

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
January 11, 2021

**CALL TO ORDER**

Tom Wise, President, called the meeting to order at 5:00 PM. The meeting was held virtually due to COVID.

**ROLL CALL**

Roll call was taken. Board members present were Priscilla Peters, Bill Brice, and Jerry Burns, Ruth Orr, and Linda Parker. Carol Martin was also in attendance.

**GUEST AND CUSTOMERS INQUIRIES DIRECTED TO TRUSTEES**

Gordon (Jeff) Emerick – 3485 W Shoreline Dr – Wants his yard fixed from the digging that had to be done for the sewer main break in his yard. Trustees agreed his yard will be repaired in the spring.

**MINUTES & REPORTS**

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

**NEW BUSINESS**

Tom Wise was nominated for President, Linda Parker was nominated for Secretary and Priscilla Peters was nominated for Treasurer, Ruth motioned to accept the board elections; Jerry Seconded; verbal vote of the motion carried six (6) to zero (0).

2020 Salary Ordinance 2019-12 was presented and review by the Trustees after much discussion the Trustees did not update the Salary Ordinance. Bookkeeper was raised to \$17.50/hr, Accountant was raised to \$18.73/hr and District Administrator was raised to \$52,445.95. Jerry motioned to accept the raises, Priscilla Seconded; verbal vote of the motion carried six (6) to zero (0).

Engineering contract for 2021 was received from GRW. After much discussion, the not to exceed limit of \$12,000 for miscellaneous engineering expenses. Linda motioned for not to exceed limit to be \$12,000 and Priscilla Seconded; verbal vote of the motion carried six (6) to zero (0).

Aquatic Weed Control sent quote for 2021 of \$3,100 to treat lagoon area. Priscilla motioned to accept the quote, Jerry Seconded; verbal vote of the motion carried six (6) to zero (0).

Insurance renewal is due. Heather will meet with Paul Zilz at Capstone Insurance for the review of the year virtually later this month. It is expected to go up due to claims for the Gerdes back up.

**OLD BUSINESS**

Heather has deposition for Insurance claim on Gerdes back up at the end of January via virtual appointment.

Angela Grable has hired an attorney regarding the lots on the backside of Big Lake. Matt Shipman is representing the sewer district and has requested information from her attorney. The Trustees asked Heather to reach out to our engineering firm for an updated cost for running the main to said lots since Angela is responsible for these per the Subdivision Policy.

**ADMINISTRATOR UPDATES**

On December 31, a customer called of a wet spot next to grinder at 5411 S Groveland Dr. Mike went out and dug up to find the line had separated enough causing the nut on the shut off valve to crack. Mike replaced entire shut off valve. On January 4, a customer called from Shoreline Dr. that sewer was running into the lake. Heather and Mike went out. Heather went door to door asking to stop using any water while Mike dug up to find a coupling failed and the line completely separated. Mike put new shut off valve in and replaced line coming out of the grinder. Heather notified IDEM Emergency Response, DNR, Whitley County Board of Health and filed an overflow report.

Office update for this month is Heather is back from leave. Carol Martin will continue to help on days Judy is in for Heather to train and get more acquainted with the accounting position.

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January 11, 2021

Heather is having to do several Zoom meetings and is needing to do them in the board room to not be interrupted by customers coming in, phone ringing, etc. Tom motioned for Heather to purchase Ipad or Laptop up to \$500 to do virtual meetings in the other room and to keep up with the COVID cancelling of face-to-face meetings and Priscilla Seconded; verbal vote of the motion carried six (6) to zero (0).

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 6:10 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  
February 8, 2021

**CALL TO ORDER**

Tom Wise, 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 members present were Priscilla Peters, Bill Brice, Jerry Burns, Ruth Orr, and Linda Parker. Carol Martin and Heather Palan were also in attendance. *Linda via phone conference.*

**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. Priscilla made a motion to approve the minutes as written and financials, Jerry Seconded; verbal vote of the motion carried six (6) to zero (0).

**NEW BUSINESS**

The Trustees had voted via email on Cliff Creason's contract. Vote carried six (6) to zero (0) to eliminate the \$100 monthly consulting payment but continue \$50 per board meeting that Cliff attends.

The accountant, Judy, offered \$30/hr. to be consultant for issues that arise after she leaves April 1. Ruth motioned to accept the \$30 consulting fee for Judy, Jerry Seconded; verbal vote of the motion carried six (6) to zero (0).

Ryan Egolf, Certified Operator is needing a new PH meter. Ryan had sent a quote over from Fisher for \$569 + freight. Priscilla motioned to buy the PH meter, Jerry Seconded; verbal vote of the motion carried six (6) to zero (0).

The effluent meter at the lagoons is not marking the paper well. Mike Franke came out to look at it. He gave 3 options on what could be done. After much discussion, the trustees agreed to an ultrasonic meter with transmitter for \$2,950 installed. Ruth motioned to purchase the ultrasonic meter, Linda Seconded; verbal vote of the motion carried six (6) to zero (0).

**OLD BUSINESS**

Heather Palan, Carol Martin and Tom Wise have completed their depositions for Insurance claim on Gerdes back up at the end of January via virtual appointment.

