

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
January 14, 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, George Schrupf, Ruth Orr and Linda Parker. Sue Schroeder was absent. Carol Martin, Heather Palan and Cliff Creason were also in attendance.

GUEST AND CUSTOMERS INQUIRIES DIRECTED TO TRUSTEES

Bill Etzler with Engineering Resources presented the on-call services agreement. 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. And the Trustees approved.

NEW BUSINESS

Received Northern Heights Electrical Panel quote from Rider Electric to rehab the Northern Heights lift station, \$17,100. Tom made motion to accept and Ruth seconded; the motion carried by five (5) to Zero (0).

Received quote from MasterMind Computers for new build computers for office at \$1,250 per computer. After discussion it was decided 3 computers are needed. George motioned to accept and Priscilla Second; the motion carried by five (5) to zero (0).

2 of the vacuum chart recorders need new motors. Received a quote for new chart recorders from Aqueptence Group at \$3,380.20 each and quote for just the motor and gearbox from Hansen Corp. at \$283.99 each motor with minimum order of five (5) for total of \$1,419.95. After discussion Priscilla motioned to buy the five motors from Hansen Corp, Tom seconded; the motion carried by five (5) to zero (0).

Received quote for cyber insurance policy for \$1,000 to cover for breach over internet. Ruth motioned to accept, Tom seconded; the motion to carried by five (5) to zero (0).

Received quote from Aquatic Weed Control for 2019 season for lagoons for \$3,100. Tom motioned to accept and Linda seconded; motion carried by five (5) to zero (0).

Heather wrote up an uncollectible debt policy and presented to Trustees. Trustees would like Matt Shipman to review before adopting.

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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 and Heather will work on those and have something for the Trustees to review and adopt for the February, 2019 meeting.

OLD BUSINESS

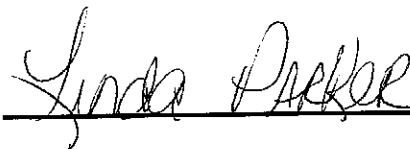
Bill Etzler with Engineering Resources followed up on Magic Hills expansion and provided list to of affected homeowners for letters to be mailed out by Tri-Lakes Regional Sewer District within the next couple weeks in front of the county or IDEM.

Per the audit a credit card policy needs to be adopted. After discussion the trustees approved for \$1,000 for basic supplies and New Grinder Packages with customer money up front to be included in the credit card policy that Carol and Heather will write up for February meeting.

ADMINISTRATOR UPDATES

Carol informed Trustees that Ryan Egoff wanted us to stop discharging on January 15, 2019 from the lagoons. Culy's for well well rehab will be out this week for estimate and A1 Concrete to come out January 15 for estimate on fixing sidewalk in front of office.

With nothing more to discuss, Tom made a motion to adjourn the meeting, Ruth seconded; verbal vote of the motion carried by five (5) to zero (0). Meeting adjourned at 6:07



Linda Parker, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
February 11, 2019

CALL TO ORDER

Tim Brower, President, called the meeting to order at 5:04 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, Ruth Orr and Linda Parker. Sue Schroeder and George Schrupf were absent. Carol Martin and Heather Palan were also in attendance.

GUEST AND CUSTOMERS INQUIRIES DIRECTED TO TRUSTEES

Helen Braden had called about the maintenance crew driving too fast on Union St at Big Lake. She was going to come to the meeting but declined after Mike Seigel went to her home and talked with her.

MINUTES & REPORTS

The Minutes and Financial reports were emailed to the Trustees prior to the meeting for review. And the Trustees approved. Tom motioned to approve the minutes as written and Tim Seconded; verbal vote of the motion carried four (4) to zero (0).

NEW BUSINESS

Notary will be needed and after discussion the trustees agreed Heather will become a notary.

Received quote from Culy's for rehab at Northern Heights School lift station of \$17,915 plus any needed rerouting for the project. And coating the lift station at Old/New Lake at \$6,308. After discussion Ruth motioned to accept and Tim seconded, motion carried by four (4) to zero (0).

OLD BUSINESS

Matt Shipman had looked over the uncollectible debt policy. Tom motioned to accept, and Tim seconded, motion carried by four (4) to zero (0).

ADMINISTRATOR UPDATES

Heather informed the repair of the sidewalk outside the office will be under \$500 by A1 Concrete. Office received their new computers and are very happy with them. The electrical panel is being built by Rider Electric and will keep the board updated as we progress on getting that moved.

