

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
January 9, 2023

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. Cliff Creason and Heather Palan 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. Carol made a motion to approve the December minutes as written, Ruth 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). Carol 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

A new locator and transmitter are needed for the District. Heather and Mike have done research and have found a Rigid SR-20 to meet the needs at a total of \$4,000, Ruth motioned to purchase the locator and transmitter, Priscilla seconded; verbal vote of the motion carried six (6) to zero (0).

ARI Valves are needed and were included in the budget for 2023. Purchasing 24 gives the discount and should complete the replacement project. Carol motioned to purchase the 24 ARI Valves, Ruth seconded; verbal vote of the motion carried six (6) to zero (0).

Mike said the District is getting low on new grinder pumps for replacements in the field and needs 5 to be prepared for 2023. Carol motioned to purchase 5 new grinders pumps for replacement stock, Priscilla seconded; verbal vote of the motion carried six (6) to zero (0).

OLD BUSINESS

David Jones on Magley Lane, with the illegal connection, Heather updated the Trustees that David Jones's parents will be purchasing the home and barn and will pay the new connection fee, fines, permit as part of the closing at end of January. Heather will make sure the project gets scheduled to ensure they get in compliance with the district's policies.

The County Line Lift Station update is purchasing agreement is still not signed. Tom and Heather will get together with engineers, attorneys, etc. to see what can happen to accelerate this process since it has been ongoing since summer 2022.

Heather had not received any updates on the prior Crooked Lake Golf Course

ADMINISTRATOR UPDATES

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

With nothing more to discuss, Priscilla made a motion to adjourn the meeting, Carol Seconded; verbal vote of the motion carried by six (6) to zero (0). The meeting adjourned at 5:51 pm.



Linda Parker, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
February 13, 2023

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 Linda Parker. Carol Martin was absent. Cliff Creason and Heather Palan 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 January minutes as written, Priscilla 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). Linda motioned to pay Heather \$200 per pay period for accounting bonus, Ruth Seconded; verbal vote of the motion carried six (6) to zero (0).

NEW BUSINESS

Barclay Holdings LLC has purchased 60 acres on County Line Rd and is planning to put in a 60 home subdivision. They visited Heather to get the subdivision policy, lateral specifications and other information. The district has a main on the south side of the road for their infrastructure to connect to. Heather will keep the Trustees posted as things come up with this development.

Rhoda put together a spreadsheet of uncollectible accounts. It is a list of six accounts from 2017/2018 and one from 2021 totaling \$492.76 that need to be written off. Priscilla motioned to write off the balance of uncollectible balances, Linda Seconded; verbal vote of the motion carried six (6) to zero (0).

OLD BUSINESS

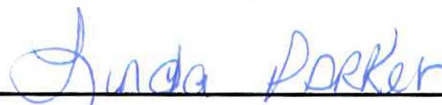
David Jones on Magley Lane, with the illegal connection, Heather updated the Trustees that David Jones's parents John Jones had purchased the two properties and paid the liens off to the county. He has hired Elmer's Services to do the boring and connection of the barn. Mike is working with Elmer's on specifications and Mike will do the inspection at completion.

The County Line Lift Station signed the purchase agreement and release were presented to the Trustees. Jerry motioned to have Tom sign the purchase agreement for \$2,500 of the land from Patrick and Zoe Brown, Priscilla Seconded; verbal vote of the motion carried six (6) to zero (0). Ruth motioned to accept and approve the final settlement and release agreement for \$12,500 to Patrick and Zoe Brown, Priscilla Seconded; verbal vote of the motion carried six (6) to zero (0).

Heather had not received any updates on the prior Crooked Lake Golf Course

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). The meeting adjourned at 5:42 pm.



Linda Parker, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
March 13, 2023

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 Bill Brice, Jerry Burns, Carol Martin, Priscilla Peters, and Linda Parker. Ruth Orr was absent. Heather Palan 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. Jerry made a motion to approve the February minutes as written, Linda 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).

NEW BUSINESS

The board discussed a 5% rate increase and adding an additional \$0.85 for replacement reserve for June 1, 2023, Carol motioned to move forward with the rate increase with looking at two options, Linda Seconded; verbal vote of the motion carried six (6) to zero (0).