GRW Engineering sent over cost analysis for running mains to service the lots at the end of Big Lake. The vacuum line from Highpoint to Groveland would roughly cost \$190,000 and low pressure would cost roughly \$90,000 but would require other updates down the line including a lift station. The trustees will wait on response from Matt Shipman, since he is working with Angela Grable's attorney.

**ADMINISTRATOR UPDATES**

Heather let the trustees know that December and January unemployment payments were made to John Doyle at \$391.56. Heather does not know how long payments will continue.

Carol Martin continues to come in and assist on days Judy works so that Heather can sit with Judy to obtain as much knowledge of the accounting system before Judy leaves.

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 6:01 pm.



Linda Parker, Secretary

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
March 8, 2021

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

**GUEST AND CUSTOMERS INQUIRIES DIRECTED TO TRUSTEES**

Peter Carle – 5220 N Old 102 – Reported to the office that the water running from the district office has been flooding his home. The district has not made any changes to the ground to cause this. The trustees are now aware that this has happened.

**MINUTES & REPORTS**

The Minutes and Financial reports were emailed to the Trustees prior to the meeting for review. Priscilla made a motioned to approve the minutes as written, Linda Seconded; verbal vote of the motion carried six (6) to zero (0). Priscilla motioned to accept financial reports, Linda Seconded; verbal vote of the motion carried six (6) to zero (0).

**NEW BUSINESS**

The board discussed a \$1.43 rate increase for June 1, 2021, Ruth motioned to move forward with the rate increase, Linda Seconded; verbal vote of the motion carried six (6) to zero (0).

Heather let the trustees know that the CD had come due. It was renewed at 12 months at .5%.

Mike Seigel had presented Heather with two properties that are needing risers. One on Highpoint is due to naturally settling and the other on Wolfes Retreat is due to gravel being added for a driveway. After much discussion, Jerry motioned to pay for the one that has naturally settled and for the one on Wolfes Retreat to split the cost with the homeowner; Priscilla Seconded, verbal vote of the motion carried six (6) to zero (0).

J&K Mowing contract is due for renewal. The prices remained the same as the last 5-year contract. Ruth motioned to sign the contract for 5 years, Priscilla Seconded; verbal vote of the motion carried six (6) to zero (0).

**OLD BUSINESS**

Gerdes Insurance claim had no updates this month.

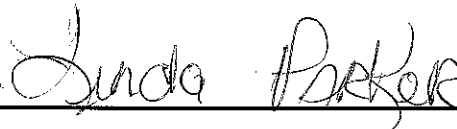
Carol Martin went to Noble County Building and Health Dept to discuss the lots on the backside of Big Lake. The one that recently sold on corner of Groveland/500 S does not have any permits pulled, but it appears they will be pulling one soon due to a gravel pad put in. Matt Shipman has not given update from Angela Grable's attorney on how the lots were split.

Mike Seigel started the pond project to reroute the water transfer from each pond as the district plans originally were drawn and to increase retention time. He has one pipe from pond 2-3 done and working on the second.

**ADMINISTRATOR UPDATES**

Heather did not have updates this month.

With nothing more to discuss, Linda made a motion to adjourn the meeting, Bill Seconded; verbal vote of the motion carried by six (6) to zero (0). Meeting adjourned at 5:37 pm.

  
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Linda Parker, Secretary

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
April 12, 2021

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

**GUEST AND CUSTOMERS INQUIRIES DIRECTED TO TRUSTEES**

Ron Gatchell – E Colony Ave – Addressed the Trustees regarding his garage he just connected to the sewer and why he had to pay the Phase 2 rates. Carol Martin explained that anyone that came in after the time Phase 2 was completed in 2001 and paid the current connection fee was subject to Phase 2 rates.

Ashley Kellogg – 4898 Malcolm Ct – Wrote letter to Trustees asking for discount on connection fee due to needing to hook up to the sewer due to having 11 children and their current septic system is not able to keep up. After much discussion, the board decided to not give a discount. Linda motioned to not give a discount and Priscilla seconded; verbal vote of the motion carried six (6) to zero (0).

**MINUTES & REPORTS**

The Minutes and Financial reports were emailed to the Trustees prior to the meeting for review. Ruth made a motioned to approve the minutes as written, Jerry Seconded; verbal vote of the motion carried six (6) to zero (0). Priscilla motioned to accept financial reports, Linda Seconded; verbal vote of the motion carried six (6) to zero (0).

**NEW BUSINESS**

The board discussed a \$1.43 rate increase for June 1, 2021 and voted to hold a public hearing at the district office on May 10, at 5:30 pm. Priscilla motioned to hold meeting and Ruth seconded; verbal vote of the motion carried six (6) to zero (0).

A tree at the Big Lake station ( E) has died and leaning towards the building. Phillips Tree Service had quoted \$800 and Straub Tree Service \$900. Priscilla motioned to have Phillips Tree Service to take down the tree and Linda seconded; verbal vote of the motion carried six (6) to zero (0).

Generator at Big Lake ( E) radiator needs repaired. Quote from Evapar came in at \$2,826.26. Ruth motioned to accept quote; Priscilla seconded; verbal vote of the motion carried six (6) to zero (0).

