

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
January 10, 2022

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

**GUEST AND CUSTOMERS INQUIRIES DIRECTED TO TRUSTEES**

No guests or customers directed to trustees.

**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). Linda motioned to accept financial reports, Jerry Seconded; verbal vote of the motion carried six (6) to zero (0). Linda motioned to pay Heather \$200 per pay period for accounting bonus, Priscilla Seconded; verbal vote of the motion carried six (6) to zero (0).

**NEW BUSINESS**

Remote Participation Policy was written up by Matt Shipman for Trustees to be able to attend a few meetings virtually. Priscilla motioned to adopt the Remote Participation Policy, Ruth Seconded; verbal vote of the motion carried six (6) to zero (0).

Heather shared pictures and explanation of events of a vacuum leak Mike Seigel found on Lakewood Drive in Karen Kove and pictures of the completed fix. Run times at Station D should lower since it has been fixed.

Aquatic Weed Control sent annual invoice for \$3,100 to treat the lagoons. Ruth motioned to accept the quote from Aquatic Weed Control and have them spray the rip rap; Linda 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.

Heather had discussed with Mike a game plan to retro fit the grinder pits over time to the new style since the current pumps are being discontinued. The main component Mike is not able to salvage is the rubber flap backflow. After much discussion, Ruth motioned to purchase 50 of the rubber flap backflows for stock, Priscilla Seconded; verbal vote of the motion carried six (6) to zero (0).

**ADMINISTRATOR UPDATES**

Heather updated Trustees on the progress of year end and getting books closed.

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 5:55 pm.

  
\_\_\_\_\_

Linda Parker, Secretary

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
February 14, 2022

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

**GUEST AND CUSTOMERS INQUIRIES DIRECTED TO TRUSTEES**

No guests or customers directed to trustees.

**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, Linda 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). Jerry motioned to pay Heather \$200 per pay period for accounting bonus, Linda Seconded; verbal vote of the motion carried seven (7) to zero (0).

**NEW BUSINESS**

The current Rate Ordinance for the district has restaurants, bars, drive-ins at rate per number of employees. It was brought to the attention of the Trustees this should be based on capacity. The district had capacity studies done by county building department for Hilltop Tavern, Portside Pizza and Tri-Lakes Restaurant. Hilltop capacity 30, rate of \$115.34, Portside 119 rate of \$325.96 and Tri-Lakes Restaurant 142, rate of \$399.02. After much discussion, Ruth motioned to mail letters to each restaurant letting them know of the rate change coming and that the difference will be spread over a 4-year period, Carol seconded; verbal vote of the motion carried seven (7) to zero (0).

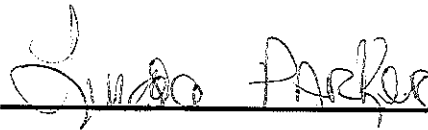
**OLD BUSINESS**

Only update Heather had on the Lots on Big Lake that the Dan Fox who bought the lot next to Groveland has hired an attorney, but no other updates besides that.

**ADMINISTRATOR UPDATES**

Heather has found a good candidate for when Carol Cuney retires in 2023. Heather will see when Carol wants to officially retire.

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 5:55 pm.



Linda Parker, Secretary

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
March 14, 2022

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

**GUEST AND CUSTOMERS INQUIRIES DIRECTED TO TRUSTEES**

No guests or customers 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, Linda Seconded; verbal vote of the motion carried seven (7) to zero (0). Carol motioned to accept financial reports, Jerry Seconded; verbal vote of the motion carried seven (7) to zero (0). Linda motioned to pay Heather \$200 per pay period for accounting bonus, Priscilla Seconded; verbal vote of the motion carried seven (7) to zero (0).

**NEW BUSINESS**

The board discussed a 5% rate increase for June 1, 2022, Ruth motioned to move forward with the rate increase, Linda Seconded; verbal vote of the motion carried seven (7) to zero (0).

New stainless-steel filters are needed for Big Lake, Loon Lake, Tri-Lakes, and Spear Rd Stations. Heather presented a quote for all filters at \$1,844.02 from AirVac. Carol motioned to purchase the new filters; Jerry seconded; verbal vote of the motion carried seven (7) to zero (0).

The buffer tank on county line road by Loon Lake station has not been running smoothly for a few months. Mike had put brand new valve, controller, parts, etc. in the buffer tank and it has been running better. He asked to be able to have a spare sent of new parts for the buffer tank. These would be designated just for the buffer tank to help control what is going on in it. AirVac quoted the parts at \$3,130. Carol motioned to purchase the parts for the buffer tank, Linda seconded; verbal vote of the motion carried (7) to zero (0).