At the Lagoons, pond one has reeds growing that need to be taken care of. Heather received multiple quotes to cut and treat the reeds. After much discussion, Carol motioned to have CC cut, remove, haul and clear back gate at \$2,200 and J&K Mowing to do initial pond one weed treatment after growth begins at \$850 and then \$575 for additional applications for all three ponds including gate and entrance area, Priscilla Seconded; verbal vote of the motion carried six (6) to zero (0).

The Lanier printer in the office is not printing well, does not scan whole pages anymore and jams all the time. After much discussion, Priscilla voted to purchase a Brother 8610CDW all in one printer with extra paper tray for legal paper at approximately \$800, Linda Seconded; verbal vote of the motion carried six (6) to zero (0).

The carpet in the office is not holding up and has stains, Heather presented vinyl plank flooring options. After much discussion, Priscilla motioned to replace only the office carpet area only with the commercial grade vinyl plank at \$71.79/carton with approximately \$1500 total for the flooring and reduce Wildman's to once a month and reduce number of mats after floor is complete, Carol Seconded; verbal vote of the motioned carried six (6) to zero (0).

OLD BUSINESS

David Jones on Magley Lane, with the illegal connection, Heather updated the Trustees that the contractor has active locates to complete the job when weather permits.

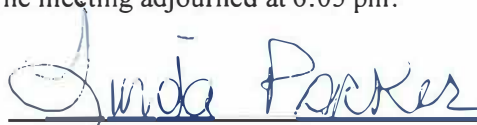
The County Line Lift Station has not closed, but the title company confirmed it is moving forward and should not be much longer.

Heather had not received any updates on the prior Crooked Lake Golf Course.

Heather did not have any updates on Barclay Holdings Subdivision.

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). The meeting adjourned at 6:05 pm.



Linda Parker, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
April 10, 2023

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, Carol Martin, Priscilla Peters, Linda Parker and Ruth Orr. Heather Palan was also in attendance.

GUEST AND CUSTOMERS' INQUIRIES DIRECTED TO TRUSTEES

John Wright – 2965 E 400 N, Columbia City, IN – Addressed the board on behalf of himself and his wife. He read a statement (attached to the minutes) regarding using, caring for and accessing the parcel of land behind the sewer ponds that the district owns. They want to continue to use the property though a letter was sent to them and surrounding neighbors letting them know this parcel of land is private property and no non-authorized access to district owned property. No Trespassing signs have been placed around the district's property at the pond location.

Joe and Amy Kissinger – 9703 N 100W-90, Markle, IN – Support for John Wright.

Andy Holman – 2900 E 400 N, Columbia City, IN – Voiced support of neighbors being able to use the parcel of land the district owns behind the sewer ponds.

Carmen Brass – 2907 E 400 N, Columbia City, IN – She rides horses on the property behind the sewer ponds. She really enjoys using the parcel over the years and would like to continue to do so.

The Trustees took all concerns under consideration and after much discussion and Heather's input from the attorney regarding liability with continued use of the parcel of land. Ruth motioned that no non-authorized access as it is private property and not public property and to have Matt Shipman send the letter to those that attended meeting, Priscilla 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. Ruth made a motion to approve the March 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). After much discussion, Linda motioned to not give Heather the \$200 pay period going forward, Priscilla seconded; verbal vote of the motion carried six (6) to zero (0) and one (1) abstain.

NEW BUSINESS

The board discussed a 5% rate increase on operation and maintenance and billing portions of the bill for June 1, 2023, add an Improvement Fund portion of \$0.85 and increase the New Connection Fee to \$13,000 and voted to hold a public hearing at the district office on May 8th, at 5:30 pm. Ruth motioned to hold meeting and Priscilla seconded; verbal vote of the motion carried seven (7) to zero (0). Linda motioned to add an Improvement Fund portion of \$0.85, Carol seconded; verbal vote of the motion carried seven (7) to zero (0). Jerry motioned to increase the New Connection Fee as part of the Sewer Rate Ordinance 2023-1 to \$13,000, Linda Seconded; verbal vote of the motion carried seven to zero (0).