Heather sent out letters to Magic Hill owners letting them know of the upcoming project.

Mike Seigel found 2 cracked manholes (Schram Ave and Island Ct), will get estimates for the next meeting.

In coming weeks, we will be getting quote to have the holding tanks recoated at Big and Loon stations. We have filled the generators and working to get station D generator working on automatic, Evapar is coming to look at it again.

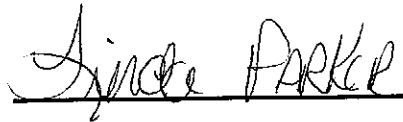
With all the rain and snow melt the pumps are running heavy as to be expected.

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT

February 11, 2019

Mike Seigel found a geothermal dispensing into the sewer. Heather contacted the homeowner who removed the option to dispense into the sewer and Mike inspected.

With nothing more to discuss, Tim made a motion to adjourn the meeting, Priscilla seconded; verbal vote of the motion carried by five (4) to zero (0). Meeting adjourned at 5:45pm.

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 11, 2019

CALL TO ORDER

Tim Brower, President, called the meeting to order at 4:56 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, George Schrupf, Ruth Orr and Linda Parker. Sue Schroeder was absent. Carol Martin and Heather Palan were also in attendance.

GUEST AND CUSTOMERS INQUIRIES DIRECTED TO TRUSTEES

Derek Frederickson from Engineering Resources- IDEM should be issuing permit for Magic Hills project within 4-6 weeks. Derek also asked the board for the not-to-exceed contract for 2019 be increased from \$15,000 to \$30,000. He will also look at credits available for mapping. After a discussion, Tom made a motion and Priscilla seconded; verbal vote of the motion carried five (5) to zero (0).

Linda Parker had been approached by two people about the maintenance crew walking around at night. It was discussed that the guys should have their amber light on top of the truck.

MINUTES & REPORTS

The Minutes and Financial reports were emailed to the Trustees prior to the meeting for review. And the Trustees approved. Priscilla motioned to approve the minutes as written and Ruth Seconded; verbal vote of the motion carried four (5) to zero (0).

NEW BUSINESS

Received an email from Matt Shipman that we needed to clean up our boundary lines to include areas we are already servicing but are not technically in our lines. After much discussion, the board asked to present to Matt (to send to IDEM) a much larger area, (generally, would be 550 E to 550W up to the county line at Ormas). Heather will discuss with Matt Shipman and get back with board at next meeting.

The board discussed a \$1.29 rate increase for June 1, 2019, Priscilla motioned to move forward and Ruth seconded; verbal vote of the motion carried five (5) to zero (0).

OLD BUSINESS

Matt Shipman had looked over credit card resolution and capital assets policy that Heather had written up and presented to board. Tom motioned to accept the resolution and policy, and Priscilla seconded, motion carried by four (5) to zero (0).

ADMINISTRATOR UPDATES

Northern Heights project moving forward. Electrical box should be moved when weather breaks and set up for Culy's to come rehab the wet well week of June 10 since school will be out.

Protective Coatings came out to give us a quote on getting tanks recoated at Big and Loon Stations. They did not feel we needed the tanks recoated by them, but to sandblast and use industrial epoxy to fill in areas that are showing some rust. Mike Seigel will rent a sandblaster and handle in house.

With all the rain and snow melt the pumps are running heavy as to be expected.

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
March 11, 2019

With nothing more to discuss, Tim made a motion to adjourn the meeting, Tom seconded; verbal vote of the motion carried by five (5) to zero (0). Meeting adjourned at 5:56pm.

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 8, 2019

CALL TO ORDER

Tim Brower, President, called the meeting to order at 5:00 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, Ruth Orr and Linda Parker. Sue Schroeder and George Schrupf were absent. Carol Martin, Heather Palan, and Cliff Creason were also in attendance.

GUEST AND CUSTOMERS INQUIRIES DIRECTED TO TRUSTEES

Eric Blocher – 5456 N Oak Dr- Spoke to board about fine that was being imposed for not capping off his lateral line before tear down. He wanted fine waived. After a discussion the trustees concluded for this offense a \$500 fine would be imposed that will be paid within 30 days or fine will go to \$1,000, Ruth made a motion and Priscilla seconded; verbal vote of the motion carried five (4) to zero (0).

Customer had called into the office in February about odor. This happens each year when the ice comes off the lagoons and disappears shortly after.