AirVac has a trade in program for AC controllers to HP controllers. After looking at the options, the Trustees decided to trade in 26 AC controllers at \$328 each. Carol motioned to trade in the 26 controllers, Priscilla seconded; verbal vote of the motion carried seven (7) to zero (0).

The generator at New/Old lift station had mice chew through several wires. The quote for the repairs from Evapar came in at \$5,441.42 for the repairs and labor. The generator is currently not operable. Carol motioned to have Evapar make the necessary repairs, Jerry seconded; verbal vote of the motion carried sever (7) to zero (0).

**OLD BUSINESS**

Capacity Ordinances were mailed to restaurants (Portside Pizza, Tri-Lakes Restaurant and Hilltop Tavern) Letting them know the Trustees change to the rate ordinance up coming.

Heather did not have any update on the lots on Big Lake.

The discharge permit has been finalized and renewed through IDEM. The new permit is valid until 2027.

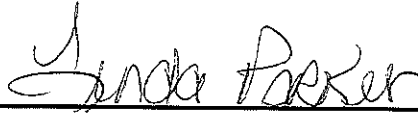
**ADMINISTRATOR UPDATES**

Heather let the Trustees know Carol Cuney plans to retire at the end of 2023.

Heather let the Trustees know that AirVac is coming out to do testing on the new Cornell pump at Loon lake that is not pumping efficiently to see what needs to be done. Also, vacuum pump #2 at Station D (Tri-Lakes) is leaking oil. The building is not able to run without all 3 pumps. Heather has Dennis from Mason Engineering and Construction coming on Thursday to look at the pump and make recommendations. The Trustees asked Heather to email them with updates regarding the pumps.

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
March 14, 2022

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 6:07 pm.



---

Linda Parker, Secretary

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
April 11, 2022

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

**GUEST AND CUSTOMERS INQUIRIES DIRECTED TO TRUSTEES**

Mike Seigel – Contracted Maintenance for Tri-Lakes Regional Sewer District

Jacob and Stephanie Knepple – 5926 S Woodstrail Dr – Came to listen regarding the hookup of their new home.

Adam Goss Letter to Trustees – regarding Beverly Goss property 5890 S Woodstrail Dr - Adam is power of attorney for Beverly Goss who has a new home on Woodstrail Dr. Mike had informed them the Knepple's new house would connect into the line the sewer district owns at the roadside on Woodstrail Dr. He is not okay with this and asked the Trustees to consider other options. Mike and Heather explained via a drawing the situation and the options for the sewer line to service the Knepple's home. After discussion, Bill motioned to stick with the original plan to run the sewer line for the Knepple's on west side of Woodstrail in the right a way and Y into the line the district owns in front of Beverly Goss new home and install 3 backflow valves in the 2 homes on the lakeside to help prevent a back in the event one would ever happen, Linda seconded; verbal vote of the motion carried five (5) to zero (0).

David Steiss – 7465 N Brown Rd – Called in to ask Trustees if he rented apartment to a couple that their home burned in March 2022, while their home is being renovated from the fire. Wanted to know what rate would be. Carol motioned for David to pay an additional Operation and Maintenance fee for June services until the apartment is no longer rented out, Priscilla seconded; verbal vote of the motion carried five (5) to zero (0).

**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). Priscilla motioned to accept financial reports, Linda Seconded; verbal vote of the motion carried five (5) to zero (0). Carol motioned to pay Heather \$200 per pay period for accounting bonus, Linda Seconded; verbal vote of the motion carried five (5) to zero (0).

**NEW BUSINESS**

The board discussed a 5% rate increase for June 1, 2022 and voted to hold a public hearing at the district office on May 9th, at 5:30 pm. Linda motioned to hold meeting and Priscilla seconded; verbal vote of the motion carried five (5) to zero (0).

Station D (Colony Ave) Vacuum Pump #2 has an oil leak. This station is not able to run without all pumps in working order. AirVac quoted a new Busch RC0630 Pump at \$31,370 and assist Mike and his team with direct replacement install at \$2,250 for one day and \$2,000 each additional day. Mike would have to set beam and have pump in building. Mason Engineering also quoted the direct replacement at \$17,132. After much discussion, Carol motioned to purchase the new vacuum pump and have AirVac assist Mike on direct replacement install, Priscilla seconded; verbal vote of the motion carried five (5) to zero (0).

New/Old Lift station had a pump fail. It has been deemed not repairable. Heather had the engineer look to see what replacement pump would best work for the system. GRW recommended a 5 hp pump at \$3,686 through GAI. Carol motioned to purchase a replacement pump and have Mike install it, Priscilla seconded; verbal vote of the motion carried five (5) to zero (0).

Matt Shipman, attorney representing the district, emailed Heather about the Subdivision Policy and connection fees being high. The Trustees asked Heather to do some research and the topic is table until another meeting.