OLD BUSINESS

David Jones on Magley Lane, with the illegal connection, Heather updated the Trustees that the contractor has active locates to complete the job. Mike met with the contractor to discuss connection at bottom of the hill.

The County Line Lift Station has not closed. Bill Brice pointed out that the May 7th the contract ends. Heather will follow up with Matt Shipman to keep the contract current.

Heather had not received any updates on the prior Crooked Lake Golf Course.

Heather did not have any updates on Barclay Holdings Subdivision.

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
April 10, 2023

ADMINISTRATOR UPDATES

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). The meeting adjourned at 7:12 pm.



Linda Parker, Secretary

Linda Parker

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
May 8, 2023

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, Carol Martin, Priscilla Peters and Ruth Orr. Linda Parker passed away on May 4th. Heather Palan and Cliff Creason were also in attendance.

GUEST AND CUSTOMERS' INQUIRIES DIRECTED TO TRUSTEES

Gary and Holly Hull – 3630 E 600 N – Asked for an exception to the garage connection policy for adding a one-bedroom apartment for her 90 year old parents to live in. After discussion, Carol motioned to grant an exception of the new connection fee for the addition but add an additional Operation and Maintenance portion to their existing bill once inspected, Ruth 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 motion to approve the April minutes as written, Priscilla Seconded; verbal vote of the motion carried six (6) to zero (0). Ruth motioned to accept financial reports, Carol Seconded; verbal vote of the motion carried six (6) to zero (0).

NEW BUSINESS

Due to the unexpected passing of Linda Parker, the Trustees need a secretary. Carol nominated Ruth Orr for Secretary position, Priscilla Seconded; verbal vote of the motion carried six (6) to zero (0).

A smaller camera head is needed for the Cues Sewer camera to help get into the smaller lines of the system. The quote from BEC was presented of \$2,450, Carol motioned to purchase the smaller camera head, Priscilla Seconded; verbal vote of the motion carried six (6) to zero (0).

The office has a special project of scanning and inputting customer data laterals, easements, and garage connections into the computer. After much discussion, Carol motioned to add Summer Intern to Salary Ordinance of \$10-\$12/hr in 2023 Salary Ordinance 2022-2 and hire an intern for the summer to do this project, Priscilla 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% plus \$0.85 Improvement Fund per bill. Which amounts to \$2.92.

RATE HEARING MEETING CALL TO ORDER

This hearing was held for public comments on the board's proposed and approved 5% rate increased and improvement fund \$0.85 per bill, to be effective 6/1/2023.

Richard Bates – 2345 W 700 N- Asked the Trustees why there were two rate increases last year. Carol let him know there had only been one 5% rate increase in 2022. This was the increase for 2023. He stated that the district was doing a good job trying to be proactive on the system.

Tom requested a motion to accept, reject or delay approval of Sewer Rate Ordinance 2023-1. Jerry 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.

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT

May 8, 2023

Rate Ordinance 2023-1 passed by a vote of Six (6) to zero (0).

Carol 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 5:38 pm and the regular meeting resumed.

Heather presented a proposal for different options for Life, AD&D, Short- and Long-Term Disability for the two office employees. After much discussion, Life w/AD&D would be Flat \$50,000 at annual premium \$498.60, Long Term Disability would be 50% at 12 month for annual premium \$606.84, and Short Term Disability of 66.67% for 90 days at annual premium \$774.00, Jerry motioned to accept these premiums paid by the district as a benefit to employees, Priscilla Seconded; verbal vote of the motion carried six (6) to zero (0).

OLD BUSINESS

David Jones on Magley Lane, with the illegal connection, Heather updated the Trustees the new line was installed and inspected.

The County Line Lift Station has not closed. Tom Wise signed an extension to the purchase agreement while we wait on their mortgage company to complete appraisal.

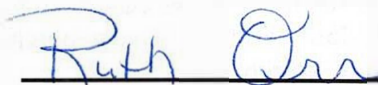
Heather let the Trustees know on the prior Crooked Lake Golf Course lots have been listed for sale.

Heather did not have any updates on Barclay Holdings Subdivision.

ADMINISTRATOR UPDATES

IDEM did an onsite inspection April 27, 2023. The district was found to be in compliance.

