

**BASS LAKE CONSERVANCY  
DISTRICT MEETING  
March 17, 2014**

**PRESENT:**

Plant Manager Tom Jordan  
President Gene Novello  
Director Larry Collura  
Director Jerry Broadstreet  
Office Manager Patti Bush  
CPA Firm, Umbaugh and Associates Jeff Rowe  
Director Ray Mix  
Conservancy District Attorney Ethan Lowe

**ABSENT:**

Jan McMahon

**MEETING CALLED TO ORDER**

President Novello called the meeting to order at 6:00 PM; followed by the Pledge of Allegiance.

President Novello recommended that a member from the audience take the minutes. Director Broadstreet made a motion for Gina Albright to take the minutes, seconded by Director Collura, motion carried. Discussion was held for a fee of \$60.00 for taking of the minutes temporarily; Director Broadstreet made a motion, Director Collura seconded, motion carried.

**MINUTES**

Director Broadstreet recommended to waive the reading of last month's minutes, Director Mix made a motion, seconded by Director Broadstreet. Director Collura asked for additions and corrections to last month's minutes, regarding Tabitha Dillner being a conflict of interest, also comments to Office Manager Patti Bush, if the Conservancy District was ever fined for missing dates, the reply was no. Director Mix made a motion to accept the minutes with the additions, Director Broadstreet seconded, motion carried.

**FINANCIAL REPORT**

Jeff Rowe, Conservancy District's CPA from Umbaugh and Associates, gave the finance report ending February 2014 reflecting a balance of \$1,833,560.47; year to date disbursements \$123,689.00, which is 6% below two months budget. No discussion. Director Mix made a motion to accept budget, seconded by Director Collura, motion carried.

**ACKNOWLEDGMENT OF TABITHA DILLNER**

Tabitha Dillner in audience was asked to take minutes for this meeting, motion made by Director Mix, seconded by Director Collura.

## **2014 BUDGET**

Discussion for the 2014 budget on weed control in the amount of \$60,000.00 may be light, it was noted that the budget could be revised any time. President Novello made a motion to approve the budget, Director Mix seconded.

## **BILLS**

See bills attached.

Director Mix made motion to pay bills, Director Broadstreet seconded, motion carried.

## **ENGINEER NAGAI**

Director Mix stated he would like to see a monthly bill, President Novello mentioned a quarterly billing from Engineer Nagai. Director Mix made motion for a quarterly billing and Director Collura seconded, motion carried.

## **LIFT STATION J**

- A. A report was due at the end of last week, has not been received yet.
- B. Appraiser fees consisting of three bills at \$2,000.00 each, totaling \$6,000.00 discussion from the board was not to pay before receiving reports or appraisals.

## **PUMP WARNING SIGNS**

Plant Manager Jordan and Director Collura are working on changing verbage for the signs. Thin ice is to be taken off, the conservancy district office number is to be added. Director Collura will make changes and send to Plant Manager Jordan.

## **PLANT MANAGER CONTRACT**

Plant manager's contract for January 1, 2014, to December 31, 2014, will consist of a three and a half percent increase from the previous contract rate of 26 pays at \$2,251.09, which was approved at the January's meeting. Contract is to be signed at this meeting, with pay increase retro-active with a one time adjustment.

## **JAN MCMAHON 'S RESIGNATION**

A letter of resignation was received from Jan McMahon. Office Manager Patti stated that she tried to talk her out of it, but Jan said no.

President Novello advised the board needs to elect a new vice president; Director Mix said he would like to throw his hat in the ring. Director Broadstreet mentioned that Director Mix would be a good choice. Director Broadstreet made a motion for Director Mix to be the new vice president, Director Collura seconded, motion carried. Director



Broadstreet pointed out that with Director Mix now vice president, this leaves a vacancy for a director for district one. It was advised to wait until the July's election to fill that position. Office Manager Patti suggested she could put an advertisement for filling that position in the next billing.