GRW sent over their annual retainer to be signed. They asked for miscellaneous engineering to not exceed \$12,000. Carol motioned to approve the miscellaneous engineering up to \$12,000, Priscilla seconded; verbal vote of the motion carried five (5) to zero (0).

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
April 11, 2022

GRW sent over updated estimate for the lift station on County Line Road of \$345,000 plus \$58,000 for engineering. The price did not include land acquisition, if required, The total cost of the project would be approximately \$403,000. Carol motioned for engineering to get started with the project and the not to exceed engineering of \$58,000, Linda seconded; verbal vote of the motion carried five (5) to zero (0).

**OLD BUSINESS**

Heather did not have any update on the lots on Big Lake.

Heather had Mike install counters on 4 different pits, his pit with 2 houses on Schram Dr, Matt Bunyan's house pit, Portside Pizza and Tri-Lakes Tavern in month of March, Mike's pit fired 1464 times, Matt's pit 1037, Portside 6089 times and Tavern 3958. Heather is going to have Mike do it again in July to see how it changes in the busy season. This does show the restaurants is firing more than the average pit.

**ADMINISTRATOR UPDATES**

Heather asked the Trustees to give Carol Cuney a raise. After much discussion, Bill motioned to raise her hourly wage to \$18.00/hr beginning the first pay period in May, Priscilla seconded; verbal vote of the motion carried five (5) to zero (0).

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 6:38 pm.



Linda Parker, Secretary

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
May 9, 2022

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

**GUEST AND CUSTOMERS INQUIRIES DIRECTED TO TRUSTEES**

Brett McDonald – 5195 N Lake Dr – his pit is at the end of the sewer line. The gravel surrounding the pipe underground causes a river underground. The water then reaches the pit and causes it to come up around the pit and his yard is constantly wet. After much discussion, Carol motioned to have Mike Seigel install drainage to the ditch that is approximately 150 feet away and for Brett to pay for half of the costs to install the drainage, which he agreed, 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. Priscilla made a motioned to approve the minutes as written, Ruth Seconded; verbal vote of the motion carried six (6) to zero (0). Ruth motioned to accept financial reports, Jerry Seconded; verbal vote of the motion carried six (6) to zero (0). Priscilla motioned to pay Heather \$200 per pay period for accounting bonus, Carol Seconded; verbal vote of the motion carried six (6) to zero (0).

**NEW BUSINESS**

When the new vacuum pump arrives for station D (Colony Ave) they existing pump is needing to be rebuilt. Heather reached out and found two companies that could do it, Mason Engineering and Construction and KM (Straeffer where we currently send grinder pumps). Mason Engineering and Construction came in at \$28,277, KM said they would have to look at the pump then give us a quote for rebuild. After much discussion, Carol motioned to send the pump to KM through Straeffer to get price for rebuild, Ruth seconded; verbal vote of the motion carried six (6) to zero (0).

A handful of customers pay their own electricity for their grinder if they are the only home in a scattered area. Currently, the district gives those customers a \$2 discount on their monthly bill. After much discussion, Bill motioned to raise this discount to \$5 monthly effective June 2022 service, Jerry seconded; verbal vote of the motion carried six (6) to zero (0).

**TEMPORARY ADJOURNMENT**

To start the public hearing for the proposed rate increase of 5%. Which amounts to \$1.50.

**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 6/1/2022.

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 2022-1. Priscilla made a motion to accept the ordinance; seconded by Carol. Verbal vote of each board member to approve the ordinance was made.

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

Rate Ordinance 2022-1 passed by a vote of Six (6) to zero (0).

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT

May 9, 2022

Ruth motioned to close the rate hearing meeting and Priscilla Seconded it; verbal vote carried six (6) to zero (0). Tom then closed this portion of the meeting at 5:36 pm and the regular meeting resumed.

**OLD BUSINESS**

Heather had kickoff meeting with GRW engineering for the County Line Lift Station. They are going to finalize how much space is needed for the site and a recommendation for site selection by June 1, 2022. The Trustees will then meet to discuss next steps.

**ADMINISTRATOR UPDATES**

With nothing more to discuss, Carol made a motion to adjourn the meeting, Priscilla Seconded; verbal vote of the motion carried by six (6) to zero (0). Meeting adjourned at 5:54 pm.