MINUTES & REPORTS

The Minutes and Financial reports were emailed to the Trustees prior to the meeting for review. And the Trustees approved. Tom motioned to approve the minutes as written and Priscilla Seconded; verbal vote of the motion carried four (4) to zero (0).

NEW BUSINESS

Sue Schroeder had emailed Heather in regard to Carol Martin being a consultant for the district. Carol will be hourly at \$25/hour worked including phone calls at minimum 15 minutes each call for 6 months and then reevaluate. Contract will be signed by Carol. Ruth motioned to accept, and Linda seconded; verbal vote of the motion carried five (4) to zero (0).

The board discussed a \$1.29 rate increase for June 1, 2019 and voted to hold a public hearing at the district office on May 13, at 5:30 pm. Priscilla motioned to hold meeting and Ruth seconded; verbal vote of the motion carried five (4) to zero (0).

OLD BUSINESS

Received invoice from Engineering Resources for master plan and Magic Hills. This had a \$3825 credit that Derek Frederickson had said he would calculate. Trustees would like Engineer Resources cease work until explanation of what work is being done and what work they are continuing to do at Magic Hills, when we were under impression, we are just waiting on IDEM permit and not additional engineering. Heather and Carol Martin will call April 9 and follow up with Trustees.

Matt working with IDEM attorney to extend boundaries to, would be 550 E to 550W up to the county line at Ormas.

ADMINISTRATOR UPDATES

Northern Heights project moving forward. Electrical box is up, and they are putting final touches on it to be able to switch from old panel to new.

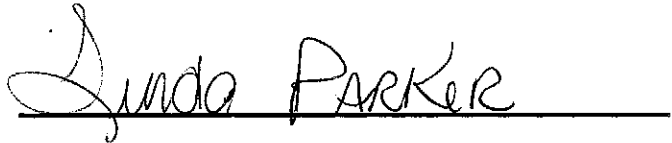
MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT

April 8, 2019

Heather, Judy and Carol Cuney attended State Board of Accounts training in Huntington on April, 3.

With all the rain and warming temps thawing the ground the pumps are running heavy as to be expected in the spring.

With nothing more to discuss, Tom made a motion to adjourn the meeting, Tim seconded; verbal vote of the motion carried by five (5) to zero (0). Meeting adjourned at 6:25pm.

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 13, 2019

CALL TO ORDER

Linda Parker, Secretary, called the meeting to order at 5:00 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, Ruth Orr, George Schrupf and Sue Schroeder. Tim Brower was absent. Carol Martin, Heather Palan, and Cliff Creason were also in attendance.

GUEST AND CUSTOMERS INQUIRIES DIRECTED TO TRUSTEES

Bill Etzler – Engineering Resources

Ron Simpson – Engineering Resources

Bill and Ron presented the Master Plan to the trustees and discussed IDEM application for permit of Magic Hills expansion project.

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 \$1.29.

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 6/1/2019.

Denise Bellant – 3145 W Northshore Dr-57, Columbia City – was in attendance, but had no comment.

Being there were no comments, Linda requested a motion to accept, reject or delay approval of Sewer Rate Ordinance 2019-1. Ruth made a motion to accept the ordinance; seconded by Priscilla. Verbal vote of each board member to approve the ordinance was made.

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

Rate Ordinance 2019-1 passed by a vote of Six (6) to zero (0).

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

MINUTES & REPORTS

The Minutes and Financial reports were emailed to the Trustees prior to the meeting for review. And the Trustees approved. George motioned to approve the minutes as written and Sue Seconded; verbal vote of the motion carried four (6) to zero (0).

NEW BUSINESS

Heather brought to board that a new printer would be purchased for administrator and accountant's desks to replace an older printer that is what is used to print on legal paper for the stations.

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
May 13, 2019

Matt Shipman had sent a bid for billing services for Whitley County Regional Sewer District. After discussion the trustees decided we would decline taking this on.

Heather has had to order parts for sewer pumps that are exceeding the \$1000 credit card limit. When parts are needed quickly, and invoicing is not an option. After a discussion the trustees would like her to email the Tim Brower, President for authorization to use credit card over this limit.

OLD BUSINESS

Trustees reviewed with Carol Martin her consulting contract for 6 months and Carol Martin and trustees signed the contract.

Heather let trustees know the estimated project cost for Magic Hills expansion would be \$30,000.

ADMINISTRATOR UPDATES

Northern Heights project moving forward. Rider Electric has moved electric and we are using the new panel. They did ruin 2 chatterboxes during the switch. Rider Electric is working with manufacturer to get them repaired and back to us.

