

**BASS LAKE CONSERVANCY
DISTRICT MEETING
July 14, 2014**

PRESENT: President Gene Novello Office Manager Patti Bush
Vice President Ray Mix Attorney Ethan Lowe (left at 6:10)
Director Jerry Broadstreet New Director Joe Ippolito
Director Larry Collura

ABSENT: Plant Manager Tom Jordan
Engineer Lee Nagai
CPA Firm, Umbaugh and Associates; Jeff Rowe - not in attendance, however not
required to attend.

President Novello called the meeting to order at 6:00 P.M., followed by the Pledge of Allegiance.

Attorney Lowe stated the results of the election and then proceeded with the swearing in of Ray Mix as Director for District 1 and Joe Ippolito for the At Large Directorship. Attorney Lowe then left the meeting due to other commitments.

Director Broadstreet nominated Director Novello as President of the board, second by Director Mix. With no other nominations, nominations closed. Director Collura made a motion for Director Novello to be the President of the board, second made by Director Mix, motion carried.

Director Collura nominated Director Ippolito as Vice-President and Director Mix nominated himself as Vice-President. Director Broadstreet seconded motion for Director Ippolito and President Novello seconded for Director Mix. Nominations were closed. With a vote of 3 for Director Ippolito, Director Ippolito is the new Vice-President

President Novello asked if any correction to the minutes. Director Collura under comments from the board stated there did not appear to be office hours on the website and the rainfall was not up to date. No other changes to be made President Novello moved to waive the reading of the minutes, seconded by Director Collura, motion carried.

President Novello reviewed the financial reports with a balance of \$1,765,075.08 in all accounts. A payment made to the Starke County Abstract from 2012 is still outstanding. Manager Bush will contact the Abstract office. There are six bond payments left. Director Collura made a motion to approve the financial report, seconded by Director Ippolito, motion carried.

Bills to be paid:

Key Bank	\$1382.16 (Master Card) June
Umbaugh & Assoc.	\$1585.00 (June)
NIPSCO	\$ (bldg.–pump) didn’t read meter
NIPSCO	\$1683.32 (water pump)
NIPSCO	\$291.71 (lift stations)
Century Link	\$45.69

Century Link	\$206.86
Prime Pay	\$3771.25 (payroll 6/13/14)
Prime Pay	\$4426.75 (payroll 6/27/14)
Prime Pay	\$75.19 (June services)
NAPA	\$12.18 (UPS)
TCU	\$40.10 (ACH network access & entry fee)
Patti Bush	\$21.95 (lien, postage, pstr board) reimbursement
HML, Inc.	\$30.00 (6/5/14)
HML, Inc.	\$30.00 (6/12/14)
HML, Inc.	\$25.00 (6/19/14)
HML, Inc.	\$30.00 (6/26/14)
HML, Inc.	\$25.00 (7/2/14)
The Pilot News Group	\$130.79 (help wanted ad)
G & T Services, Inc.	\$1000.00
USA Blue Book	\$45.83
USA Blue Book	\$405.64
USA Blue Book	\$68.05
USA Blue Book	\$45.83
The Specialty Shoppe	\$22.00
Flow-Tech	\$647.50
Flow-Tech	\$6964.00
Greenmark Equip.	\$1139.35
BL Anderson	\$333.00
BL Anderson	\$1215.60
Keystone Software	\$2175.00 (annual maint. Fee)
Starke Cty Recorder	\$756.00 (release of liens)
Starke Cty Recorder	\$341.00 (file liens)
Starke Cty Recorder	\$72.00 (release of liens)
Bank of NY Mellon Trust Co.	\$264,830.00 (bond)
Gene Novello	\$600.00

Director Collura made a motion to approve the bills which were presented, seconded by Director Ippolito, motion carried.

BOARD BUSINESS

- A. Erosion/Drainage – Tabled due to Engineer Nagai not available at meeting.
- B. Ice Cream Wagon – Director Mix stated tabled last month and we need to send a letter he is out of compliance. Director Mix also contacted Chris Dalton County Sanitarian and Health Dept. Mr. Armstrong stated he will have a port-a-potty with a wash station outside of it. Mr. Armstrong permit is requesting use immediately until the first of October when the wagon is removed for the winter. Director Collura asked to make sure it is secure. Director Mix does not think this will meet the State Indiana Plumbing Code. Director Mix wants to send a 90 day notice which will get Mr. Armstrong through this season, next year will be different. Mr. Armstrong stated he is working with the State to get a variance to build a permanent building next year. Director Ippolito made a motion to allow a port a potty this season with a letter from the attorney, seconded by Director Broadstreet motion carried 4 to 1 with Director Mix voting against.