### **SECRETARIAL POSITION**

There was discussion from the board for the secretarial position/office assistant to incorporate the taking of the minutes into that position. President Novello questioned what salary to be paid; Vice President Mix mentioned what hours to work and suggested Office Manager Patti's input. Office Manager Patti stated this would be a back up person requiring training. Jeff Rowe from the CPA Firm of UMBAUGH and ASSOCIATES will check into other conservancy districts for wage rates for that type of position. Hours and days was further discussed; Director Broadstreet suggested hourly, Director Collura stated may be determined for different tasks, Vice President Mix suggests Office Manager Patti to decide hours of days to work. Office Manager Patti advised hours depend on how fast they learn. Vice President Mix stated it would be trial and error to start with, he also suggested a 20 to 30 hour week. Office Manager Patti stated we could probably do that because of all the old stuff. Director Collura asked if Office Manager Patti had a structured process. President Novello stated a 25 hour week would be over kill; Vice President Mix mentioned 30 hours a month. Director Collura advised this is a part time position. Office Manager Patti stated 20 hours a week would be over kill and suggested 2 days a week for learning what they need to know. Director Collura advised more hours for required training and Office Manager Patti agreed that training would be more time consuming, she remarked as of now she does not have the time for the website. Vice President Mix suggested a 20 hour week. Director Broadstreet asked that Ethan Lowe, Conservancy District Attorney to follow up on salary information with a possible wage scale of \$11.00 to \$13.00 an hour. Attorney Lowe agrees to get back with wages from other districts.

Vice President Mix made a motion for a special meeting for April 7th, at 5:00 PM, for office assistant, Director Collura declined, he thinks we are moving to fast.

It was mentioned that the advertisement in the newspaper should reflect the position as part time. President Novello requests this write up to go to him for editing before going to the paper.

### **PLANT MANAGER TOM JORDAN'S REPORT**

See attached report.

Plant Manager Jordan advised that there was a frozen line for the first time.

### **ECOLI TESTING**

Director Collura advised that the water samples for testing for ecoli is usually May 15th to September 15th. Plant Manager Jordan stated test samples need to be at the Health Department by 9:00 am on Wednesdays.

Director Collura is working on a ecoli form for the website; he did mention that he has

ordered the test bottles.

#### **COMMENTS FROM ATTORNEY**

Attorney Lowe advised dates for the annual election should be the Saturday or Sunday before or after the annual meeting.

#### **COMMENTS FROM THE BOARD**

Discussion from the board for filling Jan and Ray's positions. Vice President Mix suggested July 5th to hold election. President Novello advised to much going on. Board agrees to hold election on Saturday, June 28th, between the hours of 8:00 AM to 12:00 PM.

#### **COMMENTS FROM THE OFFICE MANAGER**

Officer Manager Patti stated she mailed out 51 pre-lien letters with balances totaling \$17,977.78; six people have made arrangements to pay on a timely matter which includes an amount of \$1,679.02, leaving a balance of \$16,298.76, they have until the 26th of this month to pay or March 28th a lien will be filed. Patti advised per Starke County Treasurer Casey this will be in time for the tax mailing.

#### **MORE COMMENTS FROM THE BOARD**

Director Collura requests a footer put in the March 17th's meeting to clarify the meeting for the 7th of April, an executive session or a special meeting, also he requests edits for February's meeting to be approved March 17th and asked for a daily log. Vice President Mix suggested inviting the township trustees to the next meeting this would be California Township Trustee Judy Ahlenius and Northbend Township Byron Walters.

#### **QUESTIONS OR COMMENTS FROM THE AUDIENCE**

A member from the audience advised there was no postage on her bill and still got it. Office Manager Patti stated she got a couple of bills back where it appeared as if the postage got cut off. The audience member asked about having the coupon books again; Patti replied that they really didn't work and that more people respond to the monthly billing.

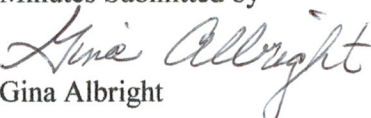
#### **ADJOURNMENT**

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

#### **NEXT MEETING**

MONDAY, APRIL 7TH AT 5:00 P.M.

