for growth and help determined where capital improvements are needed. After some discussion Sue made a motion to move forward to have a master plan implemented by Engineering Resources, Ruth seconded; verbal vote of the motion carried by six (6) to zero (0).

OLD BUSINESS

Carol has contacted Steve Carter, with O.W. Krohn for the rate studies and sent him financials statement from the past few years. Steve anticipated it would take him 45-60 days to complete the study and have his report for the board.

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
May 14th, 2018

TEMPORARY ADJOURNMENT

The regular meeting was suspended until 5:30 to start the public hearing for the proposed rate increase of 5%. Which amounts to \$1.23.

RATE HEARING MEETING CALL TO ORDER AT 5:30

This hearing was held for public comments on the board's proposed and approved 5% rate increase, to be effective 6/1/2018.

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 2018-1. Tom made a motion to accept the ordinance; seconded by Ruth. Verbal vote of each board member to approve the ordinance was made.

Priscilla Peters – Yes, Tom Wise – Yes, Linda Parker –Yes, Tim Brower –Yes, Sue Schroeder –Yes, Ruth Orr – Yes , George Schrupf - absent.

Rate Ordinance 2018-1 passed by a vote of Six (6) to zero (0).

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

ADMINISTRATOR UPDATES

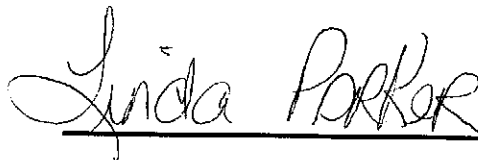
John Doyle under contract with People Link, became a full-time employee on 5/14/18. His base pay will be \$17.00/hour.

The effluent and affluent flow meters had their yearly calibrations completed by Franke Environmental Systems.

The riser extension rings have been added to the targeted collection pits.

We started discharging the lagoons and will go as long as the stream allows and the numbers are good.

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 5:55 p.m.



Linda Parker, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
June 11, 2018

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

MINUTES & REPORTS

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

NEW BUSINESS

Engineering Resources sent out inventions to bid for the needed repairs of the lift station at the school. Bercot was the only contractor who submitted a bid. It seems all contractors are very busy now and do not want to bid more work. After much discussion, the Trustees decided to table this project at the moment and sent it out for bids again going into fall. Hopefully contractors might be looking at this time.

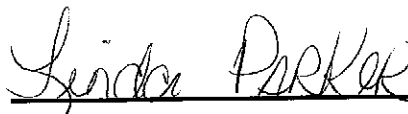
OLD BUSINESS

Steve Carter, with O.W. Krohn had not finished his report on the rate study for the board at this time. It could be a couple of months before he would have something for the Trustees to review.

ADMINISTRATOR UPDATES

Carol Martin gave the board notice that she will be retiring April 2019 at the latest. She would like to transition out after the board hires a replacement. She will stay on as a consultant as long as she is needed. It will take a bit of time to get a new administrator up to speed.

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 5:45 p.m.



Linda Parker, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
August 13, 2018

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

Others in attendance.

John Bales – 3795 W. Wolfs Retreat
Dean Sheets – 3813 W. Wolfs Retreat
Bill Etzler – Engineering Resources
Steve Carter - O.W. Krohn

CUSTOMER CONCERNS

John Bales, presented expenses he accrued from a broken tile caused by the district when the system was installed 20 years ago. The contractors ran the vacuum line right through the tile and it was never fixed. This cut tile was not discovered until Mr. Bales started using the tile when he built a new home 8 years ago. He since has had all kind of water issues with wet ground and had expenses trying to find the source of the problem. He finally asked for us to look into our lines. Once it was determined the sewer district was the source of the problem, the vacuum line was dug up and rerouted along with fixing the tile. Mr. Bales had \$442.50 in expenses trying to find the source of the water problem caused by the district. Tom Wise made a motion to reimburse Mr. Bales for his expenses, Linda Seconded; verbal vote of the motion carried by seven (7) to zero (0). Carol will send him a payment this week for his expenses accrued.

