

BATTLE GROUND
CONSERVANCY DISTRICT ANNUAL MEETING

January 19, 2022

Attendance: Chairman Philip Baer, Vice Chairman Rick Oliver, Andrea Agree, David Bisher, Ron Holladay, and Carol Watson. Joe Kline attended virtually and did not vote.

Also present: Dan Gemmecke (Superintendent), Georgia Jones (Financial Clerk).

There were two guests, Tari Gemmecke and Bill Jones.

Philip Baer called the meeting to order at 6:10 p.m.

Director Election

There was one director nomination, David Bisher, submitted to the utility office, for the area south of County Road 600 N. David was previously appointed to fill a term and is now elected by acclamation. He recited the oath of office and the oath documents were signed.

Financial Report

The revenue from water fees dropped slightly from 2020 but is still higher than 2019. It is thought that the year of quarantines increased residential water consumption in 2020.

The change in billing software to Muni Link initiated a new office routine to deposit all customer payments to the Conservancy bank account instead of splitting the checks as they are received. The town's payments are placed in escrow daily and transferred monthly according to the general ledger reports. The result is an increase in monthly fund reports for the Conservancy, until there is a balancing transfer out supported by revenue reports from Muni Link.

Motion by Rick Oliver to accept the financial report for 2021. Second of Dave Bisher, motion passed with 6 Aye by roll call vote.

Committee Reports

Customer Service – This new committee set up communication between the directors, office staff and customers. Directors can look back over the year to see what has been reported. There are no major trends but the information establishes a baseline for comparison.

Personnel Report – There were no major changes in 2021, however there is a plan to update the employment manual in 2022 for new job descriptions.

District Plan Update – The resolution to petition the court was passed, and freeholder signatures collected. The current plan has not been updated since 1995 and care will be taken to set up the new parcel list and the document text before finalizing the submission to the court.

Water Operator Project Review – The new tower will be in service in 2022 and progress made on the five-year plan for future projects.

Billing Office Operations – The Muni Link billing program is now established and there are currently 274 online customer accounts. The move to Invoice Cloud payment vendor will provide more

digital communication and ease of use to encourage email bills and online payment methods. It is anticipated that increasing email bills will reduce mailing expenses.

There were no comments from the membership. Carol Watson **moved** to close the annual meeting. Second of Ron Holladay, motion carried with 6 Aye by roll call vote.

Director Meeting

Phil Baer opened the January meeting of the Conservancy Directors, with the election of 2022 Board Officers. Carol Watson **moved** to nominate Rick Oliver for Chairman. Second of Ron Holladay. There were no other nominations and the election by acclamation passed with 6 Aye by roll call vote.

Ron Holladay **moved** to nominate Carol Watson for vice chairman. Second of Rick Oliver. There were no other nominations and the election by acclamation passed with 6 Aye by roll call vote.

David Bisher **moved** to affirm staff appoints for 2022, Water Superintendent Dan Gemmecke, Financial Clerk Georgia Jones, Billing Clerk Victoria Rogers. Second of Ron Holladay, motion carried with 6 Aye by roll call vote.

Chairman Comments

Rick Oliver commented on the improvements in customer service committee reports, and the Superintendents' five-year plan.

Customer Service

There were 8 tickets in December, one regarding low pressure (found to be a water softener issue), a request to source a leak, 3 billing questions, 2 tickets for excavation repairs, and irrigation shut-off requests. The billing office called irrigation account owners to verify the seasonal shutoff status of all irrigation accounts. There were no water quality concerns reported.

Superintendent Report

Locates are mostly projects for the Town of Battle Ground. There is a new developer active at SR 43 but no contact with the department has been made. Three meters were replaced, and the roofs on both well houses were replaced. The trim will be painted in the spring. Both bleach systems required maintenance.

Two skids of meters were received and stored. There was water loss on Munsee at a vacant lot, due to defective installation of a valve. The surface of Main Street has a temporary repair until weather warms and the correct process can be used.

Tower 2 did not go into service as planned, due to delays receiving components. The IDEM papers for water and sewer at the proposed development south of Wendy's were signed for the contractor.

Financial Clerk

Phil Baer **moved** to approve the minutes of December 15, 2021. Second of Carol Watson, motion carried with 6 Aye by roll call vote.

Phil Baer **moved** to approve the Register of Claims December 15 - 31, 2021 in the amount \$132,933.13. Second of David Bisher, motion carried with 6 Aye by roll call vote. The claims include the 2021 budgeted transfer to capital maintenance reserve. Joe Kline asked if the escrow transfers could be listed separately. These will be presented at the February meeting.

Old Business

The rate and charges committee will continue to meet and also discuss opportunities for potential funding with the American Rescue Plan. This includes Phil Baer, Carol Watson and David Bisher.

Budget committee members are Carol Watson, Phil Baer and Rick Oliver.

Project funding through the Indiana State Water Infrastructure Fund (SWIF) will be pursued by Joe Kline and David Bisher with Dan Gemmecke.

Internal Controls audits will be performed quarterly: first quarter Rick Oliver and Joe Kline, second quarter Carol Watson, third quarter Ron Holladay, fourth quarter Andrea Agree.

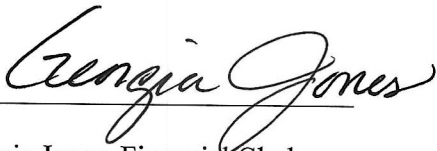
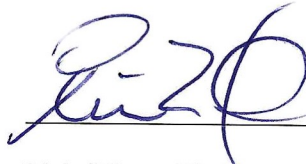
New Business

Ron Holladay reports development activity on the lot between McDonalds and Philips 66 station.

Phil Baer commented that a revision to the salary ordinance will be prepared, to resolve benefits for the financial clerk. There was discussion if an internal audit would be appropriate in light of potential grant applications. The state is required to annually audit units that have a federal grant, other units receive a quadrennial audit or review.

Carol Watson thanked Bill Jones for his contributions to the Conservancy Board and directors.

Motion to adjourn at 7:21 p.m. by Ron Holladay, with second of Phil Baer.


Georgia Jones, Financial Clerk
Rick Oliver, Chairman of the Board

Memorandum of Open-Door Law Compliance

Date: January 19, 2022

Time: 6:10 p.m.

Members Present in person: Chairman Rick Oliver, Vice Chairman Rick Oliver, Andrea Agree, David Bisher, Ron Holladay, and Carol Watson.

Also Present: Dan Gemmecke (Superintendent), Georgia Jones (Financial Clerk)

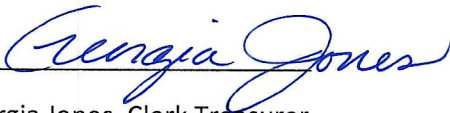
Members Present Virtually: Joe Kline

Absent:

Guest Present in person: Tari Gemmecke and Bill Jones

Electronic Means of Communication Used For Members and Public: ZOOM.us

Attest:



Georgia Jones, Clerk Treasurer