

Bass Lake conservancy District (BLCD)

Minutes of Regular Board Meeting of March 17, 2014 @ 6:00 PM

The BLCD Board met in regular session on the 17th day of March 2014, at the Bass Lake Property Owners Association (BLPOA) Community Building, 6996 South State Road 10, Knox, Indiana.

Members of the Board present:

- President Gene Novello, District 2
- Director Jerry Broadstreet, District 3
- Director Larry Collura, District 4
- Director Raymond Mix, At Large
- Ethan Lowe, BLCD Attorney
- Jeff Rowe of CPA Firm, Umbaugh and Associates
- Lee Nagai, Engineer
- Patti Bush, BLCD Office Manager
- Tom Jordan, BLCD Plant Manager

Members of the Board absent:

- Vice President Jan McMahan, District 1

CALL TO ORDER

President Gene Novello called the meeting to order at 6:00 PM followed by the Pledge of Allegiance. Roll call was taken.

President Novello suggested that members of the audience who are applying for the Recording Secretary's position take minutes for this meeting and get paid \$60 for doing it. Ms. Albright agreed to this. Director Broadstreet moved the approval of interested job applicants take minutes tonight. This motion was seconded by Director Collura and unanimously approved.

MINUTES

Director Mix asked with Board approval to waive the reading of the minutes. Director Broadstreet motioned the reading of the minutes be waived. Director Collura asked if changes could be added now. Director Novello said yes. Director Collura said that under the part about comments from the attorney the last two sentences "asked Tabitha Dillner if she would be.....Tabitha replied both"—Director Collura wanted to add that he had concerns involving conflict of interest. Next, under comments from the office manager he would like to add "if we ever get fined for missing dates and the reply was no" between the two sentences "vice-president are not available and adding Director Broadstreet as an authorized signature for the checks. After review by the Board, Director Mix moved the approval of the amended

February 10, 2014 minutes. The motion was seconded by Director Broadstreet and unanimously approved.

FINANCIAL REPORT

Mr. Rowe from Umbaugh and Associates presented the financial report with \$1,833,560.47 in all accounts at the end of February. Director Mix moved the approval of the financial report. The motion was seconded by Director Collura and unanimously approved.

Director Mix moved that Ms. Dillner be presented the same proposal to take minutes for this meeting as presented to Ms. Albright. The motion was seconded by Director Collura and unanimously approved.

UMBAUGH AND ASSOCIATE CONTRACT

The contract was discussed after being tabled from the February 10th meeting due to the fact that Director Mix and Director Collura had not received the contract for review and wanted some time to go through it before voting on it. Director Broadstreet moved to accept the contract presented by Umbaugh and Associates. The motion was seconded by Director Mix and unanimously approved.

2014 BUDGET

The revised 2014 budget was presented by Mr. Rowe which was handed out with the board packet. The only revision made from the last budget was the weed control line item, increased up to \$60,000 based on the input and conversation from the last meeting that the previous estimate may have been a little too light. President Novello asked if this was to approve the budget or review it. Mr. Rowe believed it was to approve it and suggested that the budget can be revised at any time even after it is approved. President Novello moved to approve the 2014 budget presented by Umbaugh and Associates. The motion was seconded by Director Mix and unanimously approved.

BILLS

Bills to be paid:

- Key Bank \$586.27 (Master Card for February)
- Umbaugh and Associates \$1500.00 (February)
- NIPSCO \$44.20 (Bldg. – pump)
- NIPSCO \$13.29 (Water pump)
- NIPSCO \$309.04 (Lift stations)
- Century Link \$45.48
- Century Link \$190.71
- Prime Pay \$3793.84 (Payroll 2/7/14)
- Prime Pay \$3793.84 (Payroll 2/21/14)
- Prime Pay \$136.94 (February services)
- NAPA \$12.92 (UPS)

- TCU \$39.80 (ACH network access & entry fee)
- Smith Farm Store \$46.96
- Element \$169.00
- BL Anderson \$69.55
- Blachly, Tabor, Bozik & Hartman \$1,206.25 (Attorney)
- USA Blue Book \$90.31
- Npes \$2,180.00 (Engineer)
- McGrath Refrigeration \$366.87
- WTH \$400.00 (GIS year fee)
- Patti Bush \$19.33 (Stamps from January)

Ms. Bush presented the February bills listed above. Director Mix stated he would like a monthly bill instead of an annual bill from Engineer Nagai. Especially when the bill is presented in 2014 and it was a bill for 2013. Discussion followed by the Board about how to schedule the bill. They agreed to receive the bill quarterly. Ms. Bush will contact them and make the change. Director Mix also asked if we have received Engineer Nagai’s contract. Mr. Jordan offered to get the contract from him and give it to Ms. Bush to be presented at the next meeting. Director Mix moved to accept the February bills. Director Broadstreet seconded the motion and unanimously approved.