  
\_\_\_\_\_

Linda Parker, Secretary



MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
June 13, 2022

**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 Bill Brice, Carol Martin, Jerry Burns and Ruth Orr, and Linda Parker. Priscilla Peters 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. Carol made a motion to approve the May minutes as written, Linda Seconded; verbal vote of the motion carried six (6) to zero (0). Carol made a motion to approve the minutes of the executive session from June 2, Ruth Seconded; verbal vote of the motion carried six (6) to zero (0). Linda motioned to accept financial reports, Jerry 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**

Heather is researching getting it setup to accept online payments through the website. Celcero Commerce has provided a quote for setup and per transaction and monthly. Currently the district is paying 2.04% base rate with no annual and \$23.95 monthly, the new would be 0.25% base rate with \$95 annual fee and \$17 monthly. After much discussion, Carol motioned to table until next meeting and have Heather check references, Jerry seconded; verbal vote of the motion carried six (6) to zero (0).

**OLD BUSINESS**

Heather and Mike Seigel met with GRW surveyor at the site of the new lift station to have a better idea of where it will be. Heather spoke with owners of the land, purchase to be completed after first of July.

Tippecanoe & Chapman Lakes Regional Sewer District responded to the Tri-Lakes RSD proposal for billing that they were going with another proposal due to less expensive.

**ADMINISTRATOR UPDATES**

With nothing more to discuss, Ruth made a motion to adjourn the meeting, Linda Seconded; verbal vote of the motion carried by six (6) to zero (0). Meeting adjourned at 5:55 pm.



Linda Parker, Secretary

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
July 11, 2022

**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 Bill Brice, Carol Martin, Jerry Burns and Ruth Orr, Linda Parker, and Priscilla Peters. Heather Palan was also in attendance.

**GUEST AND CUSTOMERS INQUIRIES DIRECTED TO TRUSTEES**

David Jones – 3385 W Magley Lane – Deeded owner of 3385 and 3386 E Magley Ln – The 3385 is a home on the lakeside and the 3386 is a pole barn with living quarters on the 2<sup>nd</sup> floor. Heather has been working since Feb 2021 on getting the pole barn a connection fee, inspection, permit, etc. after it was realized that this was illegally hooked to the sewer and no permits from the district were pulled. After many failed attempts to contact the owner in spring of 2021, she double billed starting May 2021 to try to get their attention and get them to call the district. In June 2022, Heather received a phone call from an appraiser asking how the barn was connected to the sewer since the owners were getting a divorce and needed appraisals done on both the lake front home and the residence in the pole barn. Heather explained it was an illegal connection. Heather sent Mike out to see if he could disconnect the pole barn from the house line and contact the board of health. David Jones's father came to the office and Heather explained the events and attempt at correspondence for the last 13 months. Heather sent a letter for new connection fee \$11,087 and fine \$13,000 (\$1,000 per month in violation from May 2021) (ordinance says \$1,000/day which would have been about \$400,000). David Jones came into the office and after discussion it was his attorney would contact the district's attorney. Heather contacted Matt Shipman who advised to place a split lien on the house and barn so it could not be sold or transferred to protect the district's interest until this could be resolved. David admitted to living in the barn to Matt Shipman and asked to be put on the agenda for the meeting to discuss options with the Trustees. The Trustees heard him out on the intentions and future intentions of the use of the pole barn. After much discussion, he will pay the new connection, a disconnect and reconnect permit, and run a new lateral to the district's specifications including cap off fees. Carol motion to have Mike cap the pole barn at the structure, where it can be easily inspected, until the divorce is final and then changes to the property can be made and table the decision on the fine until next month, Priscilla seconded; verbal vote of the motion carried seven (7) to zero (0).

Patrick Brown – 961 W 700 N – He is the owner of the property where GRW Engineering has recommended putting the new County Line Rd lift station. He has concerns regarding smell, amount of maintenance traffic, noise, and property resell value due the station being put in. The area the district is looking to acquire is 60ftx80ft or 0.11 acres. The Trustees informed him a deodorizer will be in the station at all times, maintenance will stop by weekly unless there is an issue, and the generator will run exercise on Mondays unless the power is out. The district could not really comment on the resale value, but that it is not in the line of sight of the house as it is to the far northeast side of the property. The Trustees explained that it needed to be from the intersection of 500 and County Line Rd to the East to relieve the pressures that have formed on back side of Big Lake and the line coming from station F (Loon Lake). The Trustees offered \$5,000. Patrick countered at \$10,000, but wanted to know about tax implications, the Trustees advised him to contact an accountant. After discussion, the Trustees countered again at \$7,500 to meet him in the middle. Patrick is going to talk to an accountant and get with Heather. Heather will handle the purchase agreement and coordinating things with county, GRW engineering, and surveyor as needed.

Matt Shipman – Attorney – Bloom, Gates, Whiteleather, Shipman. – Attendance was requested on behalf of the Trustees for the David Jones issue and the acquisition of land from Patrick Brown.

