

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
January 8, 2024

**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, Ruth Orr, and Priscilla Peters. Heather Palan was also in attendance.

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

William Merritt – 7385 N 350 W – Maintenance had to dig several inches of dirt off the grinder pit to service it. Heather had sent a letter that a riser for \$500 or grade the ground back to always keep the pit accessible. After much discussion, Carol motioned to have the district put a riser on the pit at the district's expense, 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. Priscilla made a motion to approve the December regular board minutes as written, Ruth Seconded; verbal vote of the motion carried seven (7) to zero (0). Priscilla made a motion to accept financial reports, Ruth Seconded; verbal vote of the motion carried seven (7) to zero (0).

**NEW BUSINESS**

Heather received a call from Blue Lake Area Conservancy District about the possibility of running their sewage to the district's lagoons. After much discussion, the Trustees will listen to and consider the idea of receiving their sewage. Heather will speak with Blue Lake and set up further meetings as needed.

**OLD BUSINESS**

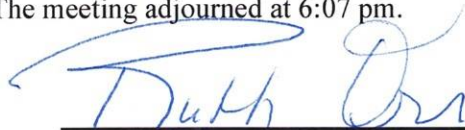
Heather let the Trustee's know the Bishops' on the prior Crooked Lake Golf Course Parts have been ordered, but still not received yet. Heather also has applied for the INDOT permit to go under 109, but has still has not received approval.

The County Line Lift bids are being advertised and sealed bids are now due January 11, 2024, at 2:00pm. The generator for the lift station came in and was delivered to the office until the site is ready.

**ADMINISTRATOR UPDATES**

Heather did not have any administrative updates.

With nothing more to discuss, Carol made a motion to adjourn the meeting, Ruth Seconded; verbal vote of the motion carried by seven (7) to zero (0). The meeting adjourned at 6:07 pm.

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

Ruth Orr, Secretary

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
February 12, 2024

**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, Ruth Orr, and Priscilla Peters. 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. Bill made a motion to approve the January 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**

The Grinder pit package that was in the shop for stock needed to be used for a new home connection. Heather asked for this to be replaced. Ruth motioned to purchase a grinder pit package for stock, Priscilla Seconded; verbal vote of the motion carried seven (7) to zero (0).

The sewage pump at Station A (Woodstrail) has been deemed obsolete and needs to be replaced. The pump in there is original. The quote for replacement from American Pump and Supply came in at \$22,750. Priscilla motioned to purchase the replacement pump at \$22,750, Carol Seconded; verbal vote of the motion carried seven (7) to zero (0). Heather presented and uncashed customer refund from 2019 for \$4.09 and two (2) uncollectable customer accounts totaling \$47.66. Priscilla motioned to approve the void of the uncashed check and to write off the uncollectable accounts, Ruth Seconded; verbal vote of the motion carried seven (7) to zero (0).

Heather let the Trustees know that the generator that was purchased from Evapar for Station B (Spear) has been deemed to not big enough by Evapar and Rider Electric. Heather is working with Evapar on a solution to get the correct size generator in and how this will be handled financially.

**OLD BUSINESS**

Heather let the Trustee's know that the INDOT permit to go under 109, but has still has not received approval. She will get with area contact for the area to see what steps need to be taken for approval.

The County Line pre-construction meeting was held prior to the regular board meeting with API. API will let Heather know what lead times are and when work is scheduled to begin.

**ADMINISTRATOR UPDATES**

Heather let the Trustees know that Big and Loon lake vacuum stations will be foamed and epoxy coated beginning February 19.

With nothing more to discuss, Ruth made a motion to adjourn the meeting, Priscilla Seconded; verbal vote of the motion carried by seven (7) to zero (0). The meeting adjourned at 5:41 pm.



Ruth Orr, Secretary



MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
March 11, 2024

**CALL TO ORDER**

Priscilla Peters, Treasurer, 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. Ruth Orr and Tom Wise were 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 February regular board minutes as written, Travis Seconded; verbal vote of the motion carried five (5) to zero (0). Kristin made a motion to accept financial reports, Travis Seconded; verbal vote of the motion carried five (5) to zero (0).

