



Bass Lake Conservancy District Meeting September 9, 2024

AGENDA:

- Pledge of Allegiance
- Roll Call
- Minutes
- Financial Report
- Bills
- Farm Lease
- Small Purchases Policy
- 4030 S Woodland Rd
- 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
District Office Coordinator Tabitha Dillner
Director Melissa Long
Plant Manager Tom Jordan
Attorney Christian Bartholomew

Minutes – The reading of the minutes from the meeting was waived and Vice Chairman Collura made a motion to approve the minutes from the August 12, 2024 meeting, Director Broadstreet seconded. Motion carried.

Financials– Chairman Gene Novello presented the August financial report. The fund balances exceed the minimum reserve requirements by \$2,607,635 and the total receipts have exceeded the total expenditures to date by \$73,439. Unmetered collections are over budget by \$17,638. Total operating expenditures are under budget by \$157,402. Vice Chairman Collura made a motion to approve the financial report from August 2024, Director Long seconded. Motion carried.

Bills to be paid:

NIPSCO	\$ 442.10	Monthly plant
NIPSCO	\$ 1,210.76	Monthly lift stations
NIPSCO	\$ 22.03	Monthly lake pump
PrimePay*	\$ 5,896.99	Bi-weekly payroll – 8/3/2024 – 8/16/2024
PrimePay	\$ 5,938.61	Bi-weekly payroll – 8/17/2024 – 8/30/2024
HWC	\$ 258.00	Monthly computer fee
Baker Tilly	\$ 2,085.00	Monthly accounting fees-July
Baker Tilly	\$ 2,085.00	Monthly accounting fees-August
Indiana 811	\$ 146.30	Monthly locates
Everwise	\$ 1,559.31	Monthly credit card

Everwise-Invoice	\$ 64.90	Monthly bank fees
BCC	\$ 550.00	Monthly attorney fees
HML	\$ 75.00	Monthly e-coli & phosphorus test
Northern IN Wildlife	\$ 675.00	9 trips 7/3/2024 – 9/4/2024
Don’s Sewer & Septic	\$ 460.00	Videoed sewer line-6406 S CR 210
Don’s Sewer & Septic	\$ 360.00	Videoed sewer line-6720 Kitty Ln
Antibus	\$ 286.00	Calibrated lab scales
HoosierVac	\$ 2,661.50	Jet lines & clean ‘M’ liftstation-surf will reimburse
BL Anderson	\$ 800.00	Calibrated plant flow meter
BL Anderson	\$ 2,402.76	Flow meter repairs
ADT	\$ 948.00	Annual plant security cameras
Nancy Siedlecki	\$ 79.50	Sold home with credit
State Board of Accounts	\$ 6,743.73	SBOA Audit (1/1/2019 – 12/31/2022)

*\$100 Director Long (included in payroll 8/3/2024)

Vice Chairman Collura made a motion to approve the bills as presented noting each payee, the dollar amounts, and purpose were read into the September 9, 2024 minutes, Director Blais seconded. Motion carried.

Farm Lease—Due to the farm lease ending on 11/30/2024 Attorney Bartholomew presented to the Board two bid procedures to consider. The first being that the Board gets two appraisals of the farmland to find the fair market value of the property and base the bids on that information. The second would be to put the bids out based on the value from the County Agents value depending on the crops. This alternative procedure does not require that land to be appraised. After some discussion it was agreed upon by the Board to follow through with procedure two due to the timeliness of the lease ending and getting the correct amount depending on the crops. Director Blais made a motion to procedure number two based on timeliness and previous experience, Vice Chairman Collura seconded. Motion carried. Attorney Bartholomew stated that he would publish the bid this month and will have to be received by October 11th.

Small Purchases Policy— Attorney Bartholomew presented to the Board a Small Purchases Policy. This policy will allow purchases to be made that are under \$50,000 without seeking bids. The policy procedures are laid out in the Resolution. Vice Chairman Collura made a motion to approve the Small Purchases Policy (resolution 24-with the rest of the digits to be filled in at a later date) submitted by Attorney Bartholomew on September 9,2024, Director Long seconded. Motion carried. Vice Chairman Collura made a motion to approve the purchases of two generators from McGrath Heating & Air Conditioning for liftstations ‘M’ and ‘N’ for the total of \$18,438.60 and one generator from McGrath Heating & Air Conditioning for the office for the total of \$11,927.60, Director Blais seconded. Motion carried.

4030 S Woodland Rd—Plant Manager Jordan presented to the Board a permit from 1999 for a home that was hooked up to the BLCD system but through his mother’s line that is next to him. There are new owners in the home now and it was discovered while doing locates. So, they need their own line. Vice Chairman Collura made a motion to approve a new tap in line for the property at 4030 S Woodland Rd, Director Blais seconded. Motion carried.

Plant Manager’s Report—Plant Manager Jordan reported that there was 3.25 inches of precipitation for August, the lake pump pumped 25.0 million gallons into the lake. Plant Manager Jordan stated that he met with Surf Rep today (9/9/2024) and the bills that have been submitted to them have been turned in and we should be getting that soon. The Surf Rep also stated that he did reach out to his boss about videoing lines that go under concrete driveways but has not heard back yet. Plant Manager Jordan will

keep the Board informed. A phosphorus test had been done in the lake by the pump and the results were .12 which is very low. The Board requested that the phosphorus test be done monthly as long as the pump is running. Vice Chairman Collura requested the Office Coordinator Dillner build a chart to keep track of it like the E. coli tests.

District Office Coordinator's Comments—Absent.

Attorney's Comments— Attorney Bartholomew stated that he reached out to the Surf Reps to provide us with a deformation agreement, but they have not responded yet. Attorney Bartholomew gave a small purchase policy guide to keep in the office and the Board.

Comments from the Board—Director Blais asked Plant Manager Jordan if the O'Hara and Scoops lines had been separated yet. Plant Manager Jordan informed them that they have not. Director Long asked how far along we are with charging the pole barns with bathrooms. Plant Manager Jordan stated that we have already been sending out letters to homeowners that we know have them. Vice Chairman Collura stated that Morrow Insurance that we have was bought out earlier this year by Miller Insurance and they just got bought out by NFP Insurance. Vice Chairman Collura mentioned that it may be a good idea to look around at insurance companies next year.

Comments from the Audience—A homeowner asked if pole barns and garages with no bathrooms would be charged and the Board responded with no.

Adjournment--Director Blais made a motion to adjourn the meeting, Director Broadstreet seconded. Motion carried. The next meeting will be October 14, 2024 at 6:00 p.m. at the BLPOA building.