**MINUTES & REPORTS**

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

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
July 11, 2022

**NEW BUSINESS**

Heather presented the Garage Connection Policy as it needs some revisions. She asked the Trustees to consider changes, Carol motioned to table until next meeting and the committee for this can get together and make changes to present next meeting, Ruth seconded; verbal vote of the motion carried seven (7) to zero (0).

Heather presented the current and proposed changes to the district's permit form. Change included raising price from \$25 to \$100 per permit and separate lines for office use to help keep track of things. Carol motioned to raise the permit price to \$100 with reinspection fee of \$50 per trip from June 13 moving forward; Priscilla seconded; verbal vote of the motion carried seven (7) to zero (0).

The flagpole at the office was destroyed during the storm on June 13<sup>th</sup>. Heather and Mike researched and found two heavy duty, 3 inch options for a new pole. After much discussion, Ruth motioned to have Mike decide which one would work best of the options between \$500 and \$600, Priscilla seconded; verbal vote of the motion carried seven (7) to zero (0).

Quotes for station b (Spear Rd) repair from Smith Roofing and Rider Electric. The insurance has approved them with board approval. Ruth motioned to accept the quotes and get the repairs done, Priscilla seconded; verbal vote of the motion carried seven (7) to zero (0).

**OLD BUSINESS**

Heather checked references for Celero card processing and received good reviews. Ruth motioned to move forward with the new card processing company and get it setup on the website and do the trial, Linda Seconded; verbal vote of the motion carried seven (7) to zero (0).

Heather shared drawing and plans of the new lift station with the Trustees. GRW is waiting on the district to acquire the land to move forward.

**ADMINISTRATOR UPDATES**

The night of the board meeting (June 13<sup>th</sup>) was the night of a major storm that took out power and destroyed trees throughout the entire district. Heather gave a rundown of events and until power was restored on 3-4 days later for most customers. The office had no power Tuesday and Wednesday. Mike and Heather did assessment of damage at district buildings and lift stations for insurance and met with contractors/power companies, etc. as needed during the time.

Heather let the Trustees know station D (Colony) is running very low run times (4-5 hrs per pump per day) and the oil leak is significantly less than when run times were 3 and 4 times current. Since the new pump has arrived, Mike would like to let this one run as long as possible before it is pulled and we send it in for repair to get the most life out of it, but that the new one is ready in case of an emergency.

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 7:04 pm.



---

Linda Parker, Secretary

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
August 8, 2022

**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 Bill Brice, Carol Martin, Jerry Burns and Ruth Orr, and Priscilla Peters. Linda Parker was absent. Heather Palan and Cliff Creason was 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. Ruth made a motion to approve the July minutes as written, Priscilla Seconded; verbal vote of the motion carried six (6) to zero (0). Priscilla motioned to accept financial reports, Jerry Seconded; verbal vote of the motion carried six (6) to zero (0). Ruth motioned to pay Heather \$200 per pay period for accounting bonus, Priscilla Seconded; verbal vote of the motion carried six (6) to zero (0).

**NEW BUSINESS**

Heather presented the renewal of the Wildman contract. Asked if anyone had objections. No one had any objections. Carol motioned for resolution, Signatory Authorization Resolution No. 2022-01 for Tom Wise to sign for the purchase of real estate from the Brown's for the County Line Road Lift Station, Ruth Seconded; verbal vote of the motion carried six (6) to zero (0).

Heather and Mike had sat down and discussed issues and things that caused areas for concern from the storm on June 13<sup>th</sup>. Station B (Spear Rd) does not have an onsite generator and with the trees down the road was closed for a couple days, making it impossible to get to with the portable generator and then difficult for the fuel guy to get their daily to keep it going for the several days it was out. Since Station A (Woodstrail) feeds to Station B and with development coming with the golf course sale, it has moved the district to the point of needing a generator on site. Evapar presented two options for a generator one diesel and one natural gas. After much discussion, Jerry motioned to order the natural gas generator for Station B with the generator and transfer switch estimated at \$52,600 without installation, Priscilla Seconded; verbal vote of the motion carried six (6) to zero (0).

A composite lid is needed for the Hilltop Tavern parking lot due to the pit being in the parking lot and gets driven over. In the cold months it pushes the frost down and causes the pit to freeze worse than any other pit in the system. Carol motioned to purchase the composite lid from AirVac at \$611.26, Priscilla Seconded; verbal vote of the motion carried six (6) to zero (0).

During another storm on July 22, a large tree fell on the roof of Station C (Fry Rd) causing a couple holes in the roof, damage to gutter and ridge vent. Heather received the report from the adjuster for insurance but had not received any quotes from contractors yet due to them being still busy from the storms. Heather will present at the next meeting.

