

MINUTES
TRI-LAKES REGIONAL SEWER DISTRICT
June 8, 2020

CALL TO ORDER

Tim Brower, President, called the meeting to order at 5:01 PM. The meeting was held at the Tri-Lakes District Office, 5240 N. Old 102, Columbia City, IN.

ROLL CALL

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

GUEST AND CUSTOMERS INQUIRIES DIRECTED TO TRUSTEES

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

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

MINUTES & REPORTS

The Minutes and Financial reports were emailed to the Trustees prior to the meeting for review. And the Trustees approved. Tom motioned to approve the minutes as written and Ruth Seconded; verbal vote of the motion carried six (6) to zero (0).

NEW BUSINESS

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

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

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

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

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

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

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

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

OLD BUSINESS

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

No news on land next to school.

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

Magic Hills concrete air release vaults are in.

Northland Estates permit has been turned into IDEM.

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

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

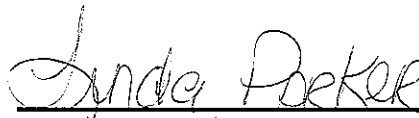
Mike and Steve monitored pressures on Groveland area, and they matched what GRW Engineering was calculating.

No new news on Lots on backside of Big Lake.

ADMINISTRATOR UPDATES

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

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



Linda Parker, Secretary