- C. Port a potty permits –
- Don Rush - Director Mix made a motion to approve, Director Ippolito seconded, motion carried.
 - Bass Lake Festival - Director Collura asked where they will be put around the lake, President Novello asked that a map with locations or addresses be submitted. Director Mix made a motion to approve based on Manager Jordan's approval of placement, Director Ippolito seconded, motion carried.
 - DNR - Manager Bush stated she had contacted the DNR on the public launch port a potty, Johnny on the Spot is not anchoring the unit down. Director Mix made a motion to approve contingent on the anchoring of the port a potty, seconded by Director Ippolito, motion carried.
 - Jim Miller – Director Mix stated this is for Boa Shores, and they have a Homeowner's Association Organization that takes votes and minutes. Without this even being up for a vote yet, I would not move to approve this permit until we get a copy of their minutes stating it was voted and approved upon by the homeowners. This would be like me requesting a permit to put a port a potty on Patti's front lawn, it just doesn't work that way. President Novello then commented we would need authorization from the Boa Shores Homeowners Organization to approve this. Director Mix stated he would vote for this if that is received.
- D. Lift Station J – Attorney Lowe stated before he left there is nothing new on lift station J.
- E. Computer Update – Director Collura reported, he met with Mark Dillner and had narrowed it down to two type of servers, Dell PowerEdge T110 & HP ProLiant ML310e Gen8. Next step is to narrow down product on the server and the target date for installing the server will be October.
- F. Irrigation System –Director Broadstreet reported that the tires on the irrigation system need to be replaced. Goetz quoted a cost of \$7800 or with new rims \$8400. Director Ippolito made a motion replace the tires with the rims, Director Mix seconded, motion carried.
- G. Office Assistant – President Novello stated we are in the process of securing an assistant. Director Mix stated Lori Chmiel based on getting a bond, drug test and backround check she will be offered the position. Director Broadstreet added, this will be a 90 day trial period. President Novello's motion is to purpose, offering the position of assistant office manager to Lori Chmiel of Knox, IN, subject to drug test, backround check and bonding. Subject will be provided with a copy of the job description. Director Mix seconded, motion carried. Director Ippolito abstained, stating he was not happy with the interviewing process.
- H. Credit Card Resolution – President Novello presented the corporate authorization resolution for Teachers Credit Union for the new credit cards for Plant Manager Tom Jordan and Office Manager Patti Bush. Director Collura made a motion to approve by signature accepting the resolution, Director Broadstreet seconded, motion carried.
- I. Julie Gilbert – Office Manager Bush reported this home had been sold and she had paid \$101.91 in advance for the sewer bill. President Novello made a motion to

refund her money, seconded by Director Mix, motion carried.

MAINTENANCE REPORT

- Plant Manager Tom Jordan's report showed 6.8 inches of rain for the month of June.
- Office Manager Bush pointed out that with the storm we had, Manager Jordan was out with the generators making sure the lift stations kept pumping to the plant by moving the generators from lift to lift. Tom did a wonderful job keeping up with everything due to the power outage.

COMMENTS FROM THE BOARD

Director Broadstreet reported that the ditch line along the tree line on the west and along 400 South was cleaned out by the County with the Wappels supervising. Also the front part of the irrigation system rolled and is need of repair. Goetz will be checking it and repairing it.

Director Collura stated that after an employee was terminated, later that afternoon word had got around that this employee leaving and the reason why that person had left and it came from the office. Director Mix stated it was very disappointing to hear the, we don't have an ethics code and we should be looking at adopting this code. President Novello stated that this is in direct violation and direct difference to the oath of office that you two gentlemen took today. Some of this is common sense but if we need an ethics code he is in favor of doing this, we need to have a conversation with Attorney Lowe about this.

Director Mix reported on the utility board training, which involved on getting help through FEMA on a natural disaster and the help from other areas to assist. Director Mix will set up someone to attend the next meeting. Director Mix also presented a payment agreement to be looked at.

Director Ippolito stated that the sewer system is almost 20 years old and we do not have any quotes or contracts with any companies for parts. President Novello stated we are working on a 7 to 10 year plan. Director Mix stated he is already working on it. President Novello requested that both Director Ippolito and Mix work on this plan to present to the board in the future.

COMMENTS FROM OFFICE MANAGER

- Office Manager Bush reported 72 liens were released and 37 liens have been filed.
- Have not received a bill from the Shriners yet.
- The Conservancy District will be getting a workers comp audit on July 22.
- Added 5 new homeowners this last month and 5 new ACH accounts which makes about 137 EFT's now.

COMMENTS FROM THE AUDIENCE

- Ken McCormick asked if the farm was a separate entity on the P and L. President Novello stated it's listed as rental income on non-operating receipts. On the port a potties for the festival have the property owners been notified. Manager Bush stated all property owners will be contacted before they are placed.

- Ron Vendl asked with the amount of rain we have had the pumped been turned off. It was stated that Tom is watching it and it was turned off for 2 days this last month, the water level is still below the dam.
- Ray Grajewski asked if the tires were equipment for the farm and do we have a capitalized equipment list for the farm. Manager Bush stated yes. On the ethics codes, if someone is off or sick this information cannot be divulged either, only their supervisor should know. On the computer system going to the server, is there remote access to it and who will be the ISP for the internet. Director Collura stated it will support four computers and we have not decided who to use for the internet yet.

ADJOURNMENT

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

Next meeting August 18, 2014 6:00 p.m.
Minutes prepared by Office Manager Patti Bush