**OLD BUSINESS**

Gerdes Insurance claim had no updates this month.

Heather received email from Angela Grable asking for the dollar amount from the engineer to run the line to the lots on the backside of Big Lake off 500 S. The quote came back from engineers at approx. \$230,000 for sewer mains.

Mike Seigel finished project at the ponds.

**ADMINISTRATOR UPDATES**

Heather let the Trustees know that email had been received for upcoming Knapp Lake audit.

With nothing more to discuss, Priscilla made a motion to adjourn the meeting, Linda Seconded; verbal vote of the motion carried by six (6) to zero (0). Meeting adjourned at 6:18 pm.



Linda Parker, Secretary

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
May 10, 2021

**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, Jerry Burns, Ruth Orr, Linda Parker and Carol Martin. Cliff Creason and Heather Palan were also in attendance.

**GUEST AND CUSTOMERS INQUIRIES DIRECTED TO TRUSTEES**

Angela Grable and Jeremy Patton – 2044 E Fox Dr – They heard the Trustees would be speaking about the lots on 500 S and the hook up the district's subdivision policy requires Angela to do. Lot closest to Groveland was sold to farmer across Groveland with no plans to build. The next lot was purchased in 2020 by Dan Fox and he is planning to put a pole barn and build a home with Granite Ridge. Lot with original farmhouse on it is grandfathered in with original septic until it fails. And lot closest to Highpoint Dr is currently listed for sale by Jeremy Patton and has a lot of interest, but with the disclosure of the sewer has prompted several calls over price for infrastructure and who is responsible. Angela said that Nel Mann told her when she divided the lots that she did not, but this was in person and not in writing. Letter from Matt Shipman in 2013 was present to the Trustees to review. Carol Martin spoke to Angela on her involvement between Angela and Board of Trustees from when she was the district administrator. Which was letting Angela know that per the district's definition of a subdivision she is responsible for the infrastructure. Angela said she would take the district to court over the matter. Ruth proposed Angela and the Trustees agree on an amount both sides would pay since the cost could be \$230,000 to run the vacuum line down 500 S to service these lots. Angela let the Trustees know she does not have \$50,000 to install the infrastructure for the lots. It was discussed over the cost of putting septic system on each lot of \$25,000- \$30,000 per lot. Heather let Angela and Trustees know that GRW Engineering is working on updated numbers for the force main from end of Groveland and what updates would need to be made to the overall system to make this happen. Heather will let everyone know when this is received. After much discussion between the Trustees and Angela, Ruth motioned to table until the next meeting when there is more information from the engineer, Linda Seconded; verbal vote of the motion carried seven (7) to zero (0).

**MINUTES & REPORTS**

The Minutes and Financial reports were emailed to the Trustees prior to the meeting for review. Priscilla made a motioned to approve the minutes as written, Linda Seconded; verbal vote of the motion carried seven (7) to zero (0). Carol motioned to accept financial reports, Linda Seconded; verbal vote of the motion carried seven (7) to zero (0).

**NEW BUSINESS**

Carol Martin gave Oath of Office and became a board member as of April 13, 2021 appointed by Scott Ziegler for Noble Township.

Heather presented Station D on Colony electric bill from Indiana Michigan Power that is up \$500 from last month and run times are up to 14 hours a day per pump compared to 8-9 hours per pump we usually run. Mike believes this is due to a leak in the vacuum. Mike has walked all and listened to every candy cane and pit on Station D and has not located the issue. Mike asked office if anyway to get the word out for a noise he is looking for. The office sent postcards to the area affected at Tri-Lakes. Airvac came out on a complimentary visit to see if they could assist but were not having much luck. Airvac has an Aqua Scope ground penetrating listening device to hear the pipe below ground. It was presented an Aqua Scope from USA BLUE Book at approx. \$2600 plus \$1030 for visual meter to purchase to help locate vacuum leaks. Ruth motioned to purchase the Aqua Scope, Priscilla Seconded; verbal vote of the motion carried seven (7) to zero (0).

The back door on the office has rusted out and is needing replaced. It was discussed if it could be patched, but Carol said that it had been patched several times before and it was time to have to replace it. Heather was not able to get

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exact quotes but was told around \$1500. Priscilla motioned to get a new back door and frame and install it, Ruth Seconded; verbal vote of the motion carried seven (7) to zero (0).

**TEMPORARY ADJOURNMENT**

To start the public hearing for the proposed rate increase of 5%. Which amounts to \$1.43.

**RATE HEARING MEETING CALL TO ORDER**

This hearing was held for public comments on the board's proposed and approved 5% rate increase, to be effective 6/1/2021.

There were no one in attendance for comments on rate increase. Tom requested a motion to accept, reject or delay approval of Sewer Rate Ordinance 2021-1. Priscilla made a motion to accept the ordinance; seconded by Linda. Verbal vote of each board member to approve the ordinance was made.

Priscilla Peters – Yes, Tom Wise – Yes, Linda Parker –Yes, Carol Martin –Yes, Jerry Burns –Yes, Ruth Orr –Yes, Bill Brice - Yes.

Rate Ordinance 2021-1 passed by a vote of Seven (7) to zero (0).

