

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
January 13, 2020

**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 member present were Ruth Orr, Priscilla Peters, Linda Parker, Tom Wise and Jerry Burns. George Schrupf was absent. Heather Palan and Carol Martin were also in attendance.

**GUEST AND CUSTOMERS INQUIRIES DIRECTED TO TRUSTEES**

Matt Shipman – Attorney  
Joe Tierney and Alex White from GRW Engineering

**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**

Jerry Burns was sworn into the Trustees as a replacement for Sue Schroeder.

GRW introduced themselves to the rest of the Trustees and Tim Brower and Joe Tierney signed the services agreement for 2020.

The district had received final bill from Engineering Resources at \$7,100 and the Trustees reviewed before payment being sent.

The influent meter stopped working and Franke Environmental Services had come out and informed Heather it needed replaced. A portable option could be rented at \$1400 for 30-day trial or a permanent one could be installed at \$3325. Since money from the rental would not be applied if you bought one, the Trustees agreed to buy the permanent one.

**OLD BUSINESS**

Heather had met with Priscilla, Linda and Ruth and went through the old handbook and samples to create a new handbook. Each Trustee was given a copy to read and review for vote next meeting.

Matt Shipman nor Heather had any updates. Matt did advise we need to change the wording of Mike Seigel's contract that is more in line with protecting the district and removing a clause about who is responsible for backups.

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.

Matt Shipman is working with IDEM Attorney and Noble County attorney to clear up our boundaries. He is going to check the process and get back with us at the next meeting.

Magic Hills extension passed the EJP pressure test. Heather received the documentation and will read permit on getting these results reported to IDEM.

**ADMINISTRATOR UPDATES**

Heather gave update on Generators. D is up and running after being down for several months. The bill was over \$4000 for repairs. C is still down, and Heather met with insurance to follow-up on the claim from the surge melting the transfer switch/controller. G is running several hours one week and then not others. Mike Seigel and Columbia City Utilities are trying to find what is causing the generator to run.

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT

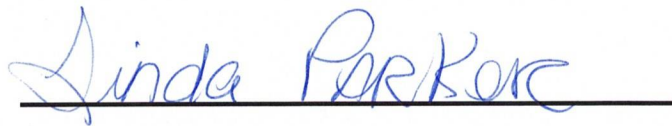
January 13, 2020

Evapar has been out several times but has not located any issues. Evapar is coming out to replace a voltage sensor to make sure that is not the issue.

Heather met with Capstone Insurance for annual review. Insurance will be going up a few hundred dollars due to the Gerdes claim.

Heather informed the Trustees that we are out of spare grinder pumps in the shop. The board discussed getting 4 or 5 pumps on order, depending on discount level. After discussion Ruth motioned to order 4 or 5 pumps and Tom Seconded it; verbal vote of the motion carried six (6) to zero (0).

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 7:03 PM.



Linda Parker, Secretary





MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
February 10, 2020

**CALL TO ORDER**

Linda Parker, Secretary, 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 were Ruth Orr, Priscilla Peters, Tom Wise and Jerry Burns. George Schrupf and Tim Brower were absent. Heather Palan and Carol Martin were also in attendance.

**GUEST AND CUSTOMERS INQUIRIES DIRECTED TO TRUSTEES**

Ken Smith had called into the office about odor coming from the lift station at the school. The Trustees would like Heather to reach out to the engineers for any ideas for helping the odor issue.

**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 five (5) to zero (0).

**NEW BUSINESS**

Roofing quotes for the office building roof came in and discussed that shingles would be removed prior to putting on new metal roof:

Smith Roofing and Remodeling- \$5,972.60

Hilty Roofing- \$6,275.00

Allstruct Construction- \$7,219.18

It was motioned by Tom to have Smith Roofing replace the office roof, Priscilla seconded the motion; verbal vote of the motion carried by five (5) to zero (0).

The spare pump for Station H (Goose Lake) was sent to Straeffler Pump and Supply for repair. The quote came back at \$3599.58 to rebuild the pump and \$6018.00 for a new pump. After discussion it was motioned by Tom to rebuild the pump and Ruth seconded it, motion carried by five (5) to zero (0).

Stations E (Big Lake) and F (Loon Lake) vacuum tanks need recoated. Culy Contracting sent in a quote of \$34,053.60. Mike Seigel can do this for us for under \$5,000. Priscilla motioned to have Mike Seigel do the recoating and Tom seconded it; motion carried by five (5) to zero (0).

For insurance, Mike Seigel's contract needed to be revised to remove that he is not responsible for backups and add that he will carry his own insurance. Since his contract was due next year, it was also revised to include a raise from \$16,390 to \$19,668/month with 3% increase yearly for next five (5) years. Ruth motioned to accept Mike Seigel's new contract and Priscilla seconded it, motion carried by five (5) to zero (0).

**OLD BUSINESS**

The new handbook had been reviewed by the Trustees and Priscilla motioned to accept the new handbook as written and Jerry seconded; motion carried by five (5) to zero (0).

No updates on Gerdes backup from insurance.

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.

Matt Shipman is working with IDEM Attorney and Noble County attorney to clear up our boundaries.

Magic Hills extension is on hold for the weather.

**ADMINISTRATOR UPDATES**

Heather gave update on Generators C is still down, and Heather is working with insurance to follow-up on the claim from the surge melting the transfer switch/controller. D melted several wires and is not able



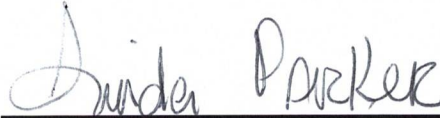
MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT

February 10, 2020

to run from what might be the heater, though this is not confirmed yet. Evapar has been out and is working to get us a quote and parts to start putting it back together. It is thought that this is going to be over \$5,000 fix.

Judy the accountant in the office is resigning at end of April. This is a part-time position. It will be discussed more at next meeting.

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



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Linda Parker, Secretary

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
March 9, 2020

**CALL TO ORDER**

Priscilla Peters, Treasurer, 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, Tom Wise and George Schrupf. Tim Brower came in late. Jerry Burns and Linda Parker were absent. Heather Palan and Carol Martin were also in attendance.

