

**BASS LAKE CONSERVANCY
DISTRICT MEETING
May 12, 2014**

PRESENT: President Gene Novello Plant Manager Tom Jordan
 Vice President Ray Mix Office Manager Patti Bush
 Director Jerry Broadstreet Office Assistant Kelly Dodd
 Director Larry Collura Attorney Ethan Lowe

ABSENT: CPA Firm, Umbaugh and Associates; Jeff Rowe - not in attendance, however, not required to be at each meeting.

President Novello called the meeting to order at 6:00 P.M., followed by the Pledge of Allegiance and roll call. President Novello mentioned that there were changes to last month's minutes. President Novello read through the changes that were made. Director Collura asked to have the pages of the minutes numbered at the bottom. Director Mix asked to have a copy of the amended minutes be e-mailed to him. Director Collura made a motion to approve the amended minutes, Director Mix seconded, the motion carried.

President Novello reviewed the financial reports. He questioned the outstanding checks in the account reconciliations and his concerns were allayed by the group. The required balances from the bond resolution were reviewed in the reports and all were in order. The Improvement account is always over and that is due to ongoing and future maintenance and investment in the system that will be required in the future. A comparison of Actual 2014 to Budget in each budget category was discussed, and variances to budget were discussed.

- Unmetered collections are lower year to date due to annual payments usually made in the summer months by seasonal customers. This occurs annually and is not of concern.
- There is a variance in salaries and wages due to timing differences (two pay months vs. three pay months) and Board members not yet submitting pay vouchers.
- Weed control was \$14,000 under budget, but this will be made up soon by future or recent activity for which we will be billed.
- Professional services were up \$6,700 due to appraisers for the lift station J issue.
- Insurance difference is due to premium not yet being due but this will also be caught up shortly.
- The purchase power being under budget by \$ 3,700 is due to turning off the pump in January.
- The bond balance is \$1,783,000 per the schedule provided by Umbaugh and Associates.

After further discussion, primarily regarding the weed control, Director Mix made a motion to approve the financial report, seconded by Director Collura, motion carried.

Bills to be paid:

Key Bank	\$551.51 (Master Card) April
Umbaugh & Assoc.	\$1585.00 (April)
NIPSCO	\$73.49 (bldg-pump)
NIPSCO	\$44.20 (water pump)

NIPSCO	\$826.70 (lift stations)
Century Link	\$196.28
Century Link	\$45.50
Prime Pay	\$3787.69 (payroll 4/4/14)
Prime Pay	\$3771.25 (payroll 4/18/14)
Prime Pay	\$72.94 (Apr. services)
NAPA	\$12.73 (UPS)
TCU	\$40.40 (ACH network access & entry fee)
Smith Farm Store	\$152.82
Patti Bush	\$12.97 (water & postage) reimbursement
Quill	\$129.31
Quill	\$78.64
Flow Tech	\$787.42 (valve)
IU Health	\$35.00 (drug test)
NSI Lab solutions	\$160.00
Goetz Irrigation Services	\$3257.05
Indiana 811	\$9.00
Dale Bonnema	\$58.65 (refund)
Cincinnati Insurance	\$1231.00 (workers comp)
General Insurance	\$8206.00 (Commercial Property & auto)
General Insurance	\$360.00 (Patti's Bond)
General Insurance	\$804.00 (Boiler & Machinery)
The Specialty Shoppe	\$210.00 (signs)
Mark Milo Enterprises	\$10,100.00 (pd 90% \$9,900.00)
Greenmark Equip	\$343.45

Director Mix asked to table approval of bills until after discussion of Mark Milo Enterprises bill. Following that discussion, Director Mix made a motion to approve bills, seconded by Director Collura, motion carried.

BOARD BUSINESS

- A. Lift Station J – Attorney Ethan Lowe filed an exception with the court and is requesting status conference. He will notify the board of that date and continue to keep everyone posted.
- B. Insurance – Manager Bush had requested the Insurance Company remove the “terrorism” provision and fee on both policies, and have the amount be refunded. The fee is required by the state. After discussion, the board decided to keep the terrorism provision and fee on the policies. President Novello made a comment that he will contact Andy Taylor, the insurance representative, so that billings can be received more timely in the future. He also suggested that the board be advised in advance prior to any changes being made to the insurance policies. Director Mix agreed and stated that this was a Board authority. Director Mix made the motion to reinstate the terrorism provision and fee. After further discussion the board approved to pay insurance through EFT since the premiums are due by Friday of this week.
- C. Elections – Attorney Lowe opened the discussion. There are two positions up for election and the legal notice has been published. Petitions for anyone interested in running for the open positions need to be postmarked by May 31 or delivered to the BLCD office. It will not be known until after the deadline if there will be enough

candidates for a contested election. The Auditor's office will supply a list of freeholders and Attorney Lowe will obtain those lists. There is a need to get application for absentee ballots. After all information is obtained, Attorney Lowe will forward the notice of the election. Director Collura made motion to approve, Director Broadstreet seconded, and the motion carried. (Director Mix abstained on the vote, because his position is up for election.)