Priscilla motioned to close the rate hearing meeting and Jerry Seconded it; verbal vote carried seven (7) to zero (0). Tom then closed this portion of the meeting and the regular meeting resumed.

**OLD BUSINESS**

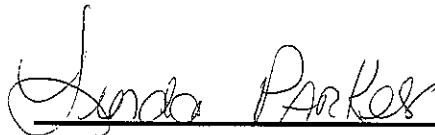
Gerdes Insurance claim had no updates this month.

Heather received email from Angela Grable asking for the dollar amount from the engineer to run the line to the lots on the backside of Big Lake off 500 S. The quote came back from engineers at approx. \$230,000 for sewer mains.

**ADMINISTRATOR UPDATES**

Heather did not have any updates.

With nothing more to discuss, Carol made a motion to adjourn the meeting, Priscilla Seconded; verbal vote of the motion carried by seven (7) to zero (0). Meeting adjourned at 6:15 pm.



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Linda Parker, Secretary

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
June 14, 2021

**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, Jerry Burns, Ruth Orr, Linda Parker and Carol Martin. Cliff Creason, Matt Shipman, and Heather Palan were also in attendance.

**GUEST AND CUSTOMERS INQUIRIES DIRECTED TO TRUSTEES**

Dan and Linda Fox asked the board for a septic waiver to be signed for the lot they own on 500 S and Groveland Ave that they purchased from Angela Grable. They are currently building a pole ~~sewer~~ <sup>sewer</sup> but had plans to build a house until they found out they could not get a septic permit. Carol Martin explained that when the lot was divided into the four lots that Angela was required to follow the district's subdivision policy and install main infrastructure at approx. \$100,000. She also explained that the district is going to install \$300,000 in upgrades to the system to take on these lots and other future growth. Matt Shipman explained he had spoken to Angela's husband Jeremy Patton, but had not heard anything back yet. Matt explained to the Fox's that they received a discount on the lot due to the need for the sewer to be installed versus it already being installed. Linda Fox asked Matt about what actions they have since they do not feel it was presented fairly to them. Matt told them he did not have an answer for them since he had not seen all the paperwork involved. The Fox's asked how long this would take to be settled; Matt took the question and let them know there is not currently a timeline on this due to having to get the funds for the main to be installed and even if the funds were there, pipe for the project is in short supply.

Dee and Greg Saylor – 5552 N Willow Ave – Letter was sent with bill “Why don't you publish your P&L then we understand the 1-2 increases each year. Is something broken? What is being replaced? Is it pay increases for workers?” The Trustees asked Heather to write letter from Trustees that it is only one increase, and that the P&L is published on the website each month. Also note that upgrades are being repaired as the system is over 20 years old now.

Larry Carter – 3375 W Northshore Dr-57 – Called in about rate increase stating he is a senior citizen on a fixed income and cannot afford the rate increase each year. Asked the board to consider a senior citizen discount so he can afford his groceries. The Trustees said no discount to be given.

**MINUTES & REPORTS**

The Minutes and Financial reports were emailed to the Trustees prior to the meeting for review. Ruth made a motioned to approve the minutes as written, Jerry Seconded; verbal vote of the motion carried seven (7) to zero (0). Priscilla motioned to accept financial reports, Linda Seconded; verbal vote of the motion carried seven (7) to zero (0).

**NEW BUSINESS**

Heather presented the Trustees a request for \$5,000 raise for taking on the accounting position. Heather explained more hours are being put in to accomplish accounting and administrator jobs. Ruth suggested giving Heather a bonus each month or paycheck instead of a raise then they would not have to worry about taking away a raise if eventually there is someone to do the accounting position, but the bonus could be taken away. After much discussion, Carol motioned to retro pay Heather \$200 per paycheck bonus for April and May for accounting position and that this will be voted on monthly, Linda seconded; verbal vote of the motion carried seven (7) to zero (0).

Seal Coating is needed on all parking lots and cracks filled in. Asphalt Maintenance Service quoted Office, Stations: A,C,D, E, F for \$3,147.00. J W Asphalt also quoted same parking lots at \$5,875.00. Priscilla motioned to have Asphalt Maintenance Service seal coat and fill cracks of parking lots, Linda seconded; verbal vote of the motion carried seven (7) to zero (0).



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June 14, 2021

On Kenny's Court in Magic Hills a new home was built by Kent Miller and connected to the sewer. Since the house has flooded at least 2 times and this last one knocked down the grinder with the amount of water that was coming in through the house drains. TJ Himes is building a house next to it and the plan was to connect his house to this same grinder pit. TJ was concerned with the neighbor's house flooding causing him sewer issues. It was suggested to place a pit on the other side of TJ Himes existing home and his new home and existing share a pit. Carol motioned to install the pit on the other side, Linda seconded; verbal vote of the motion carried seven (7) to zero (0).

**OLD BUSINESS**

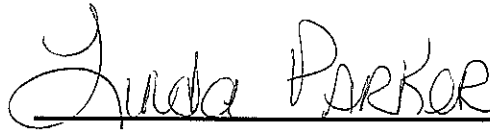
Heather received email that the Gerdes Insurance Claim has settled at end of May.  
Lots on backside of Big Lake were discussed as part of Dan and Linda Fox attending meeting.