**NEW BUSINESS**

The board discussed a 5% (\$1.68) rate increase for June 1, 2024, Carol motioned to move forward with the rate increase, Travis Seconded; verbal vote of the motion carried five (5) to zero (0).

**OLD BUSINESS**

Heather let the Trustee's know that the INDOT permit to go under 109, but has still has not received approval, but has moved to the next step as it was passed by the local person.

The County Line Lift Station is moving forward, Carol asked Heather to check on credits for compaction test and force line test, if they are not going to be completed.

Station B (Spear Rd) generator has been verified it is getting gas from the natural gas main. Evapar is pushing to add soft starts to the pumps. After much discussion, the Trustees are not comfortable with this and would like Heather to reach out to Evapar and have them correct the generator to the correct size.

**ADMINISTRATOR UPDATES**

Heather let the Trustees know that she was selected for the Wastewater Management Summit in Tuscan, AZ and will be gone April 15-17 for that. This is all expenses paid.

With nothing more to discuss, Bill made a motion to adjourn the meeting, Carol Seconded; verbal vote of the motion carried by five (5) to zero (0). The meeting adjourned at 5:47 pm.



Ruth Orr, Secretary

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
April 9, 2024

**CALL TO ORDER**

Thomas 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, Priscilla Peters, Ruth Orr, and Bill Brice. Carol Martin and Kristin Pease were absent. Heather Chalk 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. Bill made a motion to approve the March regular board minutes as written, Priscilla Seconded; verbal vote of the motion carried five (5) to zero (0). Priscilla made a motion to accept financial reports, Ruth Seconded; verbal vote of the motion carried five (5) to zero (0).

**NEW BUSINESS**

The board discussed a 5% rate increase on operation and maintenance, billing, and improvement fund portions of the bill for June 1, 2024, and increase the New Connection Fee to \$13,390 and voted to hold a public hearing at the district office on May 13th, at 5:30 pm. Bill motioned to hold meeting for Sewer Rate Ordinance 2024-1 and Ruth seconded; verbal vote of the motion carried five (5) to zero (0).

**OLD BUSINESS**

Heather let the Trustee's know that the INDOT permit to go under 109, but has still has not received approval, but is constant contact with trying to get approval.


The County Line Lift Station is moving forward, but no timeline has been communicated.

Station B (Spear Rd) generator is still waiting on Evapar to give updated pricing. Heather has been in contact with Scott who is currently on vacation until April 15.

**ADMINISTRATOR UPDATES**

Heather did not have any administrative updates.

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



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Ruth Orr, Secretary



MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
May 13, 2024

**CALL TO ORDER**

Thomas 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, Priscilla Peters, Ruth Orr, Bill Brice, Carol Martin and Kristin Pease. Heather Chalk 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. Priscilla made a motion to approve the April regular board minutes as written, Ruth Seconded; verbal vote of the motion carried six (6) to zero (0) with one (1) abstain. Carol made a motion to accept financial reports, Priscilla Seconded; verbal vote of the motion carried seven (7) to zero (0).

**NEW BUSINESS**

Heather was asked about the 30<sup>th</sup> anniversary of the sewers being in. She asked the Trustees if they would like to advertise this in some way. After much discussion, Heather will get a banner for the front yard or front of the building.

Heather is not able to attend the June 10 meeting and asked if it would be possible to move to another day. After much discussion, the next regular board meeting will be Thursday, June 13 at 4:30 pm to accommodate the majority of the Trustees' schedules.

**OLD BUSINESS**

Heather let the Trustee's know that the INDOT permit to go under 109 for Bishop's main and Dillree service line have been approved.

The County Line Lift Station is moving forward, but no timeline has been communicated.

Station B (Spear Rd) generator has been reviewed by Evapar and a proposal of Evapar not charging the difference swap the 50 Kw unit for a 80 Kw unit with upsized 100 Kw alternator of approx. \$8,000 and the District pay for removal of 50 Kw and Install of the 80 Kw.

