

Prime Pay	\$4614.65(Payroll 10/03/14)
Prime Pay	\$4381.96(Payroll 10/17/14)
Prime Pay	\$4570.14(Payroll 10/31/14)
Wayne's Lube	\$509.95(Repair Engine Leak)
D.S. &S.	\$1785.00(Cleaned 21 Manholes)
Indiana 811	\$55.80(Quarterly Fee
Smith Farm Store	\$57.76
NAPA	\$37.10(ups & Parts)
TCU	\$40.55(ACH network access & entry fees)
Boyce	\$275.00(Disaster Recovery Plan)
Patti Bush	\$24.00(Lien Release Reimbursement)
Dillner Consulting	\$570.00(Computer Repair & Maintenance)
Pilot News Group	\$27.66
Webb Printing, Inc.	\$130.00(Envelopes)

Vice President Collura questioned the bill from Dillner Consulting and Office Manager Bush explained that it was for repair of an existing computer plus installation of the new computer.

Vice President Collura made a motion to approve the bills and Director Mix seconded. Motion carried.

Office Manager Bush presented forms to be signed by all the board members for the TCU Visa card. This had been approved previously when Joe Ippolito was on the board, but needs to be resubmitted since he resigned.

Vice President Collura discussed a need for Office Assistant Gappa to become a notary public since Office Manager cannot notarize anything she has signed. After discussion it was decided to get the necessary paperwork for Office Assistant Gappa to proceed with this.

Office Manager Bush explained the need for another fireproof cabinet in the office. Director Mix questioned why the tapes stored in the cabinets were not downloaded onto our system and it was explained by Plant Manager Jordan that the tapes were from the installation of the system in 1997 and they are VHS tapes. Office Manager Bush had printed off information on fireproof cabinets for all of the directors. President Novello stated he thought the board should look into storing the tapes on the web. Office Manager Bush stated that 3 drawers were full of maps and these could all be stored in 1 more fireproof cabinet. She also explained what documents had to be kept and how long these needed to be stored. President Novello told her to put together an outline of what needs to be kept physically. He also stated that some of the stuff needs to be scanned electronically to save space. President Novello said he would talk to someone about data storage. The subject was tabled for now.

Attorney Lowe is waiting for a report on Lift Station J that he should have by Dec 1st. After he receives that, he will send a report to the Board and then an executive session will need to be scheduled before the mediation on Dec.16th. The original trial was scheduled for Jan. 26th, 2015 but has been postponed until a later date when both sides have more time to prepare. If the mediation resolves the problem, then the case is closed. It was decided to have the executive session before the meeting on Dec. 15th at 4:30.

InWarn—Attorney Lowe stated that there were some provisions he wanted to bring to the Board's attention. The subject was tabled until the next meeting.

Office Computers—Vice President Collura stated he gave Office Manager Bush permission to purchase a new computer and the work station is installed and running. It is a Windows 7 and has been backed up by Mark Dillner.

Plant Manager Jordan's Report—IDEM reports will be sent in electronically and the Board must decide if only Plant Manager Jordan will sign the report or if a Board Member will be needed to also sign the report. President Novello made a motion to have Tom Jordan sign the report required by Indiana DEM every month electronically. Motion carried. Plant Manager Jordan reported that IDEM inspection this month was fine. Engineer Nagai and Plant Manager Jordan looked at Riviera Court and will come up with a plan for the Board to find out where the lines are going and it may require someone to put a camera down the line and trace it. He will have a better report at the next meeting so the Board can decide what it wants to do about it. All the homeowners paid permit fees and were inspected when the lines were put in. The main is 6 to 7 feet deep and if manholes are required, then it would have to be decided who will pay for them. The precipitation for the month of October is 4.6 inches, the year to date is 37.09, and the annual average is 37.88.

Attorney Comments---None

Comments from the Office Manager—Everything in the office about the USDA grant was printed off for the Board members. It was used previously when the district was being formed, but the district was denied funds. Office Manager Bush didn't think the district would be eligible for any funds as the purpose is to resolve water and waste systems in a rural development and the district already has that. After discussion it was decided that this would be something to keep in mind for further planning. Office Manager Bush is working on the grant process for weeds as it is due by mid-January. The total for all liens is \$28,761.62 outstanding until BLCD gets a check from the county in December. The amount the county pays should be between \$20,000 and \$25,000. On Dec. 2nd Keystone will be coming in for training. Rental income was \$21,000 at the end of Oct.

Comments from the Board—Director Mix questioned which type of erosion control method the Board is planning on using. He asked which type of grass seed and fertilizer and how much is needed to do the job. He also asked why galvanized pipe was being used instead of corrugated HDPE as galvanized pipe only lasts 25 years and the HDPE lasts a lot longer. He favors a line item bid. Plant Manager Jordan will contact Engineer Nagai to set up a meeting to possibly change the bid documents if needed. He said the notice in the paper is to let potential bidders know that BLCD will be accepting bids and specs will be determined later. It was decided to go with the HDPE pipe instead of galvanized.

Comments from the Board—Vice President Collura questioned Office Manager Bush about a call to Attorney Lowe concerning a property owner who requested a discount because she owned 2 properties. Vice President Collura thought she should have consulted President Novello or the Board first. Office Manager Bush replied she did not call Attorney Lowe to get permission to give the discount, but to find out how to handle the request. She stated the previous attorney, Patrick Lyp, had advised her not to do anything until the bond is paid off in 2017. This property owner stated she had talked to friends who received this discount. Office Manager Bush was unaware of this situation until she had discovered the previous Office Manager had set it up so people with

more than one building on a lot could receive a discount for the second building, but Office Manager Bush did not know that owners with homes on different lots had also been granted this discount. Office Manager Bush found 28 owners that were being granted this discount incorrectly. It was the first time that this discount was requested of Office Manager Bush and she called Attorney Lowe for advice. She also called Keystone to find out how to print the report to get the information needed for the user fee. Attorney Lowe stated that some type of letter should go out to the property owners advising them that they are not entitled to a discount and they will have to start paying the full amount for both properties. President Novello stated a copy of the ordinance should also be sent with the letter. Director Mix made a motion to proceed with a forensic audit and to have Attorney Lowe send a letter to property owners by Jan. 1st and Vice President Collura seconded. Motion approved. After discussion it was decided to possibly hire an accounting firm or someone with expertise to do the audit. Attorney Lowe stated he had talked to Attorney Lyp and he denied giving Office Manager Bush advice about waiting until the bond was paid off to make changes in the billings.

Comments from the Audience—An audience member commented that he felt Office Manager Bush should be complimented for going to someone for help in what he considered a gray area. He also had a budget question which President Novello explained.

Director Mix asked that the Board consider some preventive measures for next year's budget such as manhole inspection, leakage, and televising some sections of our system. He recommended \$10,000 a year for the next 5 years in the maintenance part of the budget. He also mentioned that the BLCD truck that Plant Manager Jordan uses is now about 10 years old and is still in good shape but will not last forever. Director Mix thought this should be a budget consideration. President Novello asked that Plant Manager Jordan send him the specs of what he would need in the future.

A motion was made to adjourn and seconded. Motion approved.

The next meeting will be Monday, December 15, 2014 at 6:00 p.m. at the BLCD building.