**ADMINISTRATOR UPDATES**

Heather had emailed all board members to purchase 500 foot of SDR21 4" pipe that was available at Ferguson for customers of the district that would need it for the laterals since there is a major shortage of the pipe from the normal suppliers of EJP and Core & Main. All board members had replied YES to order 500 foot pipe for customers to purchase for their laterals.

Heather let the Trustees know that there is a relief grant fund issued by the State of Indiana of 100 million for water, wastewater and storm water projects. Matt Shipman will have Lori Shipman reach out to Heather to get application started. The Trustees would like to move forward with County Line Lift Station and getting down 600 N if the application would permit grant money to do so. Heather will discuss with Lori.

With nothing more to discuss, Ruth made a motion to adjourn the meeting, Priscilla Seconded; verbal vote of the motion carried by seven (7) to zero (0). Meeting adjourned at 6:46 pm.



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Linda Parker, Secretary

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
July 12, 2021

**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, Jerry Burns, and Carol Martin. Ruth Orr and Linda Parker were 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. Carol made a motion to approve the minutes as written, Jerry Seconded; verbal vote of the motion carried five (5) to zero (0). Priscilla motioned to accept financial reports, Carol Seconded; verbal vote of the motion carried five (5) to zero (0). Carol motioned to pay Heather \$200 per pay period for accounting bonus, Jerry Seconded; verbal vote of the motion carried five (5) to zero (0).

**NEW BUSINESS**

New sewage pump is needed at Loon Lake station. These pumps are original and not been replaced. Quotes were received from Quality Repair Service -pump head only \$10,695 plus travel of \$1,380 per pump and Aqseptence Group pump head only \$8,046 and Bart Sanford to install for \$650. Carol motioned to buy one pump head from Aqseptence Group and have Bart install, Priscilla Seconded; verbal vote of the motion carried five (5) to zero (0).

Air Release Valves need replaced due to corrosion and no longer functioning. It was put in the 2021 budget to purchase 20-25 to put at least one good one in each major main to ensure efficiency with the system. Straeffler Pump and Supply quoted at price break at 24 ARI Valves at \$880 each. Heather let the Trustees know there are roughly 70 of these that will need replaced over time. Priscilla motioned to get the 24 ARI valves for this year, Jerry Seconded; verbal vote of the motion carried five (5) to zero (0).

When homes/structures are being torn down throughout the district, it is in the lateral specifications to disconnect 10 feet from the pit before the structure comes down and obtain a permit. Mike is seeing a large increase in tear downs with the economy and seeing more and more issues with people carelessly capping and draining ground water and/or debris into the pits before capping them causing debris to get into our system, pumps, etc. Mike has charged \$350 to disconnect for people. After much discussion, the Trustees asked Heather to update the lateral specifications to include that the district will do the disconnecting at \$350 per disconnect plus permit fee on all requested disconnections to ensure proper disconnection and care of the system. Carol motioned to accept the update to the lateral specifications, Jerry Seconded; verbal vote carried five (5) to zero (0).

**OLD BUSINESS**

Heather presented an email string between Angela Grable and Matt Shipman about the price for the infrastructure for the lots on the backside of Big Lake. She does not want to pay. The district will wait to hear from her on next steps.

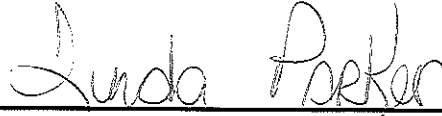
GRW Engineering assisted Heather in preparing the application for the SWIF. Tom came in and signed for submittal end of last week. GRW had suggested the county line lift station project and going down 600 N since that would be roughly 2 million and eliminate several septic systems.

**ADMINISTRATOR UPDATES**

Heather gave update on office since Judy leaving, stating things are going well.

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July 12, 2021

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



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Linda Parker, Secretary

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
August 9, 2021

**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, Jerry Burns, Carol Martin, Ruth Orr and Linda Parker. 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. Priscilla made a motioned to approve the minutes as written, Jerry Seconded; verbal vote of the motion carried seven (7) to zero (0). Linda motioned to accept financial reports, Priscilla Seconded; verbal vote of the motion carried seven (7) to zero (0). Priscilla motioned to pay Heather \$200 per pay period for accounting bonus, Jerry Seconded; verbal vote of the motion carried seven (7) to zero (0).

**NEW BUSINESS**

Generator at Loon Lake needs an ATS Controller. Evapar quote for repair is \$3,253.70, Carol motioned to have Evapar repair the generators, Ruth Seconded; verbal vote of the motion carried seven (7) to zero (0).

**OLD BUSINESS**

Heather did not have any updates on the Grable lots at Big Lake

Lateral Specifications were updated to include the District will do disconnects for demo and charge \$350. Carol motioned to approve the change of the lateral specifications, Linda Seconded; verbal vote of the motion carried seven (7) to zero (0).


Heather did not have any updates on the SWIF application.