**TEMPORARY ADJOURNMENT**

To start the public hearing for the proposed rate increase of 5% per bill. Which amounts to \$1.68.

**RATE HEARING MEETING CALL TO ORDER**

This hearing was held for public comments on the board's proposed and approved 5% rate increase per bill, to be effective 6/1/2024.

Donald Smith – 7885 N Arnold Rd- Asked the Trustees when the bond would fall off for phase 2 since he thought it was already supposed to. Carol let him know it would fall off at the end of 2027.

Tom requested a motion to accept, reject or delay approval of Sewer Rate Ordinance 2024-1. Carol made a motion to accept the ordinance; seconded by Ruth. Verbal vote of each board member to approve the ordinance was made.

Priscilla Peters – Yes, Tom Wise – Yes, Carol Martin –Yes, Travis Minear –Yes, Ruth Orr –Yes, Bill Brice – Yes, Kristen Pease – Yes.

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
May 13, 2024

Rate Ordinance 2024-1 passed by a vote of seven (7) to zero (0).

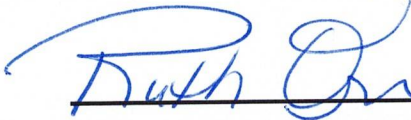
Priscilla motioned to close the rate hearing meeting and Ruth Seconded it; verbal vote carried seven (7) to zero (0). Tom then closed this portion of the meeting at 5:35 pm and the regular meeting resumed.

Heather let the Trustees know machinery will need to be rented to remove the current generator and to install a new one due to the size of the generator and the hill at the station. Rider Electric had also sent in their proposal regarding the cost of the swap to get the new unit up and running of \$5,600. After much discussion, the Trustees asked Heather to send a counter proposal to Evapar that in addition to the difference between the 50Kw and the 80Kw not being charged to the District, but also for Evapar to pay the Rider Electric portion of the install of approx. \$5,600 and to have Evapar acknowledge the 50 Kw generator that is being removed is as is. No repairs will be done by the District. Heather will get back with Trustees on their response.

**ADMINISTRATOR UPDATES**

The Trustees verified that the intern Lexi would be back for summer. Heather said she would let Lexi know.

With nothing more to discuss, Carol made a motion to adjourn the meeting, Ruth Seconded; verbal vote of the motion carried by seven (7) to zero (0). The meeting adjourned at 5:50 pm.



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Ruth Orr, Secretary

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
June 13, 2024

**CALL TO ORDER**

Thomas Wise, President, called the meeting to order at 4:30 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, Priscilla Peters, Ruth Orr, Bill Brice, Carol Martin and Kristin Pease. Heather Chalk and Mike Seigel 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 regular board minutes as written, Ruth Seconded; verbal vote of the motion carried seven (6) to zero (0). Ruth made a motion to accept financial reports, Priscilla Seconded; verbal vote of the motion carried seven (7) to zero (0).

**NEW BUSINESS**

No new business was discussed.

**OLD BUSINESS**

Heather let the Trustee's know the golf course is completed for mains. The last paid connection is being installed currently.

The County Line Lift Station is moving forward, but no timeline has been communicated. The driveway and electrical permits are being worked on.

Station B (Spear Rd) generator has been reviewed by Evapar and a proposal of Evapar has submitted a new proposal of upgrading to correct size and Tri-Lakes pay the difference in the generator size from what has already been paid of \$8,480. Evapar will assume all costs associated with removing and installing new generator. Ruth motioned to accept the new proposal, Priscilla Seconded; verbal vote of the motion carried by seven (7) to zero (0).

**ADMINISTRATOR UPDATES**

The Trustees verified that the intern Lexi would be back for summer. Heather said she would let Lexi know.

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 5:15 pm.

  
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Ruth Orr, Secretary



MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
July 8, 2024

**CALL TO ORDER**

Thomas 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, Priscilla Peters, Ruth Orr, Bill Brice, Carol Martin and Kristin Pease. Heather Chalk 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. Bill made a motion to approve the June regular board minutes as written, Ruth 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**

No new business was discussed.