Tires were replaced on the portable generator as they were the originals on the trailer.

Water softener went out at the office and Culligan came and installed a new one.

With nothing more to discuss, Sue made a motion to adjourn the meeting, Tom seconded; verbal vote of the motion carried by five (6) to zero (0). Meeting adjourned at 6:08pm.



Linda Parker, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
June 10, 2019

CALL TO ORDER

Tim Brower, President, called the meeting to order at 5:00 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, Ruth Orr, George Schrupf and Sue Schroeder. Linda Parker was absent. Carol Martin, Heather Palan, and Cliff Creason were also in attendance.

GUEST AND CUSTOMERS INQUIRIES DIRECTED TO TRUSTEES

No guests attended

MINUTES & REPORTS

The Minutes and Financial reports were emailed to the Trustees prior to the meeting for review. And the Trustees approved. Sue motioned to approve the minutes as written and Priscilla Seconded; verbal vote of the motion carried six (6) to zero (0).

NEW BUSINESS

New roofs are needed at Stations A- Woodstrail and B- Spear Rd. Received quotes for both metal and shingle from Hilty Roofing and James Schwartz. After much discussion it was motioned by Tom to have Hilty Roofing do both roofs with metal, seconded by Ruth, verbal vote of the motion carried six (6) to zero (0).

833 Spear Rd has 2 sewer lines running through it that service the houses across the street and the landowner is wanting to build.

W Northshore Dr-57 (lot east of 3375 W Northshore Dr-57) the sewer line for house across the street was put diagonal across the property. The landowner is wanting to build.

After discussion, it was voted on that once new connection fees are paid that the sewer district will move the lines for 833 Spear Rd and W Northshore lot at the district's expense. Sue made a motion and Tom seconded; verbal vote of the motion carried six (6) to zero (0).

OLD BUSINESS

Received permit from IDEM for the expansion project of Magic Hills, we have 1 year to complete.

ADMINISTRATOR UPDATES

Culy's came today and did the coring at the school for the new pipes to be installed.

Rider Electric returned the repaired chatterboxes that were damaged during electrical install

Received a complaint of a septic tank being used at 3173 Colony Ave, Mike Seigel and Heather met homeowner, there are facilities in the shed, we turned over to Whitley County Board of Health.

5464 Oak Dr at Goose Lake received complaint of crawl space sump pump being pumped directly into clean out. Mike Seigel found the pipe in the cleanout when he arrived. Homeowner fined \$1000.

2732 Island Ct- each spring with the flooding the pit gets full of water removing vacuum from the system. The pit was shut off and the homeowner fixed a pipe under the home that was open. Since this has happened 2 years in a row (2018-2019) the homeowner will be fined for illegal water in the system if it happens again.

3183 Colony Ave- Neighbor says washing machine is running into lake, we turned this over to Whitley County Board of Health.

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
June 10, 2019

With nothing more to discuss, Tom made a motion to adjourn the meeting, Priscilla seconded; verbal vote of the motion carried by five (6) to zero (0). Meeting adjourned at 5:44pm.

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
July 8, 2019

CALL TO ORDER

Tim Brower, President, called the meeting to order at 5:00 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, Linda Parker, Tom Wise, and Sue Schroeder. Ruth Orr and George Schrupf were absent. Carol Martin, Heather Palan, and Cliff Creason were also in attendance.

GUEST AND CUSTOMERS INQUIRIES DIRECTED TO TRUSTEES

Diane Johnson – Spear Rd, Columbia City – Asking for Redman bill (\$242.80) to be paid for snaking sewer line when it ended up being on the Tri Lakes Regional Sewer District part of the line. After discussion, Tom motioned for us to pay the Redman bill and Linda Seconded, verbal vote of the motion carried five (5) to zero (0).

George Gerdes – 5425 S Groveland Dr, Albion – In regard to the sewage back into his home on July 5. (See New Business) – Thanking Mike and Heather for quick response and his main concerns of getting his house repaired.

MINUTES & REPORTS

The Minutes and Financial reports were emailed to the Trustees prior to the meeting for review. And the Trustees approved. Tom motioned to approve the minutes as written and Priscilla Seconded; verbal vote of the motion carried five (5) to zero (0).

NEW BUSINESS

Old/New Lift station walls are down to the rebar and was found when Culy was doing the rehab. It is suggested we look at redoing this lift station with the next big project.