**GUEST AND CUSTOMERS INQUIRIES DIRECTED TO TRUSTEES**

**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 Ruth Seconded; verbal vote of the motion carried five (5) to zero (0).

**NEW BUSINESS**

Heather had emailed the board in late February in regard to extending the line into Northland Estates along Malcolm Ct and Conrad Ct. The board members had all responded in favor of moving forward with the expansion. GRW Engineering sent over their cost for the engineering of the project at \$15,500, Ruth motioned to continue moving forward and with the not to exceed amount of \$15,500 with GRW and Tom seconded; verbal vote of the motion carried five (5) to zero (0).

This was George Schrupf's last meeting and Bill Brice, Thorncreek Township Trustee will be taking his place for Smith Township since he is an elected official.

Heather reviewed GRW memorandum that was typed up for switching pipes at the ponds to match how they were originally to be put in. This will be done at our next discharge.

Mike Seigel had requested to purchase 5 to 10 of the ARI air release valves costing approximately \$900 each. The ones currently in the system are metal and are corroded and need to be replaced. He would like to do some each year since we have over 100 throughout the system. Ruth motioned to buy 5 air release valves and Priscilla seconded; verbal vote carried by five (5) to zero (0).

**OLD BUSINESS**

No updates on Gerdes backup from insurance.

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.

Matt Shipman is working with IDEM Attorney and Noble County attorney to clear up our boundaries. Matt will attend next months meeting with an update.

Magic Hills extension is on hold for the weather.

**ADMINISTRATOR UPDATES**

Judy the accountant withdrew her resignation.

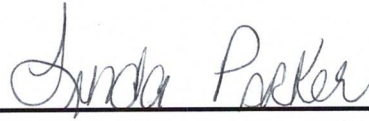
Mike Seigel is having shoulder surgery on March 19 and will be off about 1 week.

Carol Martin had received a phone call from Rex Brower, Re/Max Integrity for lots he has listed on backside of Big Lake. Angela Grable, Grable and Associates, Re/Max Integrity owns the lots and correspondence goes back to 2010 in regard to who is responsible for putting in the sewer line. Since this lot has been divided it falls under the subdivision policy of the District the owner would be responsible for the sewer line. Heather will talk with Matt Shipman and Noble County Board of Health for status. Heather will talk with GRW Engineering to see if we are able to extend the line on Groveland or if we would have to come in with a vacuum line.

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT

March 9, 2020

With nothing more to discuss, Tom made a motion to adjourn the meeting, Priscilla seconded; verbal vote of the motion carried by five (5) to zero (0). Meeting adjourned at 6:02 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  
April 13, 2020

**CALL TO ORDER**

This meeting was held via email due to COVID-19 hunker down.

**ROLL CALL**

Responses were received by Tim Brower, Priscilla Peters, Ruth Orr, Tom Wise, Linda Parker and Jerry Burns.

**GUEST AND CUSTOMERS INQUIRIES DIRECTED TO TRUSTEES**

**MINUTES & REPORTS**

None discussed

**NEW BUSINESS**

The board discussed a \$1.36 rate increase for June 1, 2020 and voted to hold a public hearing at the district office on May 11, at 5:30 pm via written comment due to COVID-19. It carried via email vote at six (6) to zero (0).

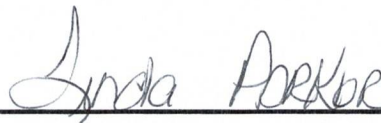
Due to COVID-19 the board discussed waiving penalties and disconnects for April 20 due date. It carried via email vote at five (5) to zero (0) with one (1) not responding.

**OLD BUSINESS**

None discussed.

**ADMINISTRATOR UPDATES**

Nothing else was discussed.



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Linda Parker, Secretary

Subject **Re: Rate Increase 2020**  
From Stanley Ray priscilla peters <prisca66@centurylink.net>  
To Tri-lake Regional Sewage District <districtadmin@tri-lakessewer.com>  
Cc tim <tim@country-lake.com>, Jerry Burns <gjburns0510@gmail.com>, fishtales <fishtales@mchsi.com>, Carol Martin <carolmartin@hotmail.com>, albert orr <albert.orr@mchsi.com>, floatboat15 <floatboat15@hotmail.com>, tomandmargaretwise <tomandmargaretwise@centurylink.net>  
Date 2020-03-30 15:15



Hello,

I vote to have the rate increase and the new Rate Ordinance.

Priscilla

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**From:** "Tri-lake Regional Sewage District" <districtadmin@tri-lakessewer.com>  
**To:** "tim" <tim@country-lake.com>, "Jerry Burns" <gjburns0510@gmail.com>, "fishtales" <fishtales@mchsi.com>, "Carol Martin" <carolmartin@hotmail.com>, "albert orr" <albert.orr@mchsi.com>, "floatboat15" <floatboat15@hotmail.com>, "priscilla peters" <prisca66@centurylink.net>, "tomandmargaretwise" <tomandmargaretwise@centurylink.net>  
**Sent:** Monday, March 30, 2020 11:43:01 AM  
**Subject:** Rate Increase 2020

Hello All,

At April's meeting we were supposed to vote on whether to have a rate increase or not and the new Rate Ordinance (see attached).

**NEW RATES 2020**

**EFFECTIVE June 1<sup>st</sup> – Billed July 1<sup>st</sup>**

**5% RATE Increase (\$1.36)**

**(\$3.11 Billing-\$25.53 O&M)**

- \$27.27 will become \$28.64
- \$34.00 will become \$34.15
- \$58.31 will become \$59.68

Please respond with yes or no to move forward with the rate increase and accept the rate ordinance that is attached. This will make May 11th meeting have a public hearing.

Any questions, please let me know.

Stay home, stay safe and stay healthy!