**ADMINISTRATOR UPDATES**

Heather showed a picture of the air release valves that are being replaced to show how corroded the old ones are. The Knapp audit is getting close to being finalized. Carol asked Heather to review the contract to see if any additional charges can be charged to Knapp for compiling and completing the audit for them. Heather asked if the Knapp Lake Area Conservancy District monthly rate should be increased from \$1,600/monthly. It has been 5 years without an increase. The Trustees will discuss a next meeting a dollar amount to increase beginning January 2022.

Heather let the trustees know that Steve, who works for Mike resigned and Mike is looking for a replacement. Also, Mike's trailer was hit by a lady while they were working on a pit on 500 N. Everyone is okay, but Mike is looking into flashing lights and other options to be more visible. He did have flashers and cones out when the trailer was hit.

With nothing more to discuss, Priscilla made a motion to adjourn the meeting, Carol Seconded; verbal vote of the motion carried by seven (7) to zero (0). Meeting adjourned at 5:55 pm.



Linda Parker, Secretary

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
September 13, 2021

**CALL TO ORDER**

Tom Wise, President, called the meeting to order at 4:59 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, Jerry Burns, Carol Martin, Ruth Orr and Linda Parker. Cliff Creason and Heather Palan were also in attendance.

**GUEST AND CUSTOMERS INQUIRIES DIRECTED TO TRUSTEES**

Dave Hosler/Matt Weber – 2032 Bair Rd – N PT Lot 1 and Lot 2 Southfork is being subdivided to gain a lot for Matt Weber to build a garage on. Heather informed Dave that the subdivision policy would require him to install infrastructure for the new lot being added. He presented his case that this would be a small garage added without a well or any facilities. After much discussion, Carol motioned to have it documented that if sewer is ever needed at to this new lot that they would be required to pay the new connection and pay for any infrastructure that would be needed for the connection, Ruth Seconded; verbal vote of the motion carried seven (7) to zero (0).

Dick Goodwin – 1629 Bair Rd – Dick had pulled a permit to disconnect a house in July 2018. The permit expires 1 year after issuance. He asked the Trustees to allow him to use that permit and disconnect the house on his own and not have the district disconnect the house per new specifications. Carol motioned to allow 30 days from today to disconnect per specifications and have it inspected by district and if any damage is done to pit or pipe, he will be fined starting at \$1,000, Bill Seconded; verbal vote of the motion carried seven (7) to zero (0).

**MINUTES & REPORTS**

The Minutes and Financial reports were emailed to the Trustees prior to the meeting for review. Priscilla made a motioned to approve the minutes as written, Jerry Seconded; verbal vote of the motion carried seven (7) to zero (0). Ruth motioned to accept financial reports, Priscilla Seconded; verbal vote of the motion carried seven (7) to zero (0). Priscilla motioned to pay Heather \$200 per pay period for accounting bonus, Ruth Seconded; verbal vote of the motion carried seven (7) to zero (0).

**NEW BUSINESS**

Heather brought up increasing the Knapp Lake monthly amount. After much discussion, Carol motioned to increase the monthly amount by \$200 from \$1,600 to \$1,800 effective January 2022, Linda Seconded; verbal vote of the motion carried seven (7) to zero (0).

Materiality Threshold Policy 2021-02 was present to the Trustees, the limits were set at \$100 on each line. Linda motioned to enact the materiality threshold policy, Carol Seconded; verbal vote of the motion was carried (7) to zero (0).

Kent Miller – Kenny's Court - had stopped into the office and asked for his sewer to be turned back on after it flooded a shut off valve was installed to avoid him flooding out the neighbor's sewer line and filling the pit with mud. After much discussion, Linda motioned to not turn him on until it can be proven that the house will not flood and that fines and fees for cleaning pit/pump and damage to our lines would be imposed if it does flood and to have Matt Shipman write up the letter, Carol Seconded; verbal vote of the motion carried seven (7) to zero (0).

Heather received quotes from FloVac and AirVac for rolling diaphragms. She presented the pricing difference to the Trustees and discussed if we wanted to stay with AirVac or try some FloVac. Trustees decided to split the order between the two companies and compare.

AirVac had requested to interview and talk with Heather and Mike about vacuum system to use for references and articles. The Trustees had no issues with this.

The Crooked Lake Golf Course is pending and is needing cost of sewer hook up before they proceed. The new owner is wanting to know if and when he has to hook up the club house. Heather informed him this would be up to the Health Dept. The new owner is also wanting to build an event center without kitchen facilities with capacity of 200 people. After discussion, the Trustees asked Heather to ask the engineer to begin work on how and cost to service the event center.

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
September 13, 2021

**OLD BUSINESS**

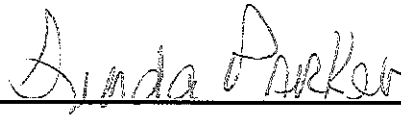
Heather did not have any updates on the Grable lots at Big Lake

Heather had heard the SWIF application was going to be awarded September 13, but she had not seen any updates on the site prior to the meeting.

**ADMINISTRATOR UPDATES**

Heather let the Trustees know the Knapp Lake audit was put on hold by Crowe due to Crowe needing to work on something else. Heather hopes this will be finalized soon.

With nothing more to discuss, Priscilla made a motion to adjourn the meeting, Linda Seconded; verbal vote of the motion carried by seven (7) to zero (0). Meeting adjourned at 6:35 pm.