George and Lisa Gerdes home at 5425 S Groveland Dr, Albion. On Friday, July 5, 2-4 inches of rain fell at Big/Loon lakes area in 1 hour time span around 8pm. At 9:29 pm Lisa called Mike Seigel of sewage backing up into the house. Mike was able to get over there within the hour to shut the grinder off. When the sewage was pumped out of the grinder it was found that the pump hold down bracket had broke allowing the pump to come up. This backed all the sewage in the grinder pump as well as what was in the main line into their home. It covered the floor of the entire main level of their home and estimated about 500 gallons got on the ground outside the home (report sent to IDEM). The home is not livable, and Heather has contacted the district's insurance and Matt Shipman to assist. George and Lisa will be using the garage to still be able to enjoy the lake. Tom motioned to pay for a port a john at their home for the summer and Priscilla seconded it, verbal vote of the motion carried five (5) to zero (0). Heather will continue to work with insurance to get things going.

An investor contacted the office about putting maximum of 100 homes next to Northern Heights Elementary School (field to the north). Heather emailed engineers for an estimated cost to put in the sewer infrastructure to provide to the investor.

OLD BUSINESS

Hilty Roofing is scheduled to do the roofs at stations A and B in August.

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT

July 8, 2019

The new connection fee was paid for the new home going in at 833 Spear Rd and it has been scheduled for the boring of the new pipes.

ADMINISTRATOR UPDATES

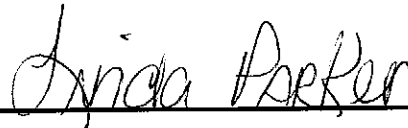
Cathryn Hood fell in the parking lot. She was okay and did not want assistance. Heather let insurance know just in case.

The School rehab is complete and went well.

During a demo of 2191 Bair Rd, the candy cane was broke and not capped. Mike and Steve were there to get the plastic out of the line and inspect as they capped the line.

Several payments are missing in the mail that were due June 20. The checks were all written June 11-12, but never received by the office. Post Office has been notified, but so far they have not been located.

With nothing more to discuss, Priscilla made a motion to adjourn the meeting, Sue seconded; verbal vote of the motion carried by five (5) to zero (0). Meeting adjourned at 6:05pm.



Linda Parker, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
September 9, 2019

CALL TO ORDER

Tim Brower, President, called the meeting to order at 5:01 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, Linda Parker, Tom Wise, Sue Schroeder, and Ruth Orr. George Schrupf was absent. Heather Palan, and Cliff Creason were also in attendance.

GUEST AND CUSTOMERS INQUIRIES DIRECTED TO TRUSTEES

None in attendance

MINUTES & REPORTS

The Minutes and Financial reports were emailed to the Trustees prior to the meeting for review. And the Trustees approved. Tom motioned to approve the minutes as written and Sue Seconded; verbal vote of the motion carried six (6) to zero (0).

NEW BUSINESS

Investors have gotten bids for the property just north of Northern Heights Elementary School. They are projecting 81 homes to go in there. Trustees would like Heather to talk to our engineers on a cost to run from the new subdivision up to 600 N and across over to 9 and either intersect with the force main coming down state road 9 or vacuum on Bair Rd.

Capital Asset Policy was revised with clear dollar amounts for each category, Sue motioned to approve the policy and Priscilla seconded; verbal vote of motion carried six (6) to zero (0).

Lateral Specifications were revised for paragraph 12 to say "A schedule 40 'back-flow' check valve must be installed at the structure. The district will not be responsible for any damages incurred due to the check valve failing. Ruth motioned to approve the policy and Linda seconded; verbal vote of motion carried six (6) to zero (0).

KML is treating the ponds to reduce our sludge from the testing our Certified Operator (Ryan Egolf) had done in June. With advice from our operator and KML, we did an initial treatment on August 9 and then our maintenance guys are adding 1 bag a day (per KML instruction) for 3 months. Since we needed this done before the weather turns cooler, Tim Brower (President) had signed off on it.

During large rains we have found (or from customer calls) more and more sump pumps hooked to the sewer system. Mike Seigel located 2 (2044 E Fox Drive and 3650 W Fruchey Drive). Mike did speak with both homeowners but was asked to leave the property on Fox Drive. The office sent the correspondence that this is against our Sewer Use Ordinance and both were rectified. Matt Shipman suggests we implement a plan that if homeowners hook back up that we increase our fine. After discussion, it was decided we will look at that at another meeting.

A new home is going to be built at 5994 Etna Rd and we need to move an existing grinder pump and cross a ditch to service the new home to the existing pit. Heather petitioned Whitley county to allow us to go under the ditch at their allowed variance.