Heather Palan  
District Administrator  
Tri-Lakes Regional Sewer District  
260-691-2820

Subject **Re: Rate Increase 2020**  
From Gloria Burns <gjburns0510@gmail.com>  
To Tri-lake Regional Sewage District <districtadmin@tri-lakessewer.com>  
Cc Tim Brower <tim@country-lake.com>, Cliff Creason <fishtales@mchsi.com>, Carol Martin <carolmartin@hotmail.com>, Ruth Orr <albert.orr@mchsi.com>, Linda Parker <floatboat15@hotmail.com>, Priscilla Peters <prisca66@centurylink.net>, Tom Wise <tomandmargaretwise@centurylink.net>  
Date 2020-03-30 13:20



Yes, I approve.

On Mon, Mar 30, 2020 at 11:43 AM Tri-lake Regional Sewage District <districtadmin@tri-lakessewer.com> wrote:

Hello All,

At April's meeting we were supposed to vote on whether to have a rate increase or not and the new Rate Ordinance (see attached).

**NEW RATES 2020**

**EFFECTIVE June 1<sup>st</sup> – Billed July 1<sup>st</sup>.**

**5% RATE Increase (\$1.36).**

**(\$3.11 Billing-\$25.53 O&M).**

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Stay home, stay safe and stay healthy!

Heather Palan  
District Administrator  
Tri-Lakes Regional Sewer District  
260-691-2820

—  
Gloria



Subject **Re: Penalties for April 20th Payment**  
From Tim Brower <tim@country-lake.com>  
To Tri-lake Regional Sewage District <districtadmin@tri-lakessewer.com>  
Date 2020-04-05 17:40

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Yes

Sent from my iPhone

On Mar 30, 2020, at 11:37 AM, Tri-lake Regional Sewage District <districtadmin@tri-lakessewer.com> wrote:

Hello All,

Several districts and utilities are waiving penalties and disconnects

for this month due to the quarantine. I should not have any disconnects, but wanted to a vote on if we should waive all penalties for April 20.

Please respond yes or no. I will tally votes after all are received.

Thank you,

Heather Palan  
District Administrator  
Tri-Lakes Regional Sewer District  
260-691-2820

Subject **Re: Penalties for April 20th Payment**  
From Thomas Wise <tomandmargaretwise@centurylink.net>  
To Stanley Ray priscilla peters <prisca66@centurylink.net>  
Cc Tri-lake Regional Sewage District <districtadmin@tri-lakesewer.com>, tim <tim@country-lake.com>, Jerry Burns <gjburns0510@gmail.com>, fishtales <fishtales@mchsi.com>, Carol Martin <carolmartin@hotmail.com>, albert orr <albert.orr@mchsi.com>, floatboat15 <floatboat15@hotmail.com>  
Date 2020-04-01 19:16



Yes

Sent from my iPhone

On Mar 30, 2020, at 3:12 PM, Stanley Ray priscilla peters <prisca66@centurylink.net> wrote:

I vote yes to waive all penalties.

Priscilla

---

**From:** "Tri-lake Regional Sewage District" <districtadmin@tri-lakesewer.com>  
**To:** "tim" <tim@country-lake.com>, "Jerry Burns" <gjburns0510@gmail.com>, "fishtales" <fishtales@mchsi.com>, "Carol Martin" <carolmartin@hotmail.com>, "albert orr" <albert.orr@mchsi.com>, "floatboat15" <floatboat15@hotmail.com>, "priscilla peters" <prisca66@centurylink.net>, "tomandmargaretwise" <tomandmargaretwise@centurylink.net>  
**Sent:** Monday, March 30, 2020 11:37:08 AM  
**Subject:** Penalties for April 20th Payment

Hello All,

Several districts and utilities are waiving penalties and disconnects for this month due to the quarantine. I should not have any disconnects, but wanted to a vote on if we should waive all penalties for April 20.

Please respond yes or no. I will tally votes after all are received.

Thank you,

Heather Palan  
District Administrator  
Tri-Lakes Regional Sewer District  
260-691-2820

Subject **Re: Penalties for April 20th Payment**  
From Stanley Ray priscilla peters <prisca66@centurylink.net>  
To Tri-lake Regional Sewage District <districtadmin@tri-lakesewer.com>  
Cc tim <tim@country-lake.com>, Jerry Burns <gjburns0510@gmail.com>, fishtales <fishtales@mchsi.com>, Carol Martin <carolmartin@hotmail.com>, albert orr <albert.orr@mchsi.com>, floatboat15 <floatboat15@hotmail.com>, tomandmargaretwise <tomandmargaretwise@centurylink.net>  
Date 2020-03-30 15:12



I vote yes to waive all penalties.

Priscilla

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**From:** "Tri-lake Regional Sewage District" <districtadmin@tri-lakesewer.com>  
**To:** "tim" <tim@country-lake.com>, "Jerry Burns" <gjburns0510@gmail.com>, "fishtales" <fishtales@mchsi.com>, "Carol Martin" <carolmartin@hotmail.com>, "albert orr" <albert.orr@mchsi.com>, "floatboat15" <floatboat15@hotmail.com>, "priscilla peters" <prisca66@centurylink.net>, "tomandmargaretwise" <tomandmargaretwise@centurylink.net>  
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District Administrator  
Tri-Lakes Regional Sewer District  
260-691-2820



Subject **Re: Penalties for April 20th Payment**  
From Gloria Burns <gjburns0510@gmail.com>  
To Tri-lake Regional Sewage District <districtadmin@tri-lakesewer.com>  
Cc Tim Brower <tim@country-lake.com>, Cliff Creason <fishtales@mchsi.com>, Carol Martin <carolmartin@hotmail.com>, Ruth Orr <albert.orr@mchsi.com>, Linda Parker <floatboat15@hotmail.com>, Priscilla Peters <prisca66@centurylink.net>, Tom Wise <tomandmargaretwise@centurylink.net>  
Date 2020-03-30 13:14

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I vote yes.

On Mon, Mar 30, 2020 at 11:37 AM Tri-lake Regional Sewage District <[districtadmin@tri-lakesewer.com](mailto:districtadmin@tri-lakesewer.com)> wrote:

Hello All,

Several districts and utilities are waiving penalties and disconnects for this month due to the quarantine. I should not have any disconnects, but wanted to a vote on if we should waive all penalties for April 20.

