



Bass Lake Conservancy District Meeting December 10, 2018

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
Office Assistant Tabitha Dillner
Attorney Scott Bozik
Plant Manager Tom Jordan
Office Assistant Mariann Gappa
Jenny Sapp (standing in for Lee Nagai)

Minutes – The reading of the minutes from the meeting was waived and Vice Chairman Collura made a motion to approve the minutes from the November 12, 2018 meeting, Director Blais seconded. Motion carried.

WTH GIS Presentation-Rhonda Milner – Ms. Milner from WTH GIS presented an audio presentation of how WTH GIS can help BLCD. GIS will provide hardware and software to aid BLCD. It will create a back-up of data, save time to find data in the field, and identify quickly the history of manholes, lines, etc. It will also help when applying for loans or grants and deciding on repairing or replacing pipes or other equipment. It will add existing data to the mapping program. A format that will work with GIS would be added. Any data that would be needed (zoning, construction, etc.) would be added. Training would be done on-site. The annual support fee would cover general consulting services, software upgrades, improvements, unlimited toll free and remote support, on-site technical help and on-going training as needed. A history of WTH GIS was given and their work in Starke County and Indiana. Additional tools in mapping and repair work were also given. Some questions were asked by the Directors. Plant Manager Jordan stated that he would be able to bring up information easily instead of reviewing his daily log to get the info he needed. He wanted to talk to the technician more before a decision was made to use WTH GIS. The Directors agreed with him.

Financials – Chairman Novello presented the November financial report. The fund balances exceed the minimum reserve requirements by \$1,886,384 and the total receipts have exceeded the total expenditures to date by \$257,214. Unmetered collections are \$8,399 over budget and total operating expenditures are under budget by \$3,609. BLCD is \$29,000 to the good so far this year. Vice Chairman Collura made a motion to approve the financial report from November 2018, Director Broadstreet seconded. Motion carried.

Bills to be paid:

- NIPSCO \$290.16 (Plant)
- NIPSCO \$503.20 (Lift Stations)
- Prime Pay \$4350.87 (11/18/2018)
- Prime Pay \$4056.61 (12/02/2018)
- Prime Pay \$139.98 (November Charge)
- TCU \$ 68.15 (November Charge)

- TCU \$590.18 (T's Credit Card)
- Starke County Chamber \$85.00 (Membership)
- Umbaugh \$1,735 (November Charge)
- Umbaugh \$258.75 (Financial Analysis)
- Aquatic Control \$5700.00 (LARE survey & Funded Plan Update)
- Aquatic Control \$2010.00 (Treatment)
- J.A.Larr & Co. LLC \$2150.70 (Traffic Cones & Manhole Risers)
- Apheus \$129.00 (Website)
- Les Jensen \$50.00 (Unclog Drain Pipe in North Pond)
- D.S.&S. \$3920.00 (Cleaned all Lift Stations)
- Karen Tolson \$34.10 (Overpayment on sold Property)
- Lawrence Collura \$300.00 (Director)
- Russell Blais \$900.00 (Director)
- Jerry Broadstreet \$1200.00 (Director)
- Gene Novello \$600.00 (Director)
- Gene Novello \$20.00 (Potential Director Meeting)

Vice Chairman Collura made a motion to approve the bills as presented and read into the December 10, 2018 minutes, Director Broadstreet seconded. Motion carried.

New Bank—Chairman Novello stated TCU has been the BLCD bank for several years and maybe it is time for a change to a local bank. He stated it would not be an easy process because of the EFT program, but he would like to consider the local banks as an alternative. He will work with the attorney for a letter to be sent to the local banks.

Keystone Training—Chairman Novello suggested that Keystone training would be beneficial for Plant Manager Jordan and both office assistants. Plant Manager Jordan thought a 1-day training session would be enough.

Website Update – Director Vice Chairman Collura stated that the website update is okay except for the calendar and Bob from Apheus will be coming to the office to work on that with Office Assistant Dillner. She will be taking over the website program from Vice Chairman Collura.

Air BNB/Bass Lake Rentals – Attorney Bozik stated he reviewed Attorney Lowe's findings and he doesn't have a definite opinion yet. He thought BLCD should have more information on the size of the property, the number of people that can occupy the premises at one time, and the frequency of the rentals. Chairman Novello stated there shouldn't be a problem if the owners are paying the innkeeper's tax to the county. This would be an admission that the property is a rental and they should be paying a higher sewer rate. After much discussion, it was decided to add this topic to next month's agenda for more consideration.

Tom Jordan's Report – Plant Manager Jordan asked Attorney Bozik if Purdue had responded to the letter about the charges. Attorney Bozik has not heard from Purdue so BLCD will start charging Purdue this month. There is a problem at the plant with the center drive embankment failing. It is getting bigger so Engineer Nagai and Plant Manager Jordan will check it this week. He will not video the lines now but will do it in the Spring. Rain in November was 3.62 inches. Director Blais asked about the County involvement at the weir and was told there were no changes.

Attorney's Comments – Attorney Bozik stated he had reworded some things in the tenant lease for the farm, but everything is okay with it.

Office Assistant's Comments – Office Assistant Gappa stated there were 4 new accounts since the last meeting and 1 more closing coming up this week. Office Assistant Dillner stated the lien payment was received from the County for \$10,293 and deposited on November 29.

Comments from the Board –Director Broadstreet stated the LARE grants would be applied for after January 1st and before January 31st. Director Blais asked about the manhole covers and risers and Plant Manager Jordan replied he had to add the riser because the County raised Elm St. 3 inches. Vice Chairman Collura asked Plant Manager Jordan about the generator at the BLPOA building. Plant Manager Jordan replied that there is a generator on each side of the lake and this building is set up to use the generator if needed.

Comments from the Audience – Audience member Jim Tolone asked about the insurance on the TCU account and Chairman Novello responded each account is insured for \$250,000.

Director Broadstreet made a motion to adjourn the meeting. Motion carried. The next meeting will be January 14, 2019 at 6:00 p.m. at the BLPOA building.