**OLD BUSINESS**

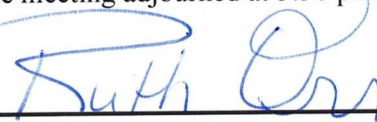
The County Line Lift Station is moving forward with API working with Evapar and Electrician on panel box finals.

Station B (Spear Rd) generator has been ordered by Evapar. Heather will update Trustees as she knows more.

**ADMINISTRATOR UPDATES**

The email, website, and domain migration are still moving along. Heather is working on some snags that have slowed the process but should be all completed soon.

With nothing more to discuss, Priscilla made a motion to adjourn the meeting, Ruth Seconded; verbal vote of the motion carried by seven (7) to zero (0). The meeting adjourned at 5:30 pm.



Ruth Orr, Secretary



MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
August 12, 2024

**CALL TO ORDER**

Thomas 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, Priscilla Peters, Ruth Orr, Bill Brice, Carol Martin and Kristin Pease. Heather Chalk was also in attendance.

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

Ed Schnack – Contractor for new on Lakeshore was fined \$1,000 by District for breaking the lateral line and filling it with gravel. The gravel then was sucked into the valve multiple times and the pit had to be vacuumed out. Ed requested the fine be reduced to \$600. After much discussion and evaluating the amount of money the district spent on the pit for the gravel, Bill motioned to leave the fine at \$1,000, Priscilla Seconded; verbal motion of the vote 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 July regular board minutes as written, Priscilla Seconded; verbal vote of the motion carried seven (7) to zero (0). Priscilla made a motion to accept financial reports, Carol Seconded; verbal vote of the motion carried seven (7) to zero (0).

**NEW BUSINESS**

One of the contactors at Loon Lake station went out this month and it appears they are all needing to be replaced at the station. The quote from Rider Electric came in at \$1,805 for 3 pumps. After much discussion, Priscilla motioned to purchase the contactors and have Rider install them, Ruth Seconded; verbal vote of the motion carried seven (7) to zero (0).

Pay application #2 came in for the County Line Lift Station project at 121,737.60 for approximately 50% of the work being completed. After discussion, Carol motioned to pay the 2<sup>nd</sup> application, Travis Seconded; verbal vote of the motion carried seven (7) to zero (0).

Spare grinder pumps are needed for the shop. The District usually buys 5 each January, but did not this year as stock was good. The District is down to 2 pumps available for replacements. After much discussion, Priscilla motioned to purchase 5 grinder pumps for stock and Kristin Seconded; verbal vote of the motion carried seven (7) to zero (0).

The November regular board meeting falls on Veteran's Day and since the office closed, Heather asked when the Trustees would like to hold the meeting, after much discussion the meeting is moved to Monday, November 4, 2024 at 5:00 pm.

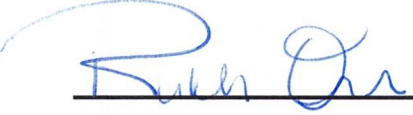
**OLD BUSINESS**

The County Line Lift Station is moving forward with API working Ligtel on getting Fiber line relocated. Station B (Spear Rd) generator has been ordered by Evapar. Heather will update Trustees as she knows more.

**ADMINISTRATOR UPDATES**

Heather will be attending the Boyce Amplify Live Conference in Fishers August 26 and 27.

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 5:47 pm.

  
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Ruth Orr, Secretary

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
September 9, 2024

**CALL TO ORDER**

Thomas 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, Priscilla Peters, Ruth Orr, Bill Brice, and Kristin Pease. Carol Martin was absent. Heather Chalk 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. Bill made a motion to approve the August regular board minutes as written, Kristin Seconded; verbal vote of the motion carried six (6) to zero (0). Ruth made a motion to accept financial reports, Priscilla Seconded; verbal vote of the motion carried six (6) to zero (0).

**NEW BUSINESS**

No new business was discussed.