On Friday, August 5, a dump truck, and delivery van collided at the intersection of State Road 109 and 600 N. The delivery van ran over the grinder pit and post/panel box. The panel box wires were snapped at ground level. Mike was able to get them back on with a spare box in the shop but will need to rewire and mount a new box. Heather will obtain the police report to find out what insurance company she needs to contact for invoices of repair/replacement the grinder, panel, and post.

**OLD BUSINESS**

The new credit card processing is going well. It will be presented at the Knapp Lake meeting for them to pay half of the initial set up for of \$150.00. Heather is maintaining their website and uploading minutes and financials for \$10 a month.

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
August 8, 2022

Mike and Heather met with John Jones (father of David Jones-owner) on Magley Lane to cap off the unapproved connection. It was discovered the pipe is in the closet in the barn and then goes under garage floor, concrete driveway, the road and then house concrete driveway before going under the house to connect to the lateral. Mike and Heather did not feel comfortable capping the line in the closet since it was to be inspected at any time for reconnection of the homeowner. After much discussion, Ruth motioned to have Mike check to see if barn floor drains are connected to the sewer and then fill the unapproved connection to the house with quickset, Carol Seconded; verbal vote of the motion carried six (6) to zero (0).

Heather shared drawing and plans of the new lift station with the Trustees. GRW asked for the board of trustees to review and move forward with the purchase of the onsite generator for the new station due to 9-12-month lead time. Ruth motioned to purchase the recommended 80kw diesel generator and transfer switch from Evapar, estimated at \$47,740 without installation, Carol Seconded; verbal vote of the motion carried six (6) to zero (0).

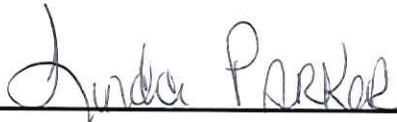
The new owner of the Crooked Lake Golf Course reached out to the district for next steps to separate the parcel into five lots for possibility of five homes. Heather got them in contact with the district engineer (GRW) to proceed with the process.

**ADMINISTRATOR UPDATES**

Heather, Carol Cuney, and Mike attended an AirVac seminar in July. They met the AirVac team walked the test rig, saw parts, were able to ask questions. Heather found it to be very informative.

Heather let the Trustees know that in the coming months/years new alarms at all stations and buildings needs to be a priority. Technology has changed drastically since the original system was installed and it is not as user friendly as it could be, and Mike is not able to see real time what is going on.

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 6:11 pm.



---

Linda Parker, Secretary

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
September 12, 2022

**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 Bill Brice, Jerry Burns and Ruth Orr, and Linda Parker. Priscilla Peters and Carol Martin were absent. Heather Palan and Cliff Creason was 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. Ruth made a motion to approve the August minutes as written, Jerry Seconded; verbal vote of the motion carried five (5) to zero (0). Linda motioned to accept financial reports, Jerry Seconded; verbal vote of the motion carried five (5) to zero (0). Linda 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**

Sam Bollinger, attorney who represents Kent Miller at 1177 Kenny's Ct – had Mike Seigel go out and look at the pump and generator that was put there to eliminate the water that runs onto the property and floods the house and infiltrates the sewer. The home had been shut off from the sewer due to all the infiltration from it flooding. Heather presented pictures Mike took while on site. After reviewing the pictures and discussing, Jerry motioned to have Matt Shipman send letter letting Kent know he will be turned back on, but if the home would flood and infiltrate the sewer; there will be a \$10,000 fine plus the current cost of a new grinder sewage pump, Ruth Seconded; verbal vote of the motion carried five (5) to zero (0).

Mike Seigel had showed Heather that the pond boundary fence is getting to be overgrown with not only plants, but small trees that are or will be attaching to the fence. Eventually, it would take the fence out and we are required to have the fence for safety. Mike said he can get it done for \$6,000 min, not to exceed \$7,000. Ruth motioned to have the 6,550 feet of fence cleaned up and sprayed, Linda Seconded; verbal vote of the motion carried five (5) to zero (0).

**OLD BUSINESS**

Heather spoke with Mike Seigel regarding metal or shingle roof for the repair at Station C on Fry Rd. Mike said the only issue with metal roof is when he cleans the roof off and it is near impossible to walk on. Jerry motioned to get the metal exposed fastener roof for \$6,491.25 offset by insurance check, Linda Seconded; verbal vote of the motion carried five (5) to zero (0).

David Jones on Magley Lane, with the illegal connection, had contacted Heather after receiving a letter from Matt Shipman that he needed to stub out the line and cap it outside the building. He said his contractor said it couldn't be done and was a waste since it would have to be abandoned. Heather and Mike Seigel talked with Wheeler Mechanical who contacted the district regarding the stub out and new lateral line to the lake. They said it was possible to stub out and cap it. After much discussion, the Trustees would like Matt Shipman to send a letter letting Jones know if the line is not stubbed out to the specifications voted on in the July meeting by October 1, 2022, fines of \$1,000 would start accruing again until rectified.