With nothing more to discuss, Ruth made a motion to adjourn the meeting, Carol Seconded; verbal vote of the motion carried by six (6) to zero (0). The meeting adjourned at 6:19 pm.



Ruth Orr, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
June 19, 2023

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, Priscilla Peters, Travis Minear, and Ruth Orr. Kristine Pease was absent. Heather Palan 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. Carol made a motion to approve the May minutes as written, Bill Seconded; verbal vote of the motion carried four (4) to zero (0). Ruth motioned to accept financial reports, Bill Seconded; verbal vote of the motion carried four (4) to zero (0). (Travis did not vote on minutes or financials for May)

NEW BUSINESS

Bill Brice, Thorncreek Township Trustee, appointed Travis Minear and Kristine Pease for the Trustees. Travis accepted his Oath.

Heather suggested an Improvement fund bank account be opened with the opening balance of the current improvement fund of \$112,476.91 and then the 1812 customers times \$0.85 = \$1,540.20 monthly to be transferred into it from the collection of the improvement rate. Ruth motioned to open the bank account and transfer the initial \$112,476.91 into it and \$1,540.20 beginning August 1st since the payments will be due July 20, Carol Seconded; verbal vote of the motion carried four (4) to zero (0) and one (1) abstain.

Heather let the Trustees know the district is under State Board of Accounts audit. The kickoff meeting was last Thursday, and they are working to get all documentation to them.

OLD BUSINESS

The County Line Lift Station has not closed. Board has asked Heather to get in contact with Title company on what the hold up is as this is taking too long.

Heather let the Trustees know on the prior Crooked Lake Golf Course lot 3 is pending and the owners are planning to keep lots 4 and 5.

Generator at Station B has been delivered. Gas has been hooked up. Electrician needs to finish connections and will be online.

ADMINISTRATOR UPDATES

Summer Intern Lexi started June 6th and is doing great at getting all files scanned into the utility software.

With nothing more to discuss, Ruth made a motion to adjourn the meeting, Bill Seconded; verbal vote of the motion carried by five (5) to zero (0). The meeting adjourned at 5:48 pm.



Ruth Orr, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
July 10, 2023

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, Priscilla Peters, Travis Minear, and Ruth Orr and Kristine Pease. Heather Palan 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. Carol made a motion to approve the June minutes as written, Ruth Seconded; verbal vote of the motion carried seven (7) to zero (0). Ruth motioned to accept financial reports, Carol Seconded; verbal vote of the motion carried seven (7) to zero (0).

NEW BUSINESS

Heather presented to get rid of loose coin change when customers pay in cash at the window as of January 1, 2024, after much discussion, it was tabled to a later date.

The Indiana Code changed for Board Pay increase as of July 1, 2023, to maximum \$150/day. Ruth motioned to increase the Board Pay \$150/day and accept 2023 Resolution 2023-1, Priscilla Seconded; verbal vote the motion carried seven (7) to zero (0).

During the office update, Heather had let the Trustees know she had met with the Personnel Committee prior to the meeting and turned in her two-week notice. Her last day being July 21. After much discussion, Heather will post the District Administrator position and begin interviewing. She did present to the Trustees an agreement to remain part-time on an as needed basis for the remainder of the year to help train and assist when Rhoda is on vacation in August and September. Ruth motioned to have Heather remain part-time as needed for remainder of the year at the hourly rate of \$40.00, Priscilla Seconded; verbal vote of the motion carried seven (7) to zero (0).

OLD BUSINESS

The County Line Lift Station has not closed. Heather has contacted Fifth Third bank and title company daily and now it is waiting for partial release of deed from county.

Heather let the Trustees know on the prior Crooked Lake Golf Course lot 3 is pending and the owners are planning to keep lots 4 and 5 and no other update this month.

Generator at Station B is in the final stages of being online.

The State Board of Accounts audit is still ongoing.

ADMINISTRATOR UPDATES

Heather let the Trustees know Station C sewage pump that was sent for repair will be returned and installed July 21.

Heather will get with Trustees to get a list of upgrades/updates schedule for next few years.