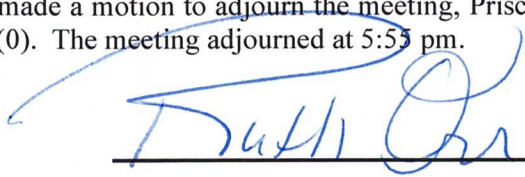
**OLD BUSINESS**

The County Line Lift Station is still at stand still waiting on Ligtel to move fiber. Station B (Spear Rd) generator does not have an update.

**ADMINISTRATOR UPDATES**

Heather attended Boyce Amplify and gave Trustees' update on coming changes to the software. Another wipe sign is missing on Wise Rd. Heather will look at replacing them in the spring

With nothing more to discuss, Ruth 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 5:55 pm.



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Ruth Orr, Secretary



MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
October 15, 2024

**CALL TO ORDER**

Thomas 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, Priscilla Peters, Ruth Orr, Bill Brice, Kristin Pease, and Carol Martin. Heather Chalk 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. 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) with one (1) abstain. Carol made a motion to accept financial reports, Ruth Seconded; verbal vote of the motion carried seven (7) to zero (0).

**NEW BUSINESS**

The office driveway has original asphalt and after being sealed multiple times, it has big cracks and chunks missing. Heather contacted multiple companies and Murray Enterprises Inc sent in a quote for \$21,000 to do an overlay as well as extend the parking lot approx. 10 inches to accommodate for maintenance to turn around with trailers. After much discussion, Carol motioned to have Murray do the overlay, Ruth Seconded; verbal vote of the motion carried seven (7) to zero (0).

Pay application #3 for \$90,420.75 was received from API for the County Line Rd Lift Station stating 75% had been completed. Heather presented an update that new line, electrical, concrete had been installed along with valves in existing line. After much discussion, Carol motioned to send Pay Application #3 for \$90,420.75, Priscilla Seconded; verbal vote of the motion carried seven (7) to zero (0).

Heather presented a preliminary budget for the Trustees to review and a list of possible recommendations of capital improvements for 2025. After much discussion, Heather will make some updates and bring for vote in November.

**OLD BUSINESS**

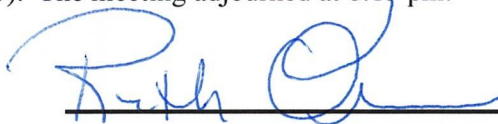
The County Line Lift Station is moving along now. Ligtel decided their line was not in the way. API put drive in and began running electrical. Heather let Trustees' know the concrete for generator and panels had been poured on October 11.

Station B (Spear Rd) generator will be swapped with the new sized one by Evapar and Rider Electric on October 17<sup>th</sup>.

**ADMINISTRATOR UPDATES**

Heather let the Trustees' know Sarah Creason, wife of Cliff Creason, had passed away. With Sarah and Cliff being the founders of the District, Priscilla motioned to spend about \$100 on floral arrangement for funeral home and send \$100 donation in her name to the St. Matthew's Community Church in Columbia City, Carol Seconded; verbal vote of the motion carried seven (7) to zero (0).

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



Ruth Orr, Secretary



MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
November 4, 2024

**CALL TO ORDER**

Thomas 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, Priscilla Peters, Ruth Orr, Bill Brice, and Carol Martin. Kristin Pease was absent. Heather Chalk 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 October regular board minutes as written, Priscilla Seconded; verbal vote of the motion carried six (6) to zero (0). Carol made a motion to accept financial reports, Ruth Seconded; verbal vote of the motion carried six (6) to zero (0).

**NEW BUSINESS**

The office driveway has original asphalt and after being sealed multiple times, it has big cracks and chunks missing. Heather contacted multiple companies and Murray Enterprises Inc sent in a quote for \$21,000 to do an overlay as well as extend the parking lot approx. 10 inches to accommodate for maintenance to turn around with trailers. After much discussion, Carol motioned to have Murray do the overlay, Ruth Seconded; verbal vote of the motion carried seven (7) to zero (0).