A new home is going in on Crampton Rd and the District will need an easement. After speaking to the homeowner at 2095 E Crampton (Rudd), He will grant us easement if he can hook his garage up that is next to where the new home is being built and for us to pay for his lateral from the side of the road to where his stub is coming out of his garage foundation. Ruth motioned to give him access to the line with a signed garage specification, but we will not pay for his lateral to be run, Linda seconded; verbal vote of motion carried six (6) to zero (0).

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
September 9, 2019

OLD BUSINESS

Gerdes' are working with their insurance to get things rolling on repairing home. We are working with our insurance, engineers and attorneys and all others that attended the meeting on August 21 for inspection of the broken part and grinder pit. Heather has heard very little regarding results, just asking for additional pictures and reports we have on file.

Hilty Roofing is scheduled to do the roofs at stations A and B scheduled for later in week of Sept 9.

ADMINISTRATOR UPDATES

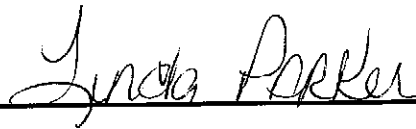
The district has had clips missing at a couple pits on Loon Lake (Buckles and Arnold roads) It appears the pits have been tampered with. Homeowners on the pits were sent letters to keep an eye out and to call if they see anyone getting in the pits.

Mike has had to pull a pump at the school and goose lake for seal leaks and they are at Wagner Electric for repair.

On a maintenance call, we have found a crack in a grinder pit between the houses located at 4322 and 4340 W Groveland, Mike and Steve will look into repairing this and Engineering Resources have been notified.

The county paving project around the lakes is nearing completion, we have several D valves that risers have been put on.

With nothing more to discuss, Ruth made a motion to adjourn the meeting, Tom seconded; verbal vote of the motion carried by six (6) to zero (0). Meeting adjourned at 7:07pm.



Linda Parker, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
October 14, 2019

CALL TO ORDER

Tim Brower, President, called the meeting to order at 5:01 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 member present was and Ruth Orr. George Schrupf, Priscilla Peters, Linda Parker, Tom Wise, were absent. Heather Palan, and Cliff Creason were also in attendance.

GUEST AND CUSTOMERS INQUIRIES DIRECTED TO TRUSTEES

None in attendance

MINUTES & REPORTS

The Minutes and Financial reports were emailed to the Trustees prior to the meeting for review. And the Trustees did not have quorum so were not able to vote.

NEW BUSINESS

Sue Schroeder has resigned from the Board effective immediately. Linda Parker turned in her resignation and will be effective at the end of 2019. Gene Heckman, Thorncreek Township Trustee, has been notified. Carol Martin's Contract has been updated; we did not have quorum to vote. Heather will send out Request for Proposal to Engineering firms this week to get quotes for 2020. Discussed adding chemicals in Goose Lake; did not have quorum to vote.

OLD BUSINESS

Gerdes' are working with their insurance to get things rolling on repairing home. We are working with our insurance, engineers and attorneys and all others that attended the meeting on August 21 for inspection of the broken part and grinder pit. Heather has heard very little regarding results, just asking for additional pictures and reports we have on file.

Investors have gotten bids for the property just north of Northern Heights Elementary School. They are projecting 81 homes to go in there. Heather called and got estimates to run from the new subdivision up to 600 N and across over to 9 and either intersect with the force main coming down state road 9 or vacuum on Bair Rd and it came in at \$1.42 million.

Magic Hills extension is under way. Boring of mains on Virginia Trail and Kenny's Court are about complete then Mike Seigel will hook together and put in air release valves and pressure test the line as IDEM requires.

ADMINISTRATOR UPDATES

Heather let the trustees know we are discharging as of September 26, 2019 per Ryan Egolf.

We are having generator issues at Old/New with running frequently, we are working with Columbia City Utilities for the issue. Station C transfer switch and control was melted by a power outage/issue with Northeastern REMC. Heather has contacted NREMC with claim and is waiting on quote from Evapar.

John Geryak with Environmental Equipment has passed away and the business is being dissolved. Heather reached out to Straeffer Pump and Supply who John had been buying our grinder pumps from. Working on getting account set up and all the specifications of our grinder system to buy grinder packages in the future from them.