With nothing more to discuss, Priscilla made a motion to adjourn the meeting, Bill Seconded; verbal vote of the motion carried by seven (7) to zero (0). The meeting adjourned at 5:56 pm.



Ruth Orr, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
August 14, 2023

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, Priscilla Peters, Travis Minear and Ruth Orr and Kristine Pease. Carol Martin was absent. Heather Palan 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, Ruth Seconded; verbal vote of the motion carried six (6) to zero (0).

NEW BUSINESS

Heather presented to the Board to purchase the base for the pumps in the New/Old Lift station from Straeffer Pump and Supply at \$2,336 x2 pumps = \$4,672, Ruth motioned to purchase the base for the pumps that is worn and leaking in the lift station, Priscilla Seconded; verbal vote of motion carried six (6) to zero (0).

Mike is needing to reset a grinder pit that is sinking at Goose Lake, he asked to purchase a Myers Rail Package, chain and clevis with an extra set for the shop since we do not have spares for a total of \$1,450 from Straeffer Pump and Supply. Ruth motioned to purchase the grinder parts and spare set, Priscilla Seconded; verbal vote of the motion carried six (6) to zero (0).

The exhaust filters for the vacuum pumps have not been changed in at least seven years and Mike wants to get them done when the next oil change comes due for each building. AirVac quoted 3 large filter kits and 14 small filter kits at \$10,155.58. Ruth motioned to purchase all the kits needed, Priscilla Seconded; verbal vote of the motion carried six (6) to zero (0).

While Heather and Cody visited AirVac it was brought up that districts were going 1000-1200 hours between oil changes. Mike, Heather and Cody looked at the new operation and maintenance manual which recommends 2000 hours instead of the 500 hours Tri-Lakes has always been doing. After much discussion the Board advised for Mike to extend the oil life gradually (750-1000) on the pumps until the oil appears to be dirty.

OLD BUSINESS

The County Line Lift Station land purchase is complete. Heather is working with GRW Engineering to get the IDEM Permit Application submitted to get the process moving forward.

Heather and Mike are meeting with the Owners of the Golf Course subdivision and the builder for lots 5 and 3 to go over home locations and get the sewer to them tomorrow morning. Bishops will be issuing the infrastructure check to the district soon.

Generator at Station B is waiting on FlowTech to come back and fix the gas line before EvaPar can turn it on. The State Board of Accounts audit is ongoing. Two ladies from Crowe spent the day at the office July 26 to gather information.

ADMINISTRATOR UPDATES

The Trustees discussed vacation for Heather and Rhoda, after much discussion it was voted to give each one additional week of vacation to the current vacation policy. Ruth motioned to give the extra week of vacation, Priscilla Seconded; verbal vote carried six (6) to zero (0).

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT

August 14, 2023

With nothing more to discuss, Ruth made a motion to adjourn the meeting, Tom Seconded; verbal vote of the motion carried by seven (7) to zero (0). The meeting adjourned at 6:00 pm.

A handwritten signature in blue ink, appearing to read "Ruth Orr", is written over a solid black horizontal line.

Ruth Orr, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
September 11, 2023

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, Travis Minear and Ruth Orr, Kristine Pease, Carol Martin. Bill Brice was absent. Heather Palan was also in attendance.

GUEST AND CUSTOMERS' INQUIRIES DIRECTED TO TRUSTEES

Drake Geiger called the IDEM Spill line reporting that the District was spilling sewage out of the School lift station down State Road 109. Heather, Mike and Cody arrived at the school to find a wet spot south of the school (approximately 350ft from where the sewer line crosses the road to the opposite side. After multiple calls with IDEM, it was needed to do CBOD, Ammonia, and Ecoli testing of the water on the side of the road. Heather called Element Materials in Fort Wayne and arranged to get bottles for the testing. Lynn with IDEM arrived at the office Monday, September 11 to view the site in question. She asked for a couple additional tests to be done for her report. Once results of all testing are in, Heather will update the Trustees if it is the District is causing it or if the State or County would be notified of an issue on their end.

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, Priscilla Seconded; verbal vote of the motion carried six (6) to zero (0). Ruth motioned to accept financial reports, Priscilla Seconded; verbal vote of the motion carried six (6) to zero (0).