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Thank you,

Heather Palan  
District Administrator  
Tri-Lakes Regional Sewer District  
260-691-2820

—  
Gloria

Subject **Re: Rate Increase 2020**  
From Tim Brower <tim@country-lake.com>  
To Tri-lake Regional Sewage District <districtadmin@tri-lakesewer.com>  
Date 2020-04-06 09:41



Yes

Sent from my iPhone

On Mar 30, 2020, at 11:43 AM, Tri-lake Regional Sewage District <districtadmin@tri-lakesewer.com> wrote:

Hello All,

At April's meeting we were supposed to vote on whether to have a rate increase or not and the new Rate Ordinance (see attached).

**NEW RATES 2020**

**EFFECTIVE June 1<sup>st</sup> – Billed July 1<sup>st</sup>**

**5% RATE Increase (\$1.36)**

**(\$3.11 Billing-\$25.53 O&M)**

- **\$27.27 will become \$28.64**
- **\$34.00 will become \$34.15**
- **\$58.31 will become \$59.68**

Please respond with yes or no to move forward with the rate increase and accept the rate ordinance that is attached. This will make May 11th meeting have a public hearing.

Any questions, please let me know.

Stay home, stay safe and stay healthy!

Heather Palan  
District Administrator  
Tri-Lakes Regional Sewer District  
260-691-2820  
<Sewer Rate Ordinance 2020-1.pdf>  
<Proposed 2020 5% Monthly Rates.pdf>  
<Sewer Rate Ordinance 2020-1.pdf>

Subject **Re: Rate Increase 2020**  
From Linda Parker <floatboat15@hotmail.com>  
To Tri-lake Regional Sewage District <districtadmin@tri-lakessewer.com>  
Date 2020-03-30 19:34



Ok I got an explanation on the rates. All good. I approve of the rates. Stay safe. Linda

Sent from my iPhone

On Mar 30, 2020, at 11:43 AM, Tri-lake Regional Sewage District <districtadmin@tri-lakessewer.com> wrote:

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**NEW RATES 2020**

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Stay home, stay safe and stay healthy!

Heather Palan  
District Administrator  
Tri-Lakes Regional Sewer District  
260-691-2820  
<Sewer Rate Ordinance 2020-1.pdf>  
<Proposed 2020 5% Monthly Rates.pdf>  
<Sewer Rate Ordinance 2020-1.pdf>



Subject **RE: Rate Increase 2020**  
From albert orr <albert.orr@mchsi.com>  
To Tri-lake Regional Sewage District <districtadmin@tri-lakesewer.com>  
Date 2020-03-30 17:45  
Priority Normal



Also yes on the rate ordinance

Sent from [Mail](#) for Windows 10

**From:** [Tri-lake Regional Sewage District](#)  
**Sent:** Monday, March 30, 2020 11:43 AM  
**To:** [Tim Brower](#); [Jerry Burns](#); [Cliff Creason](#); [Carol Martin](#); [Ruth Orr](#); [Linda Parker](#); [Priscilla Peters](#); [Tom Wise](#)  
**Subject:** Rate Increase 2020

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Any questions, please let me know.

Stay home, stay safe and stay healthy!

Heather Palan  
District Administrator  
Tri-Lakes Regional Sewer District  
260-691-2820

Subject **RE: Rate Increase 2020**  
From albert orr <albert.orr@mchsi.com>  
To Tri-lake Regional Sewage District <districtadmin@tri-lakesewer.com>  
Date 2020-03-30 17:44  
Priority Normal

roundcube+

Yes for the rate increase

Sent from [Mail](#) for Windows 10

**From:** [Tri-lake Regional Sewage District](#)  
**Sent:** Monday, March 30, 2020 11:43 AM  
**To:** [Tim Brower](#); [Jerry Burns](#); [Cliff Creason](#); [Carol Martin](#); [Ruth Orr](#); [Linda Parker](#); [Priscilla Peters](#); [Tom Wise](#)  
**Subject:** Rate Increase 2020

Hello All,

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**NEW RATES 2020**

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Heather Palan  
District Administrator  
Tri-Lakes Regional Sewer District  
260-691-2820

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To Stanley Ray priscilla peters <prisca66@centurylink.net>  
Cc Tri-lake Regional Sewage District <districtadmin@tri-lakessewer.com>, tim <tim@country-lake.com>, Jerry Burns <gjburns0510@gmail.com>, fishtales <fishtales@mchsi.com>, Carol Martin <carolmartin@hotmail.com>, albert orr <albert.orr@mchsi.com>, floatboat15 <floatboat15@hotmail.com>  
Date 2020-03-30 16:34

roundcube+

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Yes I agree to rate increase

Sent from my iPhone

On Mar 30, 2020, at 3:15 PM, Stanley Ray priscilla peters <[prisca66@centurylink.net](mailto:prisca66@centurylink.net)> wrote:  
healthy!

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
May 11, 2020

**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, Linda Parker, Bill Brice, and Jerry Burns. Carol Martin and Heather Palan were also in attendance.

**GUEST AND CUSTOMERS INQUIRIES DIRECTED TO TRUSTEES**

**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 \$1.37.

**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 6/1/2020.

Received an anonymous letter:

"We would like to know why the sewer bill is increasing every year? When we paid our money upfront for the sewer the bill was around \$6.00, and our cost was to remain the same. Just in the last ten years our cost has gone up over 140%. In 2011, our bill was \$12.31 and now it has more than doubled to \$28.64. Why is our cost going up when we were told it would remain the same in the original contract?"

There were no other written comments at time of meeting. Tim requested a motion to accept, reject or delay approval of Sewer Rate Ordinance 2020-1. 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 –Yes, Jerry Burns –Yes, Ruth Orr –Yes, Bill Brice - Yes.

Rate Ordinance 2020-1 passed by a vote of Seven (7) to zero (0).