MINUTES & REPORTS

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

NEW BUSINESS

Request for service in Magic Hills at the end of Kenny's court. The Trustees discussed options of just running lines into Magic Hills as well as the other areas. Questions came up about who would be required to connect should we run the lines for this service. Carol will discuss with Matt Shipman the options for the homeowners.

Mike Seigel has been working on the air relief valves. We are in need to replace many as they have corroded and are no longer working. Engineering Resources has been researching different cost-effective options. Mike over the years have been replacing these valves with PVP make shift valve, which works, but is not a true air relief valve. Engineering Resources will provide more information as to how many will need to be replaced.

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
August 13, 2018

OLD BUSINESS

Steve Carter, with O.W. Krohn, presented his financial report on our rate study. The cash reserves are good with the district doing the 5% rate increases each year. He suggested we continue with these increases as the system ages. We will need to look different funding should we move forward with line expansions and capital improvements.

ADMINISTRATOR UPDATES

Station A has a vacuum pump which has been tripping out. Mike has been trouble shooting it trying to rule out what might be causing it to trip. We might be looking at needing a replacement in the near future.

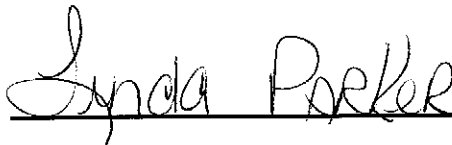
Carol has been notified by the SBOA they will be performing a audit for 2017. They are contracting with Crowe Account to do this audit, which she expected to heard from them soon.

Mike Seigel dug up the vacuum pit on Bair Rd to fix the leak, found the grommet into the tank had been rolled when it was installed. This would have been a source of infiltration for the past 25 years.

Carol, Ryan Egoff, Mike Seigel and representamen from KML meet at the lagoons to talk about sludge mapping for pond one. They have a product which is a bacteria base and will digests the bottom sludge from the pond. Temperature plays a roll in this process and with the cooler temperatures going into fall this is process we will look at next spring after they determined how much sludge is in the lagoon.

Carol has posted the opening for the Administrator Position in the local paper. There have been a few resumes. Sue will review and start contacting people for interviews.

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 6:15 p.m.



Linda Parker, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
October 9, 2018

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

Others in attendance.

Bill Etzler – Engineering Resources

Gary Chapple - 1352 E Keiser Rd, Columbia City, IN 46725

CUSTOMER CONCERNS

None.

MINUTES & REPORTS

The Minutes and Financial reports were emailed to the Trustees prior to the meeting for review. There were no question or corrections. Sue 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

There is some talk of the old Pirates Cove being developed into condominiums or other home sites. Carol reviewed the current rate ordinance to make sure there wasn't any issues with condominiums and the connections fees as it is written. After reviewing the current rate ordinance 2018-01, it was determined no changes were needed.

OLD BUSINESS

Engineering Resources presented some of their findings regarding a master plan. They are looking at where future and existing growth within the district boundaries has been occurring. In reviewing the boundaries, it appears there are a few "gray areas" where we service homeowners. The description of the boundaries stops and starts in several areas where we currently have lines which makes it hard to know where the true district boundaries are located. Carol will get with Matt Shipman to see what we need to do to clean up the legal description of the district boundaries.

With the recent request for service in Magic Hills for several different lot, the Trustees discussed the pro and cons of the district funding the lines and the cost being recouped when homeowners decided to hook on. There would not be force connections, but the lines would be available for homeowners to connect should they find their systems are failing. George made a motion to go ahead and proceed with running the sewer lines into the rest of Magic Hills, Tom Seconded the motion; verbal vote of the motion carried by four (4) to zero (0). Carol will work with Engineering Resources and getting the needed paperwork started to proceed.