The County Line Lift Station is yet to close with the title company. We are waiting on the seller's mortgage company to release the portion the District is purchasing. The soil boring company was on the lot on August 11 and damaged three pine trees with their machinery. Heather has gotten quotes from Fort Wayne Trees for the trees, since it was in the purchase agreement that the three pine trees would be transplanted by the seller at closing. The Trustees asked Heather to get price from JB Nursery and email the Trustees for the vote. The price of the trees was \$630. The email vote to give the Brown's a check for \$630 for the trees carried four (4) to one (1).

Heather provided infrastructure price for the prior Crooked Lake Golf course of the five lots laid out by the investor. The price includes five pits, panel boxes, meter bases and pipe needed to tap the mains at \$65,000. Since the lots

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
September 12, 2022

are large and it is unknown where the homes will be built the price had to be adequate for all lots to have their own pit. Heather also included that the infrastructure prices did not include engineering and that would be paid to the District as invoices come in from GRW.

**ADMINISTRATOR UPDATES**

With nothing more to discuss, Ruth made a motion to adjourn the meeting, Linda Seconded; verbal vote of the motion carried by five (5) to zero (0). Meeting adjourned at 6:31 pm.



---

Linda Parker, Secretary

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
October 10, 2022

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

**GUEST AND CUSTOMERS' INQUIRIES DIRECTED TO TRUSTEES**

Matt Shipman- Bloom, Gates, Whiteleather, Shipman – Attorney representing District. Provided updates as needed.

David Jones – 3386 Magley Ln – Called Friday 10/7/2022 to get fines forgiven. (See old business)

**MINUTES & REPORTS**

The Minutes and Financial reports were emailed to the Trustees prior to the meeting for review. Ruth made a motion to approve the September minutes as written, Linda Seconded; verbal vote of the motion carried 5 (5) with two abstaining (2) to zero (0). Carol 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, Linda Seconded; verbal vote of the motion carried seven (7) to zero (0).

**NEW BUSINESS**

Heather presented the preliminary budget for 2023 for review for approval at November meeting. After review, the board made no changes to the preliminary budget. Heather will finalize for the November meeting.

While the office was reviewing garage connection policy files to see how many there are currently, it was found that many have new owners. Those new owners would not be aware of the garage connection policy signed by a previous owner. The board asked Heather to contact the county to find out if these forms can be filed with the county to be found during title search. Heather did present a new owner letter requesting signature of the garage policy when a property is purchased. The board was okay with the letters being sent as needed for accounts with signed garage connection policy.

**OLD BUSINESS**

David Jones on Magley Lane, with the illegal connection, had contacted Heather letting her know that the divorce had been finalized. He asked for a letter from the district stating that the fines that are currently on lien against his properties would be forgiven except for the new connection fee. The current fees are: New Connection \$11,087, Fines \$13,000 and permit \$100 for total of \$24,187. After much discussion, Carol motioned not to forgive any of the fines or fees. The \$24,187 is due to the district and have Matt Shipman send letter to David Jones, Priscilla seconded; verbal vote of the motion carried seven (7) to zero (0).

The County Line Lift Station is yet to close with the title company. Matt Shipman spoke with Patrick Brown just prior to the meeting starting. Brown's mortgage company is asking them to put the \$10,000 purchase price towards their mortgage to release the parcel for the district to purchase. The Brown's have requested an additional \$10,000 cash making the purchase price \$20,000. After much discussion, the board asked Matt Shipman to contact Whitley to put the lift station in the rights of way and Heather to contact engineer to get general idea on costs to pivot to the rights of way. This would remove Brown's from having to sell to the District and the District to move forward. The board agreed that they will not give the Brown's additional \$10,000 since they had already doubled their offer price from \$5,000 to \$10,000. The board will wait for replies from Matt and/or the county and engineer before proceeding.

Heather did not have any update on the prior Crooked Lake Golf Course. It does appear that survey stakes have been put out.

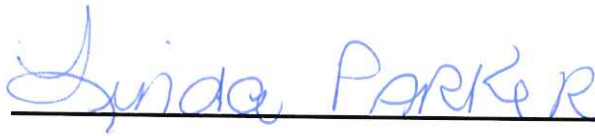


MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
October 10, 2022

**ADMINISTRATOR UPDATES**

Heather had let the Trustees know that the Knapp Lake Area Conservancy District President, Kris Underwood had called about why liens were filed on Gloria Marrs empty lot, but not on the house. Carol Cuney had filed the liens on the parcel ID of the empty lot and not the parcel ID that the house was on. The empty lot was up for Tax Sale. The executor of the estate paid off the liens the day before the lot went to tax sale. After much discussion and the Trustees reviewing Carol Cuney's personnel file, Carol motion to give Carol Cuney the option to be terminated or resign on the morning of Friday, October 14 with two weeks' pay with the Personnel Committee present, Priscilla seconded the motion; verbal vote of the motion carried seven (7) to zero (0).