Ruth motioned to close the rate hearing meeting and Tom Seconded it; verbal vote carried seven (7) to zero (0). Tim 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. Priscilla motioned to approve the minutes as written and Ruth Seconded; verbal vote of the motion carried seven (7) to zero (0).

**NEW BUSINESS**

The trustees had voted via email to waive penalties and disconnects for April. Heather asked if they were wanting to do May as well. Jerry motioned to waive penalties and disconnects for the May 20 bill and Tom Seconded; verbal vote of the motion carried seven (7) to zero (0).



MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT

May 11, 2020

The State had required the district to have a Public Health Emergency Plan. Heather had emailed the trustees the plan for their approval. It was approved via email in April in case it needed to be put in place before the May 11 meeting.

Quality Repair sent in the quote to repair the Barnes pump for the ponds, it came in at \$2,390.00 with a new pump costing \$6,930.00. Priscilla motioned to repair the pump and Tom Seconded it; verbal vote of the motion carried seven (7) to zero (0).

**OLD BUSINESS**

Heather let the trustees know she had been contacted by insurance that Gerdes insurance had contacted our insurance about paying. No other update.

No news on land next to school.

Matt Shipman emailed over the petition that will be presented to Noble County to have us take in part of Crooked Lake and a side and bottom of Loon Lake that we already service, but were not technically in our district.

Magic Hills has received first connection fee paid. Mike is going to do site repair when rain quits in next week or so.

Alex White from GRW Engineering has finished the permit application for Northland Estates and emailed over for Tim Brower to sign.

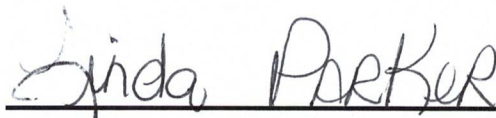
Matt Shipman had received some paperwork from Angela Grable regarding the lots on Big Lake and he is handling this for us.

**ADMINISTRATOR UPDATES**

Heather let the trustees know the landscaping was done. Weed block was put down followed by stone.

Heather announced that she is expecting in November. The trustees will discuss the plan for coverage at a later meeting.

With nothing more to discuss, Tom made a motion to adjourn the meeting, Priscilla seconded; verbal vote of the motion carried by seven (7) to zero (0). Meeting adjourned at 6:23pm.

  
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Linda Parker, Secretary

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
June 8, 2020

**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, Tom Wise, Ruth Orr, Bill Brice, and Jerry Burns. Linda Parker was absent. Carol Martin and Heather Palan were also in attendance.

**GUEST AND CUSTOMERS INQUIRIES DIRECTED TO TRUSTEES**

Matt Shipman – Boundaries, see vote below in old business.

Tom Bishop of 4235 W 500 S called in and requested a letter or flyer was given at the Big Lake Association meeting on June 13 about how the sewer works, what maintenance we are doing and what caused their outage in prior week. Carol Martin will be attending the meeting and will discuss and answer questions on behalf of the district.

**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 Ruth Seconded; verbal vote of the motion carried six (6) to zero (0).

**NEW BUSINESS**

Committees for the trustees was updated, Tim appointed Ruth and Priscilla to Personnel and Benefits Committee, Priscilla and Ruth to Budget and Finance Committee, Jerry and Tom to Construction and Capital Committee, and Linda, Priscilla and Tim to Executive Committee, Tom motioned to accept the committees and Priscilla seconded; verbal vote of the motion carried 6 (six) to zero (0).

Heather asked about pay for her maternity leave later in the year. After much discussion, Heather will be paid 2/3 (two-thirds) her salary for 8 (eight) weeks maternity leave, Priscilla motioned for the 2/3 (two-thirds) pay, Tom seconded it; verbal vote of the motion carried 6 (six) to zero (0).

Carol Martin's contract was due for renewal. She will continue to be paid \$25/hr. for her time, but it was added that she will cover Heather's maternity leave at \$28.25/hr. and her contract will remain in place for 1 (one) year. Ruth motioned to accept Carol's contract, Jerry seconded it; verbal vote of the motion carried 6 (six) to zero (0).

The district uses Hoosier Start for the employees to contribute to for retirement, as well as the one time match each year. Heather updated the Deferred Compensation Matching Plan Resolution to be in line with the handbook that and employee must have 12 (twelve) months of continuous employment to qualify for the employer contribution. An amendment was also drawn up that gives the trustees the ability to vote on a case by case basis. Tom motioned to accept the Compensation Matching Plan, Jerry seconded it; verbal vote of the motion carried six (6) to zero (0). Tim signed the documents to be sent into the state for final approval.

During the annual insurance review, questions came up about large spills, Heather received quotes for pollution insurance. The trustees asked Heather to reach out to other sewer districts to see if they carry this type of insurance and report back at next meeting.

The ponds sludge judge is due in June. Ryan Egolf, the certified operator will do this with Mike Seigel and give report to Heather. This will allow us to see what the product from KML did to the sludge we have in the ponds from last year to this year. Ryan had let Heather know that there are trees/brush growing in the top of the rip rap that needs cut and killed. Heather received a quote from JK Mowing for \$2,000 to complete this. Tom motioned to have JK Mowing cut and spray the top of the rip rap for \$2,000, Priscilla seconded it; verbal vote of the motion carried six (6) to zero (0).

While discussing the ponds, it came up that keys had not been changed. After discussion, the trustees asked Heather to get new locks ordered.



MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT

June 8, 2020

On Monday, June 1, standing water was found at the Big Lake Station (Station E) off the corner of the building. Heather called in emergency locate and Mike started digging, after several hours, Mike was not able to get down to the pipe due to sand caving in on them. Heather called out a suck truck, but it was not helpful since it could not get the water separated from the sand. Mike was only seeing clear ground water, no sewage water. Heather called to get quotes for a Vac Truck. J&S was only one to return her call at \$850/first 2 hours then \$350/hour after that. On Tuesday around 4:00 pm, Station E called out for low vac. Mike arrived at the building to see vacuum at seven when we need twenty-five. After hours of looking for an air leak, valve open, etc. Steve and Heather came in to help. They looked all night and not able to find the air leak. On Wednesday, Heather put up signs along State Road 109 that the sewer was shutdown. Search was still being conducted for the air leak. Around noon, Heather put in a call to Air Vac for troubleshooting. After trying all their suggestions, Mike asked for Air Vac to come out. Heather received the quote of \$1,000 to get them out and Heather talked to several board members and approved the quote just before 5:00 pm. Air Vac arrived later that evening and as Mike was describing and showing Air Vac what symptoms we were experiencing; the vacuum went to twenty-five. Mike and Air Vac started opening valves to get pits back online and the vacuum held steady. Thursday morning at 7:00 am the sewer was available for use by all of Big Lake. The leak was not fixed by us but corrected itself. On Saturday, Mike noticed the water in the hole he dug earlier in the week was getting a dark tint to it. Heather asked the board if they wanted a water test done to make sure it is sewage or if it is run off from a field. After discussion, the trustees asked Heather to get a water test done and if it came back sewage, to then get the Vac Truck in and to find and fix leak.

**OLD BUSINESS**

Heather let the trustees know that suit had been filed between insurance companies, but Matt Shipman would be working with Robert Keen of Barrett McNagny that the district insurance company had hired.

No news on land next to school.

Matt Shipman spoke to Trustees about Application by Noble County Commissioners for Inclusion of Territory into the Tri-Lakes Regional Sewer District, Priscilla motioned to accept the application as written, Tom seconded it; verbal vote of the motion carried 6 (six) to zero (0).

Magic Hills concrete air release vaults are in.

Northland Estates permit has been turned into IDEM.

The trustees discussed late penalties and will be resuming them for June 20 due date.

Alex White with GRW Engineering had emailed over a memo about pressures on Groveland and that a lift station ranging from \$150,000 - \$300,000 could be needed, but he was also going to look into switching to the Myers VS series grinder pumps to get us additional head for more force. He will email over an official memo when he has more data.

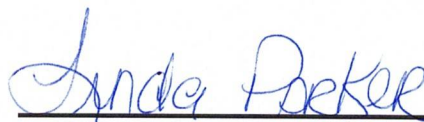
Mike and Steve monitored pressures on Groveland area, and they matched what GRW Engineering was calculating.

No new news on Lots on backside of Big Lake.

**ADMINISTRATOR UPDATES**

Heather informed the Trustees that we are continuing to have issues getting our mail during business hours and employees are coming back in the evenings to get mail and bring in the office to be locked up. Heather will order a locking mailbox to be placed at the road and cemented into the ground.

With nothing more to discuss, Tom made a motion to adjourn the meeting, Ruth seconded; verbal vote of the motion carried by six (6) to zero (0). Meeting adjourned at 7:02 pm.

  
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Linda Parker, Secretary





MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
July 13, 2020

**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, Bill Brice, and Jerry Burns. Tim Brower was absent. Carol Martin, Cliff Creason and Heather Palan were also in attendance.

**GUEST AND CUSTOMERS INQUIRIES DIRECTED TO TRUSTEES**

Helen Braden – 5194 S Union St. – On June 30, Helen had called the office and approached maintenance about a service dog (a German shepherd) dying from falling in the hole at Big Lake Station and trucks speeding on her road. Heather had called the Sheriff's department out to discuss options. The district could file for dog not on a leash and/or trespassing. Heather did not file either one. The Sheriff went down to talk to Helen and she has not contacted the office since.

**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 six (6) to zero (0). Ruth motioned to accept financials and Priscilla Seconded; verbal vote of the motion carried six (6) to zero (0).

**NEW BUSINESS**

There is a possibility of a new housing development along 109. Heather had the district engineers, GRW, get some preliminary numbers for cost of infrastructure. Vacuum system came in at \$390,000 and Low-Pressure system came in at \$340,000. The engineer was looking at a split system and part being on low pressure and part on vacuum. Heather will have to get updated numbers for this development as the original was for the entire project. The trustees asked Heather to get with engineer to remove laterals that were included as these are not part of the main infrastructure. Heather and/or Carol Martin will meet with developers on cost and get their decision on proceeding.

The Generator at station D is down due to needing a water pump. Heather received a quote from Evapar to repair at \$1,767.29. Ruth motioned to accept the quote and get the generator repaired and Priscilla seconded it; verbal vote of the motion carried six (6) to zero (0). Heather let the trustees know that it is hard getting parts in a timely manner for the generators in the district. It was suggested to have a spare thermostat and water pump on the shelf as these are the hardest to get and what we need most often. Priscilla motioned to get a spare thermostat and water pump for the shelf and Tom seconded it; verbal vote of the motion carried six (6) to zero (0).

**OLD BUSINESS**

No update on suit filed between insurance companies regarding Gerdes backup.

No news on land next to school.

Heather had talked to a few districts and reached out Rural Community Assistance Program (RCAP) to see if anyone else carried pollution insurance. None of the districts After much discussion, it was decided to not to accept the pollution insurance proposal.

Ryan Egolf and Mike Seigel did the annual sludge judge at the treatment ponds. The results came back that we have significantly less sludge in past years. Ryan said that no other treatment is needed at this time. The sludge will continue to be monitored annually.

Heather let the trustees know that the leak at Big Lake station had been repaired. Heather provided pictures of the new elbow that had been installed on the force main leaving the station. It was also found that the shut off valve at the station was not operating and needed replaced to repair the elbow. It was replaced. G&G Excavating had done the work for the repair since it required machinery that Mike Seigel did not have.

The paperwork will be turned into IDEM for the area Noble County granted after June minutes are turned in.

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT

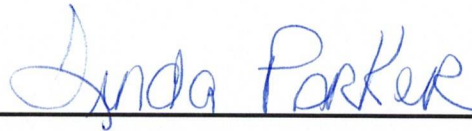
July 13, 2020

Northland Estates permit has been turned into IDEM, but we have not heard back yet.  
No new news on Lots on backside of Big Lake.

**ADMINISTRATOR UPDATES**

Heather informed the Trustees that we are continuing to have issues getting our mail during business hours and employees are coming back in the evenings to get mail and bring in the office to be locked up. Heather will order a locking mailbox to be placed at the road and cemented into the ground.