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
October 9, 2018

ADMINISTRATOR UPDATES

Station A has a vacuum pump which has been tripping out, seems to be running pretty well right now. We will continue to monitor it. Still up in the air if we will need to replace this pump anytime soon.

The audit for 2017 is still on going. This audit is being conduction entirely on line. All of the documents and reports, must be taken apart, copied and then scanned back to the accounting firm. Very time consuming for everyone in the office.

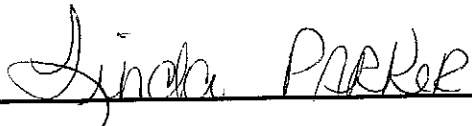
We are currently discharging and should be able to will continue to until the lagoons are about empty.

Carol was notified the TLPOA is going to start dredging again in a few weeks on the final area going into Round Lake. We just need to make sure they do not get into our vacuum line.

Carol has received several resumes for the Administrator Position. The personal community will start to review and schedule interviews soon.

Carol informed the board; the computers are going to need to be replaced soon. They are starting to have issues and running quite slow. One had to have the fan replace this last month. The repair technician indicated we should look at replacements. These computers were provided by Air-Vac in 2011, they are now going on eight years where the average life cycle of computers are five years. Carol will start looking into options for replacements.

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 6:25 p.m.



Linda Parker, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
November 12, 2018

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

CUSTOMER CONCERNS

John Meister, on Woodstrail, Crooked Lake, complimented the Trustees on the great service Mike Seigel and the district provides to the customers. He also invited any of the trustees to the Whitley water meters meeting at the Baptist Church. Lana Beregszazi with Whitley County Regional Sewer District was going to be the guest speaker.

MINUTES & REPORTS

The Minutes and Financial reports were emailed to the Trustees prior to the meeting for review. There were no question or corrections. Sue 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 proposed budget for 2019 was reviewed and discussed. Several project/repairs need to addressed this upcoming year.

- Station A & B - New Roofs - Going on 25 years,
- Station A - Pump Replacement
- Holding tanks - stations E & F - Needed sandblasted and coated
- Lift Stations - School and Old/New - need repaired
- Parking Lots at will need sealed
- Sidewalk Repairs at Office
- Computers for office - Going on 8 years,
- Magic Hills Line Expansion

The Trustees approved a budget of \$941,638 for expenses and a know revenue of \$843,964. The difference of \$97,674 will come from savings. Tom made the motion to approve proposed budget for 2019, Priscilla seconded. Motion carried by Six (6) to zero (0).

The large collection storage tanks in stations E and F have been found to have a lot of corrosion on the outside during normal maintenance. They are going to need to be sandblasted and recoated. There are showing large areas of deep pitting in the tanks. These are tanks that came from Airvac when phase II went on line. They are not holding up compared to the tanks which are 10 years older that came from Columbia City.

OLD BUSINESS

Engineering Resources are still working on the master plan and should have something to present at the December meeting.

Carol has not had any anyone get back to her yet on the lift stations repairs. This will most likely become a spring project.

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
November 12, 2018

ADMINISTRATOR UPDATES

Carol Cuney, John Doyle and Carol Martin attended the Alliance Fall Conference in Fort Wayne and the software training from Boyce Systems in Wabash this past month. It's a great opportunity to network with vendors and other utility districts.

The 2017 audit is still on going. It's been very time consuming for the office as everything the accounting firm is requiring has to be taken apart, scanned into the email, downloaded and then uploaded to the accounting firm's portal. It's taking a good chunk of the day while this is on going to get them all the documents they are requiring for the audit.

Carol meet with a representative with Nusystems about mapping the lagoon sludge and treatments. They have a lagoon maintenance and restoration program. They use biological science to reduce the sludge and odors associated with lagoons.

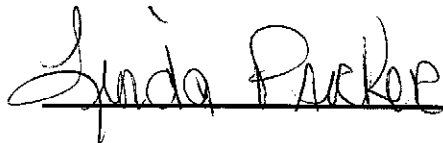
There was a vacuum line punctured by Century Links subcontractor doing the boring. Mike Seigel has dug it up and repaired the line. Carol has been in contact with Century Link to file a claim for the repairs.