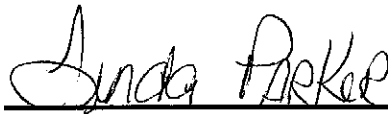
MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT

October 14, 2019

Wolfe Acres Subdivision is going in on S 600 W and Wolfs Rd (Noble County) and will be five (5) lots. Heather has given cost of infrastructure to put two (2) vacuum pits in per the Subdivision Policy of \$14,890.

Heather discussed with the trustees the morale and how things are going in the office as an update. The trustees would like that Heather take over doing all adjustments and keep track of how many we are making.

Lack of quorum the meeting was adjourned at 5:47 PM.

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
November 11, 2019

CALL TO ORDER

Tim Brower, President, called the meeting to order at 5:03 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 member present were Ruth Orr, Priscilla Peters, Linda Parker, Tom Wise. George Schrupf was absent. Heather Palan, Carol Martin and Cliff Creason were also in attendance.

GUEST AND CUSTOMERS INQUIRIES DIRECTED TO TRUSTEES

None in attendance

MINUTES & REPORTS

The Minutes and Financial reports were emailed to the Trustees prior to the meeting for review. And the Trustees approved. Priscilla motioned to approve the minutes as written and financials and Linda Seconded; verbal vote of the motion carried five (5) to zero (0).

NEW BUSINESS

Sue Schroeder has resigned from the Board effective immediately. Linda Parker turned in her resignation and will be effective at the end of 2019.

Carol Martin's Contract has been updated; Priscilla motioned to extend Carol's contract 6 months and Tom seconded it; verbal vote of the motion carried five (5) to zero (0).

Heather received RFP from GRW and Ladd Engineering. Board asked Heather to check references and bring in for interview.

The proposed budget for 2020 was reviewed and discussed. Several project/repairs need to address this upcoming year:

- Office - New Roof – Had hole that was patched in fall 2019,
- Station A - Pump Replacement
- Holding tanks - stations E & F - Needed sandblasted and coated
- Parking Lots at will need sealed
- Magic Hills Line Expansion

The Trustees approved a budget of \$959,902 for expenses and a known revenue of \$895,264. The difference of \$64,638 will come from savings. Ruth made the motion to approve proposed budget for 2020, Priscilla seconded. Motion carried by five (5) to zero (0).

Discussed adding chemicals in Goose Lake with KML, it was decided Heather will send letter to discontinue use as of December 31, 2019 and ask for all keys to be turned in.

Discussed possibility of a Knapp Billing Contract increase and will not be doing so at this time.

The district is having trouble getting mail in timely manner each day. After discussion, Heather will check with State Board of Accounts on what we are able to do.

Insurance renewal is coming up for the district and the district will continue to use Capstone Insurance with Paul Zilz.

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
November 11, 2019

The Trustees discussed the 2020 Holiday calendar and Heather will discuss with girls in office on best day to use for floating holiday.

Heather brought up accepting credit cards online and with phone portal, after discussing that this would cost the district additional money. It was decided to hold off on this as we do accept them during business hours in person or over the phone.

OLD BUSINESS

Gerdes' are working with their insurance to get things rolling on repairing home. No new additional news. Investors have gotten bids for the property just north of Northern Heights Elementary School. They are projecting 81 homes to go in there. Heather called and got estimates to run from the new subdivision up to 600 N and across over to 9 and either intersect with the force main coming down state road 9 or vacuum on Bair Rd and it came in at \$1.42 million. Let the board know of this since more board members were present this month.

Magic Hills extension is under way. Boring of mains on Virginia Trail and Kenny's Court are about complete then Mike Seigel will hook together and put in air relief valves. We are working with EJP to get a hydrostatic pressure test done to IDEM specifications.

ADMINISTRATOR UPDATES

Heather let them know that two pumps had been sent out to Straeffler Pump for repair.

Heather and Mike are looking into the SRA vs RWG grinder packages. The RWG is an outdated version and we would be able to use the SRA without much converting issues according to Straeffler Pump and supply.

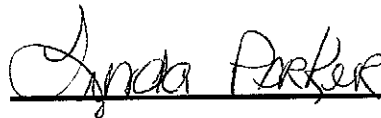
Heather let the district know that Northeastern REMC has denied our claim on the generator at Station C. Carol Martin suggested talking with our insurance to see if we should file claim there as the quote for repair is about \$5,000. Heather will reach out to Capstone. Station D is also still down.

Heather discussed that as of 11/8/2019 we are no longer adding KML product to pond 1 of the lagoons.

The Office girls attended the Alliance Conference and Boyce Annual meeting to gather latest ideas and the enhancements on software.