LIFT STATION J

Attorney Lowe reported that he has received an invoice from one appraiser for \$2,000 and expects the other two shortly along with all the appraisals. Attorney Lowe requested the Board pay these invoices as they come in, the Board rejected this suggestion and stated they will wait until all three appraisals are in before paying for them.

PUMP/WARNING SIGNS

Director Collura presented warning signs Mr. Jordan and himself have put together. After discussion from the Board they agreed that BLCD’s name and office number would be on the sign. President Novello, Director Broadstreet and Director Mix showed concern about being held responsible if putting too much information on the sign. Attorney Lowe mentioned that the pump being turned off during winter would be a good idea when the lake starts to freeze. Also, from a legal perspective having generic warning sign is a step in the right direction, no real need to add the thin ice sign. Attorney Lowe said adding the BLCD name on the sign does not change the responsibility. But really no need for BLCD name and number. Attorney Lowe suggested putting the office number on it, not Mr. Jordan’s number. In an emergency they can call 911. The board agreed. Director Collura will send the changes to Mr. Jordan who will send the finished product to Specialty Shoppe to create.

PLANT MANAGER CONTRACT

Attorney Lowe presented the plant manager contract stating it is identical to one in 2012-13 except they changed the dates. The contract is good for January 1 through December 31 and can be extended one more year. At the January 1st meeting a 3.5% raise was agreed on by the board based off of 26 weeks.

JAN MCMAHON RESIGNATION

Director McMahon sent her resignation letter to the Board. Director Novello asked who'd like to fill her spot as Vice President. Director Mix volunteered. Director Broadstreet moved to accept Director Mix as the new Vice President. The motion was seconded by Director Collura and unanimously approved. Discussion followed whether to fill in her spot, District 1, now or wait until the elections, since Director Mix lives in District 1. Director Novello said he was fine waiting since all 4 districts were represented. This position will not be filled until election. Ms. Bush suggested putting an announcement in the next billing and on the website.

OFFICE ASSISTANT POSITION

Director Novello sent out an email to the Board with a suggested job description asking for suggestions. He also mentioned that the Recording Secretary position could be incorporate into this position as well. Director Mix suggested that Ms. Bush be in charge of setting up a workable schedule for the new trainee to learn the job as projects come up. Ms. Bush was given the job description to go over and make changes. The position will start with 20-25 hours a week and be can adjust when needed. Director Mix moved to accept the part time office assistant job position. The motion was seconded by Director Broadstreet, with Director Collura as the descending vote, commenting that he feels the process is moving too fast and needs more time spent on it. Discussion of a possible pay scale of \$11-13 and hour depending on education and skills of applicant. Attorney Lowe and Mr. Rowe will provide figures this week to the Board. An executive session was set for April 7 at 5:00 PM to review applicants. Ms. Bush will write a job description for the newspaper and send to Director Novello and Attorney Lowe to edit.

TOM JORDAN'S REPORT

Mr. Jordan reported 3.05 inches of precipitation for the month of February. Also, the pump has been turned off. Mr. Jordan then proceeded to asked Director Collura advice on how to do the water samples since the BLCD is taking it over from the BLPOA. Director Collura said he would show him the procedure. Director Collura has ordered the water sample containers and when they come in the form needs to be changed to have BLCD's info. Director Collura suggested to Mr. Jordan that water testing be done May 15 through September 15. Director Collura mentioned that the water sample page be added to the website. Mr. Jordan then reported that he had a resident have a frozen line. He got it open and it is fixed.

COMMENTS FROM ATTORNEY

Attorney Lowe reported the fact that the annual election process is approaching soon and gave the Board a list of proposed dates to hold the elections. June 28 from 8:00 AM-Noon was decided on after some Board discussion. District 1 for one year and the At Large position for four years is up for election.

COMMENTS FROM OFFICE MANAGER

Ms. Bush reported that pre-lien letters have been sent out, 51 letters worth \$17,977.78 with six that have paid or made arrangements to pay totally \$1,679.02. This leaves \$16,298.76 outstanding. They have until March 26 to pay it or a lien will be filed on March 28 so they can make this tax mailing.

COMMENTS FROM THE BOARD

Director Collura asked Ms. Bush to add a footer in all the minutes showing the approval dates. Director Collura also reminded Ms. Bush to keep a daily log of what she does during her day so the Board can have a better understanding of her job.

Director Mix wants to invite the township trustees to BLCD's May meeting so they can get an understanding of what we require for BLCD elections. Board thought it was a good idea. Ms. Bush will invite them.

QUESTIONS FROM THE AUDIENCE

One person from the audience said she received a bill but it had no postage on it. Also, she wanted to know why the BLCD no longer uses the billing book. Ms. Bush said they receive payments more consistently and on time since they have switched to the monthly statement system.

ADJORNMENT

There being no further business to come before the Board, Director Broadstreet moved the meeting be adjourned at 7:30 PM. The motion was seconded by Director Collura and unanimously approved.

The next meeting will be held at the BLPOA Community Building on Monday, April 14, 2014 at 6:00 PM.

Minutes submitted by Tabitha Dillner