NEW BUSINESS

Heather presented to the Trustees an updated vacation and holiday schedule for personnel policy, Carol motioned to table the discussion until the Personnel Committee has a chance to review and give the rest of the Trustees an update, Ruth Seconded; verbal vote of motion carried six (6) to zero (0).

Evapar sent the quote for the standalone generator and transfer switch for the new County Line Lift Station at \$50,380. Due to extended lead times, it was recommended by GRW Engineering to get this on order. Carol motioned to get the generator and transfer switch on order, Priscilla Seconded; verbal vote of the motion carried six (6) to zero (0).

One of the 20 hp pumps inside the lift station at the School has a seal leak. When the pump was pulled from the station, the impeller was very beat up. Due to the costs to purchase the impeller and labor it would be over 50% of the quote from Straeffler Pump and Supply of \$16,475 for a new pump. Carol motioned to purchase the new pump for the School lift station, Priscilla Seconded; verbal vote of the motion carried six (6) to zero (0).

Heather let the Trustees know the dry vault next to the wet well at the School lift station needs new valves and a bypass pump installed. She will work on getting quotes lined up as Mike has stated it is a priority item.

OLD BUSINESS

The owners/investors of the prior Crooked Lake Golf Course have broken ground on their home. No reply or payment has been made towards infrastructure invoice for mains of the lots.

The County Line Lift Station application to IDEM for a permit has been submitted. GRW Engineers will move forward when we get the permit.

Generator at Station B was turned on by Evapar, but the controller was not working. Generac has been contacted to send a new controller. It should arrive in the next couple weeks.

The State Board of Accounts audit is ongoing. Crowe Accounting is hoping to wrap up the audit by end of September.

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
September 11, 2023

ADMINISTRATOR UPDATES

With nothing more to discuss, Priscilla made a motion to adjourn the meeting, Carol Seconded; verbal vote of the motion carried by six (6) to zero (0). The meeting adjourned at 6:10 pm.



Ruth Orr, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
October 9, 2023

CALL TO ORDER

Ruth Orr, 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, Travis Minear, Kristine Pease, Carol Martin and Bill Brice. Tom Wise was absent. Heather Palan and Mike Seigel were also in attendance.

GUEST AND CUSTOMERS' INQUIRIES DIRECTED TO TRUSTEES

Matt Shipman, Attorney representing the District, attending to discuss the information requests from the Bishop's (owners/developers) of the prior Crooked Lake Golf Course from the attorney they hired. Heather had given them multiple quotes over the last year as survey and house location had been given to the District. The price had fluctuated and the Bishops are looking for an explanation. Heather and Mike Seigel explained to the Trustees and Matt Shipman the reasons and concerns behind each route and pricing of the options of going under Woodstrail and under State Road 109. After much discussion, Matt will set up a meeting or conference call with their attorneys, Heather, Mike and Carol Martin to have a full discussion to understand where the prices are coming from.

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 September regular board minutes as written, Travis Seconded; verbal vote of the motion carried six (6) to zero (0). Bill made a motion to approve the September 20 Executive board minutes as written, Carol Seconded; verbal vote of the motion carried six (6) to zero (0). Priscilla motioned to accept financial reports, Bill Seconded; verbal vote of the motion carried six (6) to zero (0).

NEW BUSINESS

Heather presented a preliminary budget for the Trustees to review and list of possible recommendations of capital improvements for 2024. After much discussion, Heather will make some updates and bring for vote in November.

The quote for running a main down 500 S at Big Lake from Highpoint to Groveland has been received at \$52,250. Carol motioned to move forward with the installation of the main in the right-of-way along 500 S, Ruth Seconded; verbal vote of the motion carried six (6) to zero (0).

While looking into the questions Bishop's attorneys brought forward, Indiana Code 8-1-2-101.6 was updated July 1, 2022, Matt Shipman will review and direct the Trustees on if any District ordinances need to be updated.

OLD BUSINESS

The owners/investors of the prior Crooked Lake Golf Course have a foundation installed for their new home. No connection fee or infrastructure main fees have been paid.

The County Line Lift Station application to IDEM for a permit has been approved. OmniSite tested the site location to verify that the system would work, and signal was good.