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Linda Parker, Secretary

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
October 11, 2021

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

**GUEST AND CUSTOMERS INQUIRIES DIRECTED TO TRUSTEES**

No guest or customer questions to Trustees.

**MINUTES & REPORTS**

The Minutes and Financial reports were emailed to the Trustees prior to the meeting for review. Carol made a motioned to approve the minutes as written, Priscilla Seconded; verbal vote of the motion carried five (5) to zero (0). Carol motioned to accept financial reports, Ruth Seconded; verbal vote of the motion carried five (5) to zero (0). Jerry motioned to pay Heather \$200 per pay period for accounting bonus, Priscilla Seconded; verbal vote of the motion carried five (5) to zero (0).

**NEW BUSINESS**

A breaker went out at Loon Lake station during the night and Mike had to call Rider Electric out to fix it the next morning. He was able to run on one pump until Rider could get out to the station to replace the breaker. Mike requested to have a breaker in inventory to be able to use in this situation at Loon or Big Lake stations because we may not always be able to run on one pump. Carol motioned to purchase the breaker at \$1,207.50 from Rider Electric for inventory, Jerry Seconded; verbal vote of the motion carried five (5) to zero (0).

Heather presented the 2022 budget with several items to consider for capital improvements. The discharge pumps at Loon and Big Lake are over 20 years old and need to be replaced at approx. \$10,000 each, a lift station needs put in on County Line Rd at approx. \$300,000, Need 12 more air release valves at approx. \$12,000 and a vacuum trailer for grinders, pits, d valves and other uses \$50,000. After much discussion, the Trustees asked Heather to reach out to several local financial institutions to see what rates would be on financing half of the approx. \$400,000 needed. Heather will follow up with Trustees at next meeting.

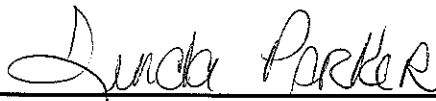
**OLD BUSINESS**

Heather did not have any updates on the Grable lots at Big Lake  
The SWIF application was not awarded to Tri-Lakes.

**ADMINISTRATOR UPDATES**

Heather let the Trustees know the Knapp Lake audit has its exit conference Tuesday, October 13. The only finding was from the AFR in 2018. The bank reconciliation was correct, but what was input into Gateway was not correct.

With nothing more to discuss, Priscilla made a motion to adjourn the meeting, Linda Seconded; verbal vote of the motion carried by five (5) to zero (0). Meeting adjourned at 6:03 pm.



Linda Parker, Secretary

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
November 8, 2021

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

**GUEST AND CUSTOMERS INQUIRIES DIRECTED TO TRUSTEES**

No guest or customer questions to Trustees.

**MINUTES & REPORTS**

The Minutes and Financial reports were emailed to the Trustees prior to the meeting for review. Carol made a motioned to approve the minutes as written, Priscilla Seconded; verbal vote of the motion carried six (6) to zero (0). Jerry motioned to accept financial reports, Linda Seconded; verbal vote of the motion carried six (6) to zero (0). Priscilla motioned to pay Heather \$200 per pay period for accounting bonus, Linda Seconded; verbal vote of the motion carried six (6) to zero (0).

**NEW BUSINESS**

Heather and Mike met with Ditch Witch and Vermeer and made calls to other contractors for references on both brands for the Vac Trailer. Other contractors recommended Ditch Witch due to service and parts. Heather received pricing from both companies (\$47,000-\$78,000) and both companies offer gas and diesel engines. After much discussion the board would like Mike to demo Ditch Witch gas version (approx. \$47,000) to see if it will do a station and report back to the board at the next meeting.

Heather reached out to financial institutions for rates on loans for the County Line lift station and vac trailer. Some do not offer any to public entities and Midwest Federal Credit Union came in at 5%. Crossroads Bank will use the district's CD as collateral, and it will be 2% plus the current rate of the CD. The board would like Heather to find out how many years the loan would be and present at next meeting.

Old/New Lift station pump had seal leak and was sent in for repair. The quote from Quality Repair Service came in at \$2,300 versus replacing the pump at \$7,700. Carol motioned to have the pump repaired, Jerry Seconded; verbal vote of the motion carried six (6) to zero (0).

Budget for 2022 was reviewed and discussed. The board will vote on it at the December meeting.

**OLD BUSINESS**

Heather did not have any updates on the Grable lots at Big Lake

Heather spoke with Craig Wagoner at Whitley County in regard to the Kenny's Ct house that has flooded. They advised Heather they will not be issuing a Certificate of Occupancy until the owner has put in a permanent solution to the house flooding. Matt Shipman did send owner letter stating his sewer will not be turned on until it can be proven the house won't flood.

