

**BASS LAKE CONSERVANCY
DISTRICT MEETING
February 10, 2014**

PRESENT: Director Jerry Broadstreet
Director Larry Collura
Director Ray Mix
Office Manager Patti Bush
Conservancy District Attorney Ethan Lowe
Plant Manager Tom Jordan
CPA Firm, Umbaugh and Associates Jeff Rowe
Engineer Lee Nagai (late arrival)

ABSENT: President Gene Novello
Vice President Jan McMahon

Director Collura called the meeting to order at 6:00 PM followed by the Pledge of Allegiance. Director Collura made a motion to have Director Broadstreet as acting President. Seconded by Director Mix, motion carried.

Director Broadstreet asked with Board approval to waive the reading of the minutes. Motion made by Director Collura, seconded by Director Mix, motion carried.

Jeff Rowe from Umbaugh and Assoc. reviewed the revised December financial report with a total of \$1,749,952.82 in all accounts. Director Mix made a motion to accept the December report, seconded by Director Collura, motion carried. Jeff then reviewed the January financial report with a total of \$ 1,790,536.35 in all accounts. Jeff pointed out a fourth schedule has been added to the financial report to reflect the amount still owed on the bond. Jeff also suggested that when the December 2016 bond payment is made that the Board uses the Debt Service Account to pay the entire balance off. Director Mix made a motion to accept the January financial report, Director Collura seconded, motion carried. Jeff then presented the 2014 draft budget. Director Collura made a motion to table the budget until next month. Seconded by Director Mix, motion carries. Jeff reported all forms and reports have been filed for the District, except the annual report, which is due at the end of February.

Director Collura made a motion to table Umbaugh's contract until next month when all Directors will be available. Seconded by Director Mix, motion carried.

Bills to be paid:

Key Bank	\$530.02 (Master Card) Jan
Umbaugh & Assoc.	\$1500.00 (Jan)
Prime Pay	\$3717.72 (payroll 1/10/14)
Prime Pay	\$3869.98 (payroll 1/24/14)
Prime Pay	\$72.94 Jan services)
NIPSCO	\$44.20 (bldg. – pump)
NIPSCO	\$1607.26 (lake pump)
NIPSCO	\$379.36 (lift stations)
Century Link	\$46.48
Century Link	\$190.84
TCU	\$39.80 (ACH network access & entry fee)

NAPA	\$121.97 (UPS & battery)
Smith Farm Store	\$54.20
Mark Milo	\$3450.00 (5 manhole repairs)
Indiana 811	\$35.10

Director Collura made a motion to pay all bills as presented, seconded by Director Mix, motion carried.

OLD BUSINESS

- A. Lift Station J –Attorney Lowe reported that the court has appointed three appraisers; they have been advised to contact Engineer Lee Nagai for any questions. The appraisers will be reporting back to the court by March 10th.
- B. Pump/Warning Sign –Per the DNR request Manager Jordan & Director Broadstreet marked a thin ice area with cones and signs which was believed to be caused by the pump being on. Director Collura will work with Manager Jordan to create a warning sign with the proper wording to be placed on the pump fence for the future. Director Mix made a motion to make Director Collura in charge of the sign, seconded by Director Broadstreet, motion carried.
- C. Aquatic Control Contracts – Office Manager Bush presented the Aquatic Control Contract for review. These cannot be signed until we are notified by the LARE

MAINTENANCE REPORT

- Plant Manager Jordan reported there was 2.71 inches of precipitation in January with a total of 72 inches of snow fall since November 2013.
- Manager Jordan reported with the cost of propane the building and office are now being heated by an electric heater. The propane tanks are down to 40 percent and we can only get 100 gallons at a time.
- Manager Jordan asked if he could purchase a snow blower to do around the lifts and at the plant.
- Director Collura asked about the resident on 625 East that hit the sewer line. Manager Jordan has been working with the County Sanitarian and the homeowner and the sewer line will be moved in the spring.

COMMENTS FROM THE ENGINEER

Engineer Nagai turned in a bill for 2013 services and will present his new contract at the next meeting.

COMMENTS FROM THE ATTORNEY

Attorney Lowe found previous files on a board secretary and they need to be updated. Director Collura will be working with the attorney to make the job description. Director Broadstreet made a statement that in the December Executive session the title of Executive Director would be changed to Office Manager. Director Collura stated that the board needs to get this new job description completed and hire someone as soon as possible. Director Broadstreet stated that a resume from Tabitha Dillner has been received and presented to the Board in their packets. Director Mix

asked Tabitha Dillner if she would be interested in just the secretary position or the assistant position. Tabitha replied both. Director Collura stated he had a concern involving a conflict of interest with Tabitha being on some of the positions she holds.

COMMENTS FROM THE OFFICE MANAGER

- Manager Bush stated we have a problem with signing the checks if the President or Vice-President are not available. Director Collura asked if we have missed, Manager Bush replied not yet. Director Collura made a motion to add Director Broadstreet as an authorized signature for the checks. Seconded by Director Mix, motion carried.

COMMENTS FROM BOARD MEMBERS

Director Collura stated he would like more communication to all Directors when things occur. He also wants privacy and proprietary agreements signed by all the Directors and employees.

COMMENTS FROM AUDIENCE

None

ADJOURNMENT

Director Mix made a motion to adjourn, Director Collura seconded, motion carried.

Next meeting, Monday March 10, 2014 6:00 PM
Minutes prepared by Patti Bush