



Bass Lake Conservancy District Meeting February 14, 2022

AGENDA:

- Pledge of Allegiance
- Roll Call
- Minutes
- Financial Report
- Five-Year Budget
- Asset Management Study
- Bills
- Plant Manager's Report
- Comments from Attorney
- Comments from Office Coordinator
- Comments from the Board
- Questions or Comments from the Audience

Chairman Gene Novello called the meeting to order at 6:00 p.m.

PRESENT: Chairman Gene Novello
Vice Chairman Larry Collura
Director Jerry Broadstreet
Director Russ Blais
Accountant Jeff Rowe
Plant Manager Tom Jordan
District Office Coordinator Tabitha Dillner
Attorney Christian Bartholomew
Attorney Alfredo Estrada
Engineer Ken Jones

ABSENT: Director Melissa Long

Minutes – The reading of the minutes from the meeting was waived and Vice Chairman Collura made a motion to approve the minutes from the January 10, 2022 meeting, Director Blais seconded. Motion carried.

Financials – Accountant Jeff Rowe presented the January financial report. The fund balances exceed the minimum reserve requirements by \$2,582,134 and the total receipts have exceeded the total expenditures to date by \$25,884. Total operating expenditures are under budget by \$31,331. Vice Chairman Collura made a motion to approve the financial report from January 2022, Director Broadstreet seconded. Motion carried.

Five-Year Budget Plan—Chairman Novello also presented the five-year plan for BLCD, Vice Chairman Collura made a motion to approve the final five-year plan, Director Broadstreet seconded. Motion carried.

Baker Tilly Contract— Vice Chairman Collura made a motion to approve Baker Tilly two-year contract with a 3% increase in cost, Director Blais seconded. Motion carried.

Asset Management Study (AMP)— Jeff Rowe from Baker Tilly and Ken Jones from Jones Petrie Rafinski (JRP), presented to the board an Asset Management Study proposal. The purpose of the AMP is to assist in the long-term management of the District. The plan will present information necessary to support the cost effective, proactive decisions including: acquisition, operation and maintenance, and

replacement/upgrade of the District’s assets. The plan is intended to ensure the long-term sustainability of the District and should be treated as a living document that will be regularly updated. The board decided to table the discussion to have time for some research to make a better decision.

Bills to be paid:

NIPSCO	\$ 218.52	Monthly plant
NIPSCO	\$ 821.72	Monthly lift stations
NIPSCO	\$ 1,775.37	Monthly lake pump
CenturyLink	\$ 167.07	Monthly phone
TCU Credit Card	\$ 2,213.53	Monthly credit card
TCU Invoice	\$ 118.45	Monthly bank fees
PrimePay-Payroll	\$ 6,062.17	Bi-weekly payroll – 12/27/2022 – 1/9/2022
PrimePay-Payroll	\$ 5,914.81	Bi-weekly payroll – 1/11/2022 – 1/23/2022
PrimePay-Payroll	\$ 837.72	Bi-weekly Overtime – 1/11/2022 – 1/23/2022
PrimePay-Invoice	\$ 391.81	Monthly service charges
Apheus	\$ 137.00	Monthly computer fee
Baker Tilly	\$ 1,840.00	Monthly accounting fee
Wildman	\$ 58.24	Monthly office supplies/services
Northern IN Wildlife	\$ 225.00	Monthly trapper fee
Indiana 811	\$ 76.95	4 th quarter 2021 tickets
DNR	\$ 5.00	Annual permit fee for weed treatment app
Phil Johanan	\$ 1,165.00	Liftstation F repair-insurance pd.
Mark Milo	\$ 5,200.00	Liftstation F repair-insurance pd.
IDEM	\$ 1,000.00	Annual discharge permit fee
Starke County CoOp	\$ 754.97	Propane for plant
Flow-Tech	\$ 470.00	Liftstation C repair
Pilot Newspaper	\$ 24.44	Annual financials in legals
HWC	\$ 3,499.99	Security camera install-one-time fee/no monthly fee

Vice Chairman Collura made a motion to approve the bills as presented noting each payee, the dollar amounts, and purpose were read into the February 14, 2022 minutes, Director Blais seconded. Motion carried.

Plant Manager’s Report—Plant Manager Jordan reported that there was .91 inches of precipitation for January. Plant Manager Jordan presented the board with an invoice that Vice Chairman Collura made a motion to approve invoice for \$8,850 from Northwest Fencing to install fence at liftstations F, G, and O, Director Broadstreet seconded. Motion carried. Plant Manager Jordan stated that the generators for the 3 liftstations could be in the first half of March.

District Office Coordinator’s Comments—Office Coordinator Dillner reported that 19 liens were placed in January for \$3,485.39. Office Coordinator Dillner stated that the Ring cameras were returned, and a full refund was received totaling \$1,645.25. Office Coordinator Dillner let the board know that the annual bonds are done and filed and most of the year end report with the State Board of Accounts have been submitted. There are only two left and those will be done in March.

Attorney’s Comments— Attorney Estrada and Attorney Bartholomew discussed with the board that they are working with the accounting firm Baker Tilly to legally establish and fund the weeds and the current pump. Part of the Asset Management Plan would help by doing a financial rate study to budget in a manner to fund the weeds and current pump without taking the fees allotted for the sewers. After some discussion Vice Chairman Collura made a motion to authorize Burke, Constanza, & Carberry (BCC) Law Firm to investigate a rate and tax assessment study, Director Blais seconded. Motion carried.

Comments from the Board— Director Broadstreet stated that DNR reported that potentially 140 acres of Eurasian watermilfoil would be treated in the spring of 2022. Further information will be available after DNR and Aquatic Controls survey. Vice Chairman Collura requested Office Coordinator Dillner to add the approved five-year financial plan to the website.

Comments from the Audience—The audience had nothing additional to add.

Director Blais made a motion to adjourn the meeting, Vice Chairman Collura seconded. Motion carried. The next meeting will be March 14, 2022 at 6:00 p.m. at the BLPOA building for regularly scheduled meeting.