Ruth Orr brought up that we need to redo the Employee Handbook as the current one does not completely pertain to us. Heather will coordinate to get this done.

With nothing more to discuss, Tom made a motion to adjourn the meeting, Ruth seconded; verbal vote of the motion carried by five (5) to zero (0). Meeting adjourned at 6:46 PM.



Linda Parker, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
December 9, 2019

CALL TO ORDER

Tim Brower, President, called the meeting to order at 5:02 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 member present were Ruth Orr, Priscilla Peters, Linda Parker, Tom Wise and George Schrupf. Heather Palan and Carol Martin were also in attendance.

GUEST AND CUSTOMERS INQUIRIES DIRECTED TO TRUSTEES

Jerry Burns -3277 E Magley- is interested in sitting on the board and came to see what it's all about. Milas Skidmore- 5464 N Oak Dr- Heather sent fine of \$1000 in May 2019 for handyman pump from crawl into clean out. Heather let the board know we had spoken with Gary McDonald (the handyman) and that a suck truck would have to be called to clean out the crawl space. Then a neighbor called into the office and complained of a hose in the clean out. Mike Seigel found the hose in the cleanout coming from the crawl space. After discussion, the board agreed to lower the fine to \$100.

MINUTES & REPORTS

The Minutes and Financial reports were emailed to the Trustees prior to the meeting for review. And the Trustees approved. Tom motioned to approve the minutes as written and financials and Priscilla Seconded; verbal vote of the motion carried six (6) to zero (0).

NEW BUSINESS

Tom Wise, Tim Brower, Carol Martin, Heather Palan and Mike Seigel interviewed GRW Engineering for on-call services for 2020. After discussion Ruth motioned to bring GRW on for 2020 and Tom Seconded it; verbal vote of the motion carried six (6) to zero (0).

Linda Parker announced she will not be leaving the board and Tom motioned for officers to remain the same for 2020, Ruth seconded; verbal vote of the motion carried six (6) to zero (0).

Tim Brower – President

Linda Parker – Secretary

Priscilla Peters - Treasurer.

2020 Salary Ordinance 2019-12 was presented and review by the Trustees.

Full Time Employees Effective Jan 1, 2020

Bookkeeping Employees – Hourly base range will be \$15 – \$23/hour

Accounting Employees – Hourly base range will be \$17 - \$25/hour

District Administrator base salary range will be \$49,920 to \$53,000 per year.

Part Time hourly pay rate will be \$15.00 to \$25.00 per hour at the Board discretion.

Tom made a motion to except Salary Ordinance 2019-12, Ruth Seconded; the motion carried by six (6) to zero (0).

Heather let the trustees know interest rates on district's checking accounts dropped. Operating from .6 to .5 and max checking from .35 to .2 per a letter from Crossroads Bank.

Ruth asked for assistance with updating the handbook. Priscilla and Linda offered to help. They will coordinate with Heather to get a new one written as soon as possible.

George Schrupf asked Heather to let Smith Township Trustee know that he will be resigning in the near future and will need a replacement.

OLD BUSINESS

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
December 9, 2019

Gerdes' are working with their insurance to get things rolling on repairing home. Gerdes should be moved in their home by the end of the week. George said he will be at January meeting. After discussion, the board asked Heather to ask Matt Shipman to attend January meeting.

Investors have gotten bids for the property just north of Northern Heights Elementary School. They are projecting 81 homes to go in there. No new news.

Heather sent Matt Shipman an email in regard to district boundaries, but did not get a response in time for meeting. Will ask him to give update at January meeting.

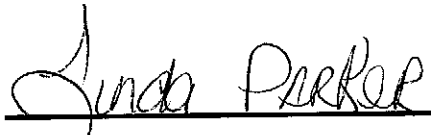
Magic Hills extension is under way. Mike Seigel is working with EJP to get a hydrostatic pressure test done to IDEM specifications.

ADMINISTRATOR UPDATES

Heather let the trustees know that penalty report averages around 150 and last month we had over 200.

The district sewer camera is 25 years old and is getting to the point that it will not work all the time when we need it. Mike uses this for looking into the sewer lines for breaks or leaks. Heather will look into getting it tuned but may have to look into buying a new one at around \$10,000- \$15,000 due to the age of the current camera.

With nothing more to discuss, Tom made a motion to adjourn the meeting, Priscilla seconded; verbal vote of the motion carried by six (6) to zero (0). Meeting adjourned at 7:07 PM.



Linda Parker, Secretary