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). The meeting adjourned at 7:14 pm.

  
\_\_\_\_\_

Linda Parker, Secretary

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
November 14, 2022

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

**GUEST AND CUSTOMERS' INQUIRIES DIRECTED TO TRUSTEES**

Matt Shipman- Bloom, Gates, Whiteleather, Shipman – Attorney representing District. Provided updates as needed.

**MINUTES & REPORTS**

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

**NEW BUSINESS**

The proposed budget for 2023 was presented and reviewed. Discussion of upcoming capital improvements projects, known needed repairs and energy cost, Priscilla made a motion to approve a budget of \$1,185,950 for expenses for 2023; Jerry Seconded; verbal vote of the motion carried six (6) to zero (0).

**OLD BUSINESS**

David Jones on Magley Lane, with the illegal connection, had contacted Heather and Matt Shipman had not heard anything. Matt had reached out to his attorney but did not have a reply.

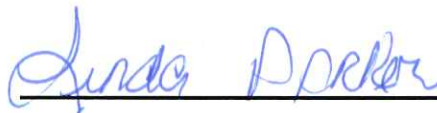
The County Line Lift Station update from Matt Shipman spoke with Patrick Brown and after much discussion, the Trustees will wait for a signed purchase agreement to discuss moving forward.

Heather met with the owner of prior golf course to discuss plans moving forward. At this point the owners have not decided how much land they are keeping for themselves. Heather will get updated plans and numbers once they have made a final decision.

**ADMINISTRATOR UPDATES**

Heather let the board know Rhoda Anderson was hired by the Personnel Committee and had started on November 7, 2022.

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). The meeting adjourned at 5:55 pm.



---

Linda Parker, Secretary

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
December 12, 2022

**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 Bill Brice, Jerry Burns and Ruth Orr, Priscilla Peters, Carol Martin, and Linda Parker. Heather Palan was also in attendance.

**GUEST AND CUSTOMERS' INQUIRIES DIRECTED TO TRUSTEES**

Matt Shipman- Bloom, Gates, Whiteleather, Shipman – Attorney representing District. Provided updates as needed.

**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 November minutes as written, Jerry Seconded; verbal vote of the motion carried seven (7) to zero (0). Ruth motioned to accept financial reports, Linda 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**

2023 Salary Ordinance 2022-1 was presented and review by the Trustees.

Full Time Employees Effective first pay day after Jan 1, 2023

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

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

Account Specialist Employees – Hourly base range will be \$20.00 - \$25.00/hour

District Administrator base salary range will be \$50,000 to \$67,000 per year.

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

District Administrator was raised to \$57,000.00. Carol motioned to accept the raise and new salary ordinance, Priscilla Seconded; verbal vote of the motion carried seven (7) to zero (0). Carol motioned for officers to remain the same for 2023, Linda seconded; verbal vote of the motion carried seven (7) to zero (0).

Tom Wise – President

Linda Parker – Secretary

Priscilla Peters – Treasurer

Heather presented the current pricing of purchasing components for new connections due to the increases in the industry since covid, after much discussion Ruth motioned to increase the new connection rate for 2023 to \$13,000, Carol seconded; verbal vote of the motion carried seven (7) to zero (0).

**OLD BUSINESS**

David Jones on Magley Lane, with the illegal connection, Matt Shipman had received letter from the attorney representing David. After much discussion, Carol motioned to not refund any fines or fees and to restart fines retroactively if not connected by January 6, 2023, Ruth seconded; verbal vote of the motion carried seven (7) to zero (0).

The County Line Lift Station update from Matt Shipman spoke with Patrick Brown but did not have a signed purchase agreement. This will be revisited as soon as a signed purchase agreement is available.

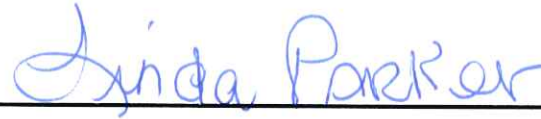
Heather had received a survey from the county planning department of the prior golf course lot layout and presented it to the Trustees. Infrastructure will be put in as lots sell and Bishops pay the infrastructure bill.

**ADMINISTRATOR UPDATES**

Heather let the board know Rhoda has not started the accounting portion yet. Still training on lien processing and account eft, and other account details.

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
December 12, 2022

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). The meeting adjourned at 6:58 pm.



---

Linda Parker, Secretary