



Bass Lake Conservancy District Meeting December 8, 2025

AGENDA:

- Pledge of Allegiance
- Roll Call
- Minutes
- Financial Report
- Bills
- Employee Reviews
- 450 S Extension
- 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

Director Melissa Long...via phone
 Plant Manager Tom Jordan
 Office Coordinator Tabitha Dillner...via phone
 Attorney Christian Bartholomew

ABSENT:

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 10, 2025 meeting, Director Blais seconded. Motion carried.

Financials– Chairman Gene Novello presented the November’s financial report. The fund balances exceed the minimum reserve requirements by \$2,914,056 and the total receipts have exceeded the total expenditures to date by \$102,462. Unmetered collections are over budget by \$25,162. Total operating expenditures are under budget by \$20,800. The CD is \$2,074,008.51. Vice Chairman Collura made a motion to approve the financial report from November 2025, Director Blais seconded. Motion carried.

NIPSCO	\$ 129.41	Monthly plant
NIPSCO	\$ 808.78	Monthly lift stations
NIPSCO	\$ 1,989.82	Monthly lake pump
NIPSCO	\$ 62.97	Monthly ‘E’ liftstation generator
Brightspeed	\$ 165.21	Monthly phone fee
HWC	\$ 178.98	Monthly computer fee
PrimePay	\$ 5,817.73	Bi-weekly payroll – 10/25/2025 – 11/7/2025
PrimePay*	\$ 6,189.85	Bi-weekly payroll – 11/8/2025 – 11/21/2025
PrimePay Invoice	\$ 250.44	Monthly service charge
Baker Tiley	\$. 2,190.00	Monthly accounting fee
BCC	\$ 4,002.00	Monthly attorney fee
Keystone	\$ 340.00	Annual disaster recovery fee
Fourway	\$ 1,748.89	Annual internet fee
DNR	\$ 20.00	Annual weed permit fee

*\$100 for Director Long for director pay for 1 meeting

Vice Chairman Collura made a motion to approve the bills as presented noting each payee, the dollar amounts, and purpose were read into the December 8, 2025 minutes, Director Broadstreet seconded. Motion carried.

Employee Reviews— Chairman Novello stated the Board had met in Executive Session for the performance reviews and approved a 7% raise for the Office Coordinator Dillner and Plant Manager Jordan effective January 1, 2026. The performance reviews were presented and filed. Vice Chairman Collura made a motion to approve the raises for BLCD employees, Director Broadstreet seconded. Motion carried.

450 S Extension—Plant Manager Jordan stated that the engineers needed approval from the homeowners to have property access to move forward. Attorney Bartholomew stated that certified letters would go to the homeowners.

Plant Manager’s Report—Plant Manager Jordan reported that there was 2.30 inches of precipitation for November and the lake pump pumped 29.0 million gallons into the lake. Plant Manager Jordan stated that the lake pump was turned off December 3rd due the lake freezing. Plant Manager Jordan and Attorney Bartholomew discussed the procedure to move forward for the homeowner located at 4305 E CR 210 to finish hooking up to the system. Attorney Bartholomew will reach out to Plant Manager Jordan to follow through with a plan of action.

District Office Coordinator’s Comments—Office Coordinator Dillner stated that the fall taxes were paid and deposited. Next month a report will be given on the lien releases it paid for.

Attorney’s Comments—Nothing additional to add.

Comments from the Board—Vice Chairman Collura brought up the cameras the BLPOA Board installed in the green and blue rooms of the BLPOA building and being on -for example- during private Executive Session meetings. After some discussion between the BLCD Board and BLPOA Board President Terry Chmiel, it was decided the BLCD will hold the meetings in the fireplace room since there are no cameras in there.

Comments from the Audience— Nothing additional to add.

Adjournment-- Vice Chairman Collura made a motion to adjourn the meeting, Director Blais seconded. Motion carried. The next meeting will be on January 12, 2026 at 6:00 p.m. CST at the BLPOA building.

Chairman

Vice Chairman

Member

Member

Member