Generator at Station B is up and running.

The State Board of Accounts audit is ongoing. Crowe Accounting has not responded to any emails from Heather on status.

Personnel Committee and Carol Martin reviewed the vacation and holiday schedule and made the recommendations to add President's Day and Veterans' Day to observed holidays. The Vacation schedule it was recommended for employees who have completed six (6) months to one (1) year continuous employment shall receive vacation of five (5) days with pay, Also one (1) full year to two (2) years continuous employment eight (8) days with pay, but no change to Heather and Rhoda's current added time granted in August. Ruth

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT

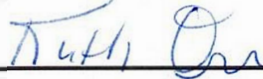
October 9, 2023

motioned to accepted the update to the Personnel Policy for holiday and vacation schedule, Bill seconded; verbal vote of the motion carried six (6) to zero (0).

ADMINISTRATOR UPDATES

Ruth brought up the possibility of adding another employee to the office part-time to cross train. Heather did not know if it was needed at this time but would discuss it with Rhoda.

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). The meeting adjourned at 7:14 pm.

A handwritten signature in blue ink, appearing to read "Ruth Orr", is written above a solid black horizontal line.

Ruth Orr, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
November 13, 2023

CALL TO ORDER

Ruth Orr, 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 Travis Minear, Kristin Pease, Carol Martin, and Bill Brice. Tom Wise and Priscilla Peters were absent. Heather Palan was also in attendance.

GUEST AND CUSTOMERS' INQUIRIES DIRECTED TO TRUSTEES

Lory Norden – 5867 N 350 E – Wrote letter to Trustees requesting exception for their garage across street to have living quarters for son. Carol motioned to allow garage connection exception for Norden's to connect garage to their lateral and not pay new connection fee, but add additional operation and maintenance charge, Travis Seconded; verbal vote of the motion carried five (5) to zero (0).

Cliff Creason – Board Consultant – Wrote letter to Trustees resigning as consultant. He had worked to establish the sewer district over 50 years ago. After much discussion, Carol motioned to purchase a bench and plaque to be dedicated to Cliff's honor at the Tri-Lakes Park for getting the District established for the community, Travis Seconded; verbal vote of the motion carried (5) to zero (0).

MINUTES & REPORTS

The Minutes and Financial reports were emailed to the Trustees prior to the meeting for review. Bill made a motion to approve the October regular board minutes as written, Carol Seconded; verbal vote of the motion carried five (5) to zero (0). Bill made a motion to accept financial reports, Travis Seconded; verbal vote of the motion carried five (5) to zero (0).

NEW BUSINESS

The proposed budget for 2024 was presented and reviewed. Discussion of upcoming capital improvements projects, known needed repairs and energy cost, Carol made a motion to approve a budget of \$1,257,557.50 for expenses and \$1,038,449.00 revenue for 2024; Bill Seconded; verbal vote of the motion carried five (5) to zero (0).

The generator at New/Old Lift Station water pump and thermostat need replaced. The quote for repair from Evapar came in at \$1,415.50. Bill motioned to go ahead with the repair to the generator, Kristin Seconded; verbal vote of the motion carried five (5) to zero (0).

OLD BUSINESS

Heather and Matt Shipman are continuing to work with the attorney representing the Bishops' on the prior Crooked Lake Golf Course for a settled agreement on cost of infrastructure. Heather will let Trustees know when something is signed and official. Due to needed amount of pipe for the project and possible delays, Carol motioned for Heather to purchase the 1800 foot of pipe needed ahead of payment from the Bishops, Kristen Seconded; verbal vote of the motion carried five (5) to zero (0).

The County Line Lift Station is set to be advertised for bid end of November, with questions due December 8 and Sealed Bids cut off January 3, 2024, at 2:00pm. The tree clearing bid came in at \$1,900 from Phillips Tree Service to cut and haul the site. Carol motioned to have Phillips cut and haul the site at \$1,900, Travis Seconded; verbal vote of the motion carried five (5) to zero (0).

The generator at Station B is up and running.

The State Board of Accounts audit exit interview was conducted October 31 with Heather and Tom Wise. Two findings were noted. One was for severance pay and one for revenues not signed off by the Trustees monthly. Heather has implemented a form for the Trustees to sign and review receipts each month.