With nothing more to discuss, Priscilla made a motion to adjourn the meeting, Ruth seconded; verbal vote of the motion carried by six (6) to zero (0). Meeting adjourned at 5:58 pm.



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Linda Parker, Secretary



MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
August 10, 2020

**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, Bill Brice, and Jerry Burns. Carol Martin, Cliff Creason and Heather Palan were also in attendance.

**GUEST AND CUSTOMERS INQUIRIES DIRECTED TO TRUSTEES**

A local farmer called in while mowing roadside about black water on top of where our sewer line runs along State Road 9. Water samples will be taken tomorrow since they are accepted at the county on Tuesdays.

**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 six (6) to zero (0). Tom motioned to accept financials and Priscilla Seconded; verbal vote of the motion carried six (6) to zero (0).

**NEW BUSINESS**

Tim Brower had resigned from the board on July 29<sup>th</sup>. After much discussion, Tom Wise was appointed President, Priscilla motion to appoint Tom and Jerry Seconded; verbal vote of the motion carried five (5) to zero (0), as Tom did not vote. Tom will also take Tim's position on the Executive Committee.

Heather received a call from IDEM of a Complaint filed by the family who had the German Shepherd that was on reported to be on the property at Station E at Big Lake. Heather explained to IDEM what she did know since she did not personally see the dog. IDEM closed the case and was notifying the family of the dog since it was on our property and we did have Strombeck Brothers Suck Truck on site, caution tape up, etc.

Evapar was out to install thermostat at the Station I – School, while doing so it was recommended, we replace radiator hoses, a coolant sensor, belt, etc. the quote came in at \$1,626.49. Tom motioned to use the recommendation and replace parts, and Ruth seconded it; verbal vote of the motion carried six (6) to zero (0).

Mike Seigel let Heather know that the D Valve on Goss Rd is extremely difficult to close and he is worried about the brass rod breaking off and causing the valve to shut. He recommends it being replaced. It is unknown what brand of valve is in there. Mike reached out to Core and Main and EJP and it has been narrowed down to three (3) brands of valves. After much discussion, all three (3) brands will be purchased to be able to repair the D Valve when it is dug up. The remaining valves will be used at the ponds for the reroute project. Ruth motioned to order all three (3) brands, Priscilla seconded; verbal vote carried six (6) to zero (0).

Heather discussed with the Trustees about past due accounts and that at this time the disconnection executive order is to end on August 14. Heather will begin yellow tagging and disconnects when the executive order allows.

**OLD BUSINESS**

Received updated information from GRW Engineering regarding development on 109. They recommended having low pressure grinder system put in with mains coming in off 109. Heather will present to owners.

No update on suit filed between insurance companies regarding Gerdes backup.

No news on land next to school.

The paperwork has been turned into IDEM for the area Noble County granted.

Northland Estates permit has been turned into IDEM, but we have not heard back yet. GRW Engineers confirmed IDEM had received our paperwork.

No new news on Lots on backside of Big Lake.

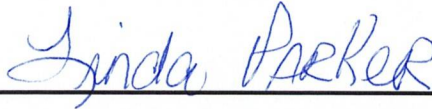
**ADMINISTRATOR UPDATES**

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT

August 10, 2020

Heather let Trustees know that she has posted on the website that the district is looking for a Noble Township board member. She also reached out to Scott Zeigler, Noble Township Trustee, but has not received a call back.

With nothing more to discuss, Tom made a motion to adjourn the meeting, Ruth seconded; verbal vote of the motion carried by six (6) to zero (0). Meeting adjourned at 6:09 pm.



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Linda Parker, Secretary



MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
September 14, 2020

**CALL TO ORDER**

Tom Wise, 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, Bill Brice, and Jerry Burns. Ruth Orr was absent. Cliff Creason and Heather Palan were also in attendance.

**GUEST AND CUSTOMERS INQUIRIES DIRECTED TO TRUSTEES**

**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 Linda Seconded; verbal vote of the motion carried five (5) to zero (0). Jerry motioned to accept financials and Priscilla Seconded; verbal vote of the motion carried five (5) to zero (0).

**NEW BUSINESS**

GRW Engineering had sent email that limit of \$8,000 had been met for miscellaneous engineering for 2020. They asked for \$4,000 additional to finish out the year. Priscilla motioned to raise the limit by \$4,000 to \$12,000 for the year and Linda seconded it; verbal vote of the motion carried five (5) to zero (0).

E. Coli tests came back from the complaint along State Road 9 of sewage on the ground. The results were that is was not us.

Heather let the Trustees know that probation letters and disconnects were back after the Governor's Executive Order had ended.

**OLD BUSINESS**

Development on 109 has been brought to a hold as the owners decide which route they plan to take.

Gerdes back up trial has been set for September 2021. Heather is working with attorneys on questions as needed.

IDEM granted the addition of the proposed area as of June 8, 2020 in a letter Heather received from the IDEM.

Northland Estates permit has been approved by IDEM.

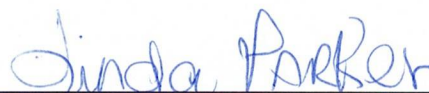
No new news on Lots on backside of Big Lake.

**ADMINISTRATOR UPDATES**

Heather talked with Trustees about performance reviews as she will be on leave when they are due. She will do them before she leaves.

Heather was going over the maintenance report turned in by Mike Seigel. Tom Wise would like Heather to look at the contract for the generators and possibly putting this out to bid for 2021.

With nothing more to discuss, Priscilla made a motion to adjourn the meeting, Jerry seconded; verbal vote of the motion carried by five (5) to zero (0). Meeting adjourned at 5:50 pm.



Linda Parker, Secretary

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
October 12, 2020

**CALL TO ORDER**

Tom Wise, 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, Bill Brice, and Jerry Burns, Ruth Orr, and Linda Parker. Cliff Creason, Carol Martin and Heather Palan were also in attendance.