Matt Shipman, attorney for the District, reviewed and updated the sewer use ordinance to clarify access to pits and permit fees to \$100. After much discussion, Bill motioned to approve the amended Sewer Use Ordinance 2024-1, Priscilla Seconded; verbal vote of the motion carried six (6) to zero (0).

Matt Shipman, attorney for the District, reviewed and updated the lateral specifications to update time required to notify District for cap offs and disconnection specifications were removed due to all cap offs are now handled by the District. After much discussion, Ruth motioned to approve the amended Lateral Connection Specifications 2001-3, Carol Seconded; verbal vote of the motion carried six (6) to zero (0).

**OLD BUSINESS**

The proposed budget for 2025 was presented and reviewed. Discussion of upcoming capital improvements projects, known needed repairs and energy cost, Ruth made a motion to approve a budget of \$1,105,089.00 for expenses and \$1,134,797.00 revenue for 2025; Priscilla Seconded; verbal vote of the motion carried six (6) to zero (0).

The County Line Lift Station has the generator and transfer switch on site. Electrical teams are working on wiring. They are waiting on a few parts, but entire project could be completed by end of November. Station B (Spear Rd) generator has been swapped with the bigger generator and is up and running.

**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). The meeting adjourned at 5:47 pm.



Ruth Orr, Secretary

MINUTES  
TRI-LAKES REGIONAL SEWER DISTRICT  
December 9, 2024

**CALL TO ORDER**

Thomas 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, Priscilla Peters, Ruth Orr, Bill Brice, Carol Martin, and Kristin Pease was absent. Heather Chalk was also in attendance.

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

Landon Hodges -Hodges Property Management – In December 2023, Mike found a grinder lid was damaged in Southwood Shores due to a mower blade. After talking with residents, Hodges Property Management was the one doing the mowing. Heather invoiced Hodges for the domed grinder lid while providing a quote from Straeffler Pump for \$664. Landon paid the invoice in January 2024. Landon called asking why a new lid was not put on the grinder as a sun faded one was placed on the grinder. Heather had let him know that it had to be fixed immediately, and they had to order a new lid. He wanted more explanation. Heather let him know he could come to a board meeting. He wanted to know why the brand-new lid had not been put on the grinder that he had purchased. Carol explained that maintenance had to get a lid without a hole in it as soon as possible as it was letting debris directly into the system and that the new lid would have been put into inventory. After much discussion, Landon did not want to pay an additional service call to have a new lid put on the grinder and it was okay the way it was, but that he was just wanting an explanation.

**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 November regular board minutes as written, Ruth Seconded; verbal vote of the motion carried seven (7) to zero (0). Priscilla made a motion to accept financial reports, Travis Seconded; verbal vote of the motion carried seven (7) to zero (0).

**NEW BUSINESS**

2025 Salary Ordinance 2024-1 was presented and reviewed by the Trustees.

Full Time Employees Effective first pay day after Jan 1, 2025

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 - \$30.00/hour

District Administrator base salary range will be \$53,000 to \$75,000 per year.

Intern Employee – Hourly base range will be \$10.00 - \$15.00/hour

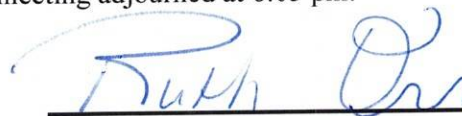
Part Time hourly pay rate will be \$15.00 to \$25.00 per hour at the Board discretion.

Account Specialist was raised to \$24.01/hour, District Administrator was raised salary to \$71,117.28, Intern was raised to \$12.00/hour. Ruth motioned to accept the raise and new salary ordinance, Priscilla Seconded, Tom abstained; verbal vote of the motion carried six (6) to zero (0) with abstain (1).

**OLD BUSINESS**

The County Line Lift Station is ready to go other than waiting on Rider electric to finish transfer switch. Once that is complete the start up will be scheduled.

With nothing more to discuss, Carol 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 6:05 pm.



Ruth Orr, Secretary