The new connection questions that have asked will be discussed after things final with Bishops' and Heather will work with Matt Shipman for guidance.

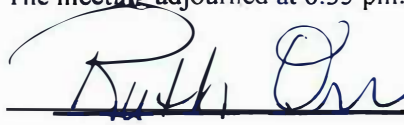
MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
November 13, 2023

ADMINISTRATOR UPDATES

Heather asked for the job title of District Administrator to be changed to District Manager, Supervisor or something similar. She had noticed this would be in line with titling within the state in the industry. Carol wanted to look it up and would discuss it at a later date.

Due to scheduling conflicts, the next regular Board meeting on December 11 will need to be moved. After much discussion it was moved to Thursday, December 14 at 5:00pm. Heather will update the door, website and notices.

With nothing more to discuss, Carol made a motion to adjourn the meeting, Travis Seconded; verbal vote of the motion carried by five (5) to zero (0). The meeting adjourned at 6:35 pm.

A handwritten signature in blue ink, appearing to read "Ruth Orr", is written over a solid black horizontal line.

Ruth Orr, Secretary

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
December 14, 2023

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 Travis Minear, Kristin Pease, Carol Martin, Bill Brice, Tom Wise, and Priscilla Peters. Heather Palan was also in attendance.

GUEST AND CUSTOMERS' INQUIRIES DIRECTED TO TRUSTEES

Catherine and Matt Nahrwold – 3901 W Lakeshore Dr – They own two lots side by side and will be tearing down a small cottage. They will be building on the lot next to it. They do not want to combine the lots. They would like to use their existing tap on the new house after the small house is demolished. After much discussion, Priscilla motioned to allow them to use the tap from the small house after demolished and that lot would no longer have an active tap and any new building on that lot would require new connection fee, Ruth 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. Bill made a motion to approve the November regular board minutes as written, Carol Seconded; verbal vote of the motion carried seven (7) to zero (0). Carol made a motion to accept financial reports, Priscilla Seconded; verbal vote of the motion carried seven (7) to zero (0).

NEW BUSINESS

2024 Salary Ordinance 2023-1 was presented and reviewed by the Trustees.

Full Time Employees Effective first pay day after Jan 1, 2024

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 \$53,000 to \$70,000 per year.

Intern Employee – Hourly base range will be \$10.00 - \$12.00/hour

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

Account Specialist was raised to \$22.90/hour, District Administrator was raised salary to \$68,120.00, Intern was raised to \$11.00/hour. Ruth motioned to accept the raise and new salary ordinance, Priscilla Seconded; verbal vote of the motion carried seven (7) to zero (0).

Ruth motioned for officers to remain the same for 2024, and a rearrangement of committee members, Carol seconded; verbal vote of the motion carried seven (7) to zero (0).

Tom Wise – President

Ruth Orr– Secretary

Priscilla Peters – Treasurer

Personnel Committee – Kristin and Ruth

Construction Committee – Tom, Carol, Bill

Budget and Finance Committee – Travis and Priscilla

Heather presented a quote from Advanced Rehabilitation Technology to foam and epoxy the outside of the vacuum tanks inside the buildings (E & F) Big and Loon Lake and the skid floor of each from the condensation in the summer causing it to rust. The quote came in at \$31,750 per building. After much discussion, Ruth motioned to have both E and F tanks and skid floor sandblasted and coated at \$31,750 each, Carol seconded; verbal vote of the motion carried seven (7) to zero (0).

OLD BUSINESS

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
December 14, 2023

Heather let the Trustee's know the Bishops' on the prior Crooked Lake Golf Course had paid the \$75,345 infrastructure invoice and parts have been ordered, but not received yet. Heather also has applied for the INDOT permit to go under 109, but has not received approval.

The County Line Lift bids are being advertised and sealed bids are due January 3, 2024, at 2:00pm with award of bid being January 8, 2024. The trees have been removed from the site.

ADMINISTRATOR UPDATES

Heather did not have any administrative updates.

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). The meeting adjourned at 6:04 pm.



Ruth Orr, Secretary