

BATTLE GROUND CONSERVANCY DISTRICT

ANNUAL MEETING

January 20, 2021

Attendance: Chairman Philip Baer, Vice Chairman Rick Oliver, Andrea Agree, Steve Hancock, Ron Holladay, Joe Kline, and Carol Watson.

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

Guests: Steven Curtis, Jim Miller, Bill Jones

Andrea Agree opened annual meeting with a recap of the director election process. Joe Kline and Rick Oliver were appointed earlier in the year and have submitted nomination forms for election. There were no other nominations received.

Motion by Steve Hancock to elect Joe Kline and Rick Oliver by acclamation. Second of Ron Holladay, motion carried with unanimous vote. Each director took the oath of office administered by Georgia Jones.

Financial Report

A document was posted on the web site and distributed to those present, comparing two prior years of revenue and expenses with the 2021 approved budget and anticipated revenue. The budget may use some operating reserves if revenue does not meet all expenses during tower construction and other projects this year. The DLGF approved budget is \$791,220.

Highlights and Accomplishments in 2020

Andrea Agree assembled a list of the projects completed since the last annual meeting:

- 1) Completion and approval of the Employee Handbook and human resource policies
- 2) Continued improvements to BGCD web site
- 3) Entered into a Memorandum of Understanding with the Battle Ground Town Council to facilitate cooperation between the two governing boards
- 4) Performed a high number of locates for fiber utility installations in the area
- 5) Participated with the Town in the creation of the Battle Ground Development Guide
- 6) Internal controls were reviewed
- 7) Purchased a cell phone dedicated to SCADA alarm and emergency response protocols
- 8) Purchased a new motor for the Booster Building and Well #2
- 9) Formed a board oversight committee to review customer service call data and made improvements to the service program including monthly reports to the directors
- 10) Entered into a Build-Operate-Transfer agreement to replace Tower #2, which includes refinancing Tower 1 loan for a significant savings in interest expense.
- 11) Completed the outstanding land transfer from the town to the Conservancy District, and initiated updates to the District Plan which will move forward in 2021.

- 12) Formed a committee to continue engagement with Indiana American Water regarding the cost-benefit of their “sale for resale” option as well as their interest in purchasing both water and wastewater utilities
- 13) Worked with Battle Ground Town Council to research and select a new cloud-based service for monthly utility billing and account management.

Andrea thanked the board for the good work represented in these accomplishments. Carol Watson conveyed the board’s appreciation to Andrea for her leadership. Rick Oliver commented the customer service program is a very important improvement.

Motion by Joe Kline to close the Annual Meeting. Second of Steve Hancock, motion carried with unanimous vote.

Election of Officers

Andrea Agree called to order the Conservancy District January meeting, and opened the floor for election of 2021 Officers. Carol Watson nominated Phil Baer for Chairman. Second of Ron Holladay, motion carried with unanimous vote.

Philip Baer nominated Rick Oliver for Vice Chairman. Second of Ron Holladay, motion carried with unanimous vote.

The chairman gavel transferred to Phil Baer, who continued the meeting.

The Conservancy employees are renewed for another year.

Motion by Andrea Agree to reappoint Water Superintendent Dan Gemmecke, Financial Clerk Georgia Jones, and Billing Clerk Beth Whitus. Second of Rick Oliver, motion carried with unanimous vote.

Customer Service

Andrea Agree and Joe Kline review the file information monthly to verify calls that are completed and any still to be resolved. The paper service tickets work for now, and in the future calls can be updated and reviewed by logging in to the new software.

December calls: 10 tickets total plus one call just to thank the Superintendent for helping address and correct their problem.

9 tickets were addressed and closed, one is still outstanding

- 4 requested leak checks

- 1 to report a leak

- 1 observation that meter connection was corroded

- 1 leak discovered by billing office when consumption data was reviewed

- 3 tickets of water quality, all from 600 N hill; 1 for sediment and 2 for discolored water, including a sample at one residence.

Financial Clerk

Motion by Rick Oliver to approve minutes of the December 16 meeting. Second of Ron Holladay, motion carried by unanimous vote.

Motion by Steve Hancock to approve the register of claims December 17 to December 31 and January 1 to January 19. Second of Carol Watson, motion carried with unanimous vote.

Old Business

MuniLink service agreement is a one-year agreement and 90 days notice must be given if renewal is not desired. Implementation will take 90 to 120 days per the agreement. The current software subscription expires in May. During Beth's absence, Georgia should be the BGCD management contact.

Motion by Rick Oliver to complete the agreement and have Andrea Agree sign on behalf of the board. Second of Ron Holladay, motion carried with unanimous vote.

New Business

Steve Hancock asked for an update on Tower #2. Dan said the survey is done, and the IDEM permit will be requested the first week of February. The generator is expected to ship Feb 2. Utility locates are in process for the electrical work. Main Street work is progressing and Dan is working with the town to coordinate installation of storm sewer updates during the project.

Guest Comment

Jim Miller congratulated Phil Baer on election to chairman.

Next meeting is February 17 on Zoom.

Motion to adjourn at 6:50 p.m. by Rick Oliver, second of Steve Hancock.



Georgia Jones, Financial Clerk



Philip Baer, Chairman of the Board

Superintendent report

Addendum to January 20, 2021

Still have several locate requests, INDOT and fiber

Had a broken water main at College and Tipton Streets.

Town helped again this month with meter reads and tagging houses for late payment.

Had a couple of customer concerns, bill, leaks and low water pressure. Rec'd a call from 201 main thanking with assisting getting new service line to house. Has all kinds of water now.

Installed the last secondary contaminant for the phosphate tanks.

Had new doors and frames installed on well house 1.

Working with BF&S on surveys and project questions for new tower project.

Tower 2 project;

Still have a few more trees to be cleared and ground leveled for tower area.

Need some more locating of utilities for drawings

Schedule to submit permit requests to IDEM the first week of February

The new Generator is scheduled to be ready around February 2nd ship date.

Been working with Town to install some storm drainage along with the Main St work.

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