**GUEST AND CUSTOMERS INQUIRIES DIRECTED TO TRUSTEES**

Judy Griest -1146 E Kenny's Ct – Received invoice for multiple callouts within a year on a grinder for \$50 which was half since they share a grinder with neighbor. She asked the Trustees to waive their invoice since they had never had a callout in 10+ years until the neighbors hooked up to their grinder. After much discussion, Priscilla motioned to waive the fee, Linda seconded; verbal vote of the motion carried five (5) to zero (0), and Jerry Burns abstained due to knowing Judy Griest.

**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 Linda Seconded; verbal vote of the motion carried six (6) to zero (0). Ruth motioned to accept financials and Priscilla Seconded; verbal vote of the motion carried five (6) to zero (0).

**NEW BUSINESS**

The amendment to the Hoosier Start Retirement agreement was rejected due to needing a measurable time frame. Heather updated the amendment to say the district shall prorate by 8.334% for each completed month of the employer contribution. Ruth motioned to accept the amendment as written, Jerry Seconded; verbal vote of the motion carried six (6) to zero (0).

The sewer camera has started to be unreliable and has a short in it. It is about 20 years old. It was in the budget for 2020, Heather received a quote from BEC for a CUE sewer camera that the maintenance crew had demoed and a new locator. The total for the demo camera and locator was \$9,100 with full warranty from the manufacturer. Priscilla motioned to purchase the demo camera and locator, Jerry Seconded; verbal vote of the motion carried six (6) to zero (0).

A grinder pump was sent to Straeffler Pump and Supply for repair. The repair quote came in more than a new pump. Heather asked the Trustees to replace the pump with a new one to keep the inventory up. Ruth motioned to buy a new grinder pump to replace the one that is not repairable, Priscilla Seconded; verbal vote of the motion carried six (6) to zero (0).

The drive to the lagoons has gotten several large potholes, ruts, etc. in it and needs repair. Salesman and Trucking submitted a quote to grade, use dura berm and regrade for \$3,546.66. Linda motioned to have Salesman and Sons repair the drive, Priscilla Seconded; verbal vote of the motion carried six (6) to zero (0).

Heather let the Trustees know that the yard at the Loon Lake station had been driven through and doughnuts were done by either a side-by-side or four-wheeler. Heather filed a report with the Sheriff's Dept and spoke with the DNR. The yard will be repaired by the mowing crew.

The accountant had prepared a couple options for the budget for the Trustees to review since Heather will be on maternity leave next month. After much discussion the trustees agreed on several numbers and Heather will have accountant update for approval at the November meeting.

**OLD BUSINESS**

Development on 109 has no new news.

Gerdes back up trial has been set for September 2021. Heather is working with attorneys on questions as needed.

Northland Estates road Conrad Court will be bored in this week.

No new news on Lots on backside of Big Lake.



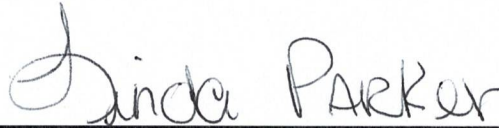
MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
October 12, 2020

**ADMINISTRATOR UPDATES**

Heather let the Trustees know that Judy, the accountant had turned in her resignation for April 1, 2021. Judy is hoping we can find someone for her to train before she leaves.

Heather also discussed with the Trustees the flow of the office and how things have been running over the last couple months.

With nothing more to discuss, Priscilla made a motion to adjourn the meeting, Jerry Seconded; verbal vote of the motion carried by six (6) to zero (0). Meeting adjourned at 6:25 pm.



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Linda Parker, Secretary





MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
November 9th, 2020

**CALL TO ORDER**

Tom Wise, 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, Bill Brice, and Jerry Burns, Cliff Creason and Carol Martin were also in attendance. Ruth Orr and Linda Parker were absent.

**GUEST AND CUSTOMERS INQUIRIES DIRECTED TO TRUSTEES**

Greg Jenkins and Nancy Reed came to the meeting to ask the Trustees for an exception to the current detached garage policy. They currently are operating Tri-Lakes Pet Grooming out of an attached garage in the district with no additional fees. They are moving to another location within the district with a detached garage and would like to continue the business. Current policy is no business in detached garage without a new connection fee. After much discussion, Priscilla made a motion for an exception to allow the pet grooming business to operate out of the garage and they will pay an additional service fee while the business is in operation. No other business will be allowed in the garage located on the property at 2510 S. Old 102. Once the pet grooming business is no longer in operation the exception is void and the garage will revert to the original garage policy. The additional service fee will no longer be in effect. Bill Seconded; verbal vote of the motion carried four (4) to zero (0).

**MINUTES & REPORTS**

The Minutes and Financial reports were emailed to the Trustees prior to the meeting for review. Priscilla made a motion to approve the minutes as written, Jerry Seconded; verbal vote of the motion carried four (4) to zero (0). Priscilla made a motion to accept the financials reports, Bill Seconded; verbal vote of the motion carried four (4) to zero (0).

**NEW BUSINESS**

The proposed budget for 2021 was presented and review. Discussion of upcoming capital improvements projects, known needed repairs and energy cost, Jerry made a motion to approved a budget of \$1,012,455 for expenses for 2021; Priscilla Seconded; verbal vote of the motion carried four (4) to zero (0).

**OLD BUSINESS**

No old business discussed.

**ADMINISTRATOR UPDATES**

Heather went on maternity leave October 30<sup>th</sup>. Carol Martin is sitting in as acting Administrator while Heather is out on maternity leave. She is expected to return the first week of January 2021.

The Alliance Conference was done virtually Oct 27-29. Attendance was required by Indiana Finance Authority meeting.

Carol Martin arranged to take the two new Trustees, Bill Brice and Jerry Burns on a Sewer Tour Tuesday 11/10/202 so they would have a better understanding of the building and lagoons and operations of the district.

With nothing more to discuss, Jerry made a motion to adjourn the meeting, Bill Seconded; verbal vote of the motion carried by four (4) to zero (0). Meeting adjourned at 6:40 pm.



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Linda Parker, Secretary