**ADMINISTRATOR UPDATES**

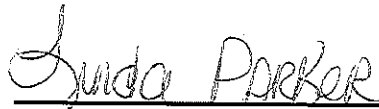
Heather walked the Trustees through the day events of a line break near the Old/New lift station. Which started approx. noon on Monday, November 1. Mike arrived at the station while doing rounds to find it spewing out of the ground. He immediately shut down the lift station and called Heather to call in locates. Mike and his employee started shutting off grinders at Old Lake, New Lake, and Goose Lake to prevent the Old/New Lift Station from filling. Heather had Carol Cuney start calling as many customers as she had numbers for and changed the office voicemail letting customers know of the break and that the voicemail would change when it was okay to use the sewer again. Heather called in Strombeck for a suck truck to suck out the lift station and went and placed sewer shutdown signs at the lakes affected. Heather also called IDEM Emergency Response since there is a roadside ditch near the station and was unsure if any sewage made it to the ditch. IDEM did come and advised the water did not appear to be affected. Advised Heather to do the Bypass/Overflow report as a normal spill would require. Mike was



MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
November 8, 2021

able to start digging and found the worn hole in the ductile iron pipe around 10 pm. The suck truck was called back out to keep the ground water away from the pipe to allow Mike to get a repair coupling around the hole. Heather and Mike started turning on grinders around 2 am and Heather updated the voicemail at the office. Tom Wise and Carol Martin came out to the sight and advised Heather to order lights since flashlights was all that was available. Heather reminded the Trustees that performance reviews will be due at the December meeting. After much discussion it was decided the personnel committee will sit in on Carol Cuney's performance review. Heather will let them know when it is finished and schedule.

With nothing more to discuss, Priscilla made a motion to adjourn the meeting, Linda Seconded; verbal vote of the motion carried by six (6) to zero (0). Meeting adjourned at 6:11 pm.



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Linda Parker, Secretary

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
December 13, 2021

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

**GUEST AND CUSTOMERS INQUIRIES DIRECTED TO TRUSTEES**

Judi Huffman – 7051 N Brown Rd – Has AIRBNB type rental that two people live in one part and rents out the other part of the house. She is currently being charged \$61.11 (regular rate) plus \$26.81 (additional operations and maintenance for rental) for total of \$87.92. After discussing with the Trustees, she will continue to pay this rate until the point that she no longer rents out part of the house.

**MINUTES & REPORTS**

The Minutes and Financial reports were emailed to the Trustees prior to the meeting for review. Bill made a motioned to approve the minutes as written, Priscilla Seconded; verbal vote of the motion carried six (6) to zero (0). Carol motioned to accept financial reports, Linda Seconded; verbal vote of the motion carried six (6) to zero (0). Linda motioned to pay Heather \$200 per pay period for accounting bonus, Jerry Seconded; verbal vote of the motion carried six (6) to zero (0).

**NEW BUSINESS**

2022 Salary Ordinance 2021-1 was presented and review by the Trustees.

Full Time Employees Effective first pay period after Jan 1, 2022

Bookkeeping Employees – Hourly base range will be \$15.00 – \$23.00/hour

Accounting Employees – Hourly base range will be \$17.00 - \$25.00/hour

District Administrator base salary range will be \$50,000 to \$55,000 per year.

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

Bookkeeper was kept at \$17.50/hr, Accountant was kept at \$18.73/hr and District Administrator was raised to \$54,019.33. Carol motioned to accept the raises and new salary ordinance, Priscilla Seconded; verbal vote of the motion carried six (6) to zero (0). Carol motioned for officers to remain the same for 2022, Linda seconded; verbal vote of the motion carried six (6) to zero (0).

Tom Wise – President

Linda Parker – Secretary

Priscilla Peters - Treasurer.

Kathy Dewitt who cleans the office requested a raise from \$50 each cleaning to \$55. Linda motioned to raise Kathy's rate to \$55.00 each cleaning, Priscilla Seconded; verbal vote of the motion carried six (6) to zero (0).

IDEM discharge permit is up for renewal for 2022-2027. Heather filled it out and Tom Wise Signed to send into the state.

A new bay is needed on the shop for the District, Heather received quote from Auburn Door Inc, of \$2,587.91 for door, opener and installation, Mike Seigel will frame the door. Carol motioned to purchase the new garage door, Jerry Seconded; verbal vote of the motion carried six (6) to zero (0).

**OLD BUSINESS**

Heather did not have any updates on the Grable lots at Big Lake.

The proposed budget for 2022 was presented and review. Discussion of upcoming capital improvements projects, known needed repairs and energy cost, Carol made a motion to approve a budget of \$1,202,425 for expenses for 2022; Linda Seconded; verbal vote of the motion carried six (6) to zero (0).

Mike Seigel demo tested the Ditch Witch Vac Trailer with 500-gallon spoil tank, and it worked great. Carol motioned to buy the Ditch Witch Vac Trailer model HX30G VAC SYSTEM for \$46,540.00 and add to insurance policy, Jerry seconded; verbal motion of the motion carried six (6) to zero (0).

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
December 13, 2021

Deb Roy at Crossroads Bank emailed a letter explaining how the loan would work with each time the CD would come up for renewal it would be the rate of the CD plus 2% and could be renewed each time with no penalty. It would be flexible on how much the payments would be as long as the interest would be paid. The CD comes due next in February 2022.

**ADMINISTRATOR UPDATES**

With nothing more to discuss, Linda made a motion to adjourn the meeting, Priscilla Seconded; verbal vote of the motion carried by six (6) to zero (0). Meeting adjourned at 6:28 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