- D. Manhole Erosion –Work is complete. Director Mix had questions regarding the proposal and work done by Mark Milo Enterprises. He felt the proposal was too vague. After further discussion, the resulting resolution was that Manager Jordan will contact Mark Milo and Engineer Nagai for further clarification. Office Manager Bush will forward Lee Nagai's report to the board when received. After much discussion, it was agreed upon that the board will pay 90 % of the bill now, and the balance to be paid once the issue is resolved. Director Mix made motion to pay the 90%, holding back 10%, seconded by Director Broadstreet, motion carried.
- E. Weed Contract- \$56,100 goes towards 225 acres of liquid treatment of the Milfoil. \$5,000 will be used for aquatic vegetation. Director Broadstreet made mention that someone from DNR will come out 2nd week of May to check on the weeds. Director Broadstreet needs to sign the AVM contract. Director Mix made a motion to approve the authorization of Director Broadstreet to sign the contract, President Novello seconded, motion carried.

President Novello remarked that he has received calls regarding the presence of zebra mussels. There was no discussion.

- F. Farm. Director Broadstreet stated that it was planted about three weeks ago. About three acres were drowned out due to bad tiles at the north end of the field. Farmer will repair the problem because he has the equipment. BLCD to compensate the farmer for the repairs.
- G. Computer/Office – Office Manager Bush received quote from Dell for an additional computer. Director Collura asked why the District doesn't have a server for the computers. It was discussed that it was thought that more than three computers were needed to utilize a server. After further discussion Director Collura volunteered to talk with Dell and/or Dillner regarding a server and the specifications needed for a new computer. Director Mix requested to have the computer added to the agenda. All computers should have the same operating system. Office Manager Bush looked into Office Assistant Dodd to be bonded (\$360). Director Collura made the motion to approve, Director Mix seconded, Motion carried.

MAINTENANCE REPORT

- Plant Manager Tom Jordan turned on pump last Friday. One of the service legs was out, but NIPSCO came to repair it.
- Woodland shores started putting sewer line in.
- April's rainfall was 2.11 inches, with a total of 9.17 inches for the year.
- Manager Jordan to start water sampling and putting the results on the BLCD Website.
- Director Collura to send documents to Office Manager Bush directing how to input information on website.

- Director Mix had questions on sewer lines too close to wells. Plant Manager Jordan mentioned Terry White provided insurance, and a La Porte company hired him to do the work.
- Director Mix had a question about tear downs in the area. Manager Jordan responded that he receives notification from the county regarding any tear downs in the area.

COMMENTS FROM THE ATTORNEY

None

COMMENTS FROM OFFICE MANAGER

Office Manager Bush brought to the board's attention a garage/apartment being constructed in the District. Ordinance 02-4 doesn't clarify how a structure, in this case a garage, is going to be used. The question is, is it a garage or "living quarters"? After further discussion, Attorney Lowe wants to take a closer look at the ordinance, and will report back to the board. Owners of the property will not be allowed to connect the line until further notice.

COMMENTS FROM THE BOARD

Director Collura mentioned there was a meeting with Assistant Dodd and stated she must get access to Keystone (username & password). TCU access is already established. Assistant Dodd will also keep a daily work log and an incoming log of phone calls. The board also asked that Assistant Dodd be trained in liens and in billings.

It was brought to the board's attention that a calendar of days that the office is closed does not exist. It was decided that the BLCD office calendar will mirror that of Starke County offices regarding days closed to the public.

The board also asked to be notified in advance, either by email or by phone, when anyone needs time off.

Director Mix looked into a time clock made by Pyramid for the office. The cost is \$157 and the cards (for 100) are less than \$9. Later it was mentioned that the time clock cost would be around \$179. The Board agreed to consider this, but no decision was made.

The Board also requested that Engineer Lee Nagai be present at the next meeting.

COMMENTS FROM THE AUDIENCE

Joe Ippolito asked about the trailer being placed on the lot of the old Sand Bar and whether there will be restroom facilities at this location. Office manager Bush stated next year a more permanent structure will be in place. After further discussion, it was recommended there should be a bathroom facility (porta-potty) this year. Vacant building (across from Fingerhut Bakery) will be a fireworks stand.

ADJOURNMENT

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

Next meeting June 9th, 2014 6:00 p.m.

Minutes prepared by Office Assistant Kelly Dodd, edited by President Gene Novello