Minutes Submitted by

  
Gina Albright

## BILLS TO BE APPROVED AT THE MARCH MEETING

Key Bank	\$586.27 (MasterCard) Feb
Umbaugh & Assoc.	\$1500.00 (Feb)
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 (Feb services)
NAPA	\$12.92 (ups chg)
TCU	\$39.80 (ACH network access & entry fees)
Smith Farm Store	\$46.96
Element	\$169.00
BL Anderson	\$69.55
Blachly, Tabor, Bozik & Hartman	\$1,206.25
USA Blue Book	\$90.31
Npes	\$2180.00
McGrath Refrigeration	\$366.87
WTH	\$400.00 (GIS yr fee)
Patti Bush	\$19.33 (reimbursement for postage from January)



February 2014

## Monthly Report

3	Plant, lagoons, start discharge, irrigation. New charts. Mon. Ck. List. Plowed snow. Ck lake, lifts, box, pump, dam, ditch.
4	Plant, lagoons, irrigation, tests take down. Plowed snow. Ck lake, lifts, box, pump, ditch. Locate 4484 CR 210 - Nipsco.
5	Plant, lagoons, irrigation. Plowed snow. Ck lake, lifts, box, dam, ditch.
6	J- samples, test alarm. Plant, Lagoons, irrigation, tests set up. McGrath heating at Plant elec. Heater in office. Ck lake, lifts, box, pump, ditch.
7	Plant, lagoons, irrigation, plow snow, repair snow blade. Ck lake, lifts, box, dam, ditch.
8	Ck. Plant, Ditch.
9	Ck. Plant, Ditch.
10	Plowed snow, Plant, lagoons, irrigation. Mon. Ck. List. Monthly report, State report. Ck lake, lifts, box, dam, ditch, dam.
11	Plant, lagoons, irrigation, tests take down. Ck lake, lifts, box, pump, ditch. Ran Gen. # 1 & 2.
12	Plant, lagoons, irrigation. Water pump report for DNR. Generator agreement Cummins Crosspoint. Ck lake, lifts, box, ditch.
13	J- samples, test alarm. Plant, Lagoons, irrigation, tests set up. Ck. Lake, lifts, box, pump, ditch. Locate 5834 Deerpath - Fletcher's Well drill.
14	Plant, lagoons, irrigation. Ck lake, lifts, box, dam, ditch. Pick up snow blower, put together.
15	Ck. Plant, Ditch.
16	Ck. Plant, Ditch.
17	Plant, lagoons, irrigation. Mon. Ck. List. Ck lake, lifts, box, dam, ditch.
18	Plowed plant, Plant, lagoons, irrigation, tests take down. Ck lake, lifts, box, pump, ditch.
19	Plant, lagoons, irrigation. Ck lake, lifts, box, ditch. Ran Gen. #3.
20	J- samples, test alarm. Plant, Lagoons, irrigation, tests set up. Ck. Lake, lifts, box, ditch.
21	Plant, lagoons, irrigation. Ck lake, lifts, box, pump, dam, ditch.
22	Ck. Plant, Ditch.
23	Ck. Plant, Ditch.
24	Plant, lagoons, irrigation. Mon. Ck. List. Ck lake, lifts, box, dam, ditch.
25	Plant, lagoons, irrigation, tests take down. Ck lake, lifts, box, pump, ditch.
26	Plant, lagoons, irrigation. Ck lake, lifts, box, dam, ditch.
27	J- samples, test alarm. Plant, Lagoons, irrigation, tests set up. Ck. Lake, lifts, box, ditch.
28	Plant, lagoons, irrigation. Ck lake, lifts, box, pump, dam, ditch.

Totals : Precip. - 3.05 inches	Year to date : 5.76 inches
Raw Flow - 1.8 Mil. Gals.	Year to date : 3.8 Mil. Gals.
Final Flow - 5.0 Mil. Gals.	Year to date : 5.0 Mil. Gals.
Lake Pump - Mil. Gals.	Year to date : Mil. Gals.