The Generator at station D has been having some issues on the weekly start up test. Evapar has been out and ordering a control panel that is failing. The generator will run if manually started.

The dredging in Karen Cove never got started as planned. The weather has been a factor with being too wet to get into the field where they planned on dumping sludge. They are still hoping to complete the project this year.

Carol has received a few more resumes and will be setting up interview in the next few weeks.

With nothing more to discuss, Sue made a motion to adjourn the meeting, Ruth seconded; verbal vote of the motion carried by Six (6) to zero (0). Meeting adjourned at 6:05



Linda Parker, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
December 10, 2018

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

GUEST AND CUSTOMERS INQUIRIES DIRECTED TO TRUSTEES

Heather Palan came to introduced herself to the Board and interview for the Administrator position.

Alex Martin came to introduced herself to the Board and interview for the Administrator position.

Bill Estler with Engineering Resources presented a large district map for the board room. He reviewed the master plan and went over the invoice for the work this past year. After reviewing the invoice, the Trustees approved the payment.

MINUTES & REPORTS

The Minutes and Financial reports were emailed to the Trustees prior to the meeting for review. There was a question about why there was no maintenance for building and grounds. This is for mowing and snow removal. There were not any invoices for the month of November. Sue made a motion to accept the reports as presented, Priscilla seconded; verbal vote of the motion carried by Six (6) to zero (0).

NEW BUSINESS

Election of officers for 2019. After some discussion, Tom made a motion to keep the current officers in place, Ruth seconded ; the motion carried by Six (6) to zero (0).

Tim Brower – President
Priscilla Peters – Treasurer
Linda Parker – Secretary

2019 Salary Ordinance 2018-12 was presented and review by the Trustees.

Full Time Employees Effective Jan 1, 2019

Bookkeeping Employees – Hourly base range will be \$15 – \$18/hour

Accounting Employees – Hourly base range will be \$17 - \$20/hour

District Administrator base salary range will be \$49,920 to \$51,000 per year.

Part Time hourly pay rate will be \$15.00 to \$18.00 per hour at the Administrator discretion.

Sue made a motion to except Salary Ordinance 2018-12, Ruth Seconded; the motion carried by Six (6) to zero (0).

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
December 10, 2018

Other Policies which the audit requested Tri-Lakes Regional Sewer District adopted will be A credit card policy, a capital assets and threshold policy and a bad debt policy. Carol will work on those and have something for the Trustees to review and adopt for the January, 2019 meeting.

OLD BUSINESS

Administrator Position; the personnel committee, Sue, Ruth and Linda, interviewed several candidates for the position. They narrowed it down to two final candidates. Heather Palan and Alex Martin, were invited back to interview with the Board before a final decision. After much discussion Linda made a motion to hire Heather Palan for the position, Priscilla Seconded: a vote of the motion carried by Five (5) to zero (0) with Tim Brower abstaining as he is friends with both candidates. Heather will be offered the position starting at the current base salary of \$49,920/year.

Bill Estler with Engineering Resources presented a large area map outlining the district boundaries and potential target areas for growth for the master plan. He also went over the proposal for the scope of work for Magic Hills line expansion.

ADMINISTRATOR UPDATES

The 2017 audit is now complete. Priscilla and Carol had an exit review this past week. There were some recommendations for policies they would like the district to adopt. Carol will have something for the Trustees to review at the January meeting regarding these policies

Carol had a visit from IDEM for their annual inspection. Everything was in order and there were no Violations found.

Carol has a meeting next week with Capstone Insurance to review the district coverage. This is a yearly insurance review.

With nothing more to discuss, Sue made a motion to adjourn the meeting, Ruth seconded; verbal vote of the motion carried by Six (6) to zero (0). Meeting adjourned at 6:05



Linda Parker, Secretary