

**BASS LAKE CONSERVANCY  
DISTRICT MEETING  
JANUARY 19, 2015**

PRESENT:	President Gene Novello	Vice President Larry Collura
	Director Jerry Broadstreet	Office Manager Patti Bush
	Director Russ Blais	Office Assistant Mariann Gappa
	Director Ray Mix	Plant Manager Tom Jordan
	Attorney Ethan Lowe	Engineer Lee Nagai
	CPA Firm—Jeff Rowe	

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

Engineer Nagai recommended Mark Milo Enterprise for the enhancement and erosion control of the Marks/Craigmile Ditch Bank Restoration at a cost of \$19,975.00. Director Mix stated the bid should have been a line item bid and BLCD should not be doing the banks of the ditch. The first concern of the District should be the easement and the safety environment. Engineer Nagai stated both contractors were reliable and had good reputations in the business so he felt the lower bid was better for the District. Director Broadstreet asked if the District was responsible for the ditch bank. Engineer Nagai stated the force main runs along a 20 foot easement. The drain is a regulated drain but there is no assessment on it. Director Broadstreet stated the work needed to be done and he felt Mark Milo had done a good job when he did prior work for the District. Director Broadstreet thought a local contractor would be an advantage. Director Mix stated he did not have a problem with any contractor, but with the scope of the bid, and felt the District still had a problem with the farmer cleaning out the ditch and using the easement to dump his spoilage. Engineer Nagai stated that when the work is finished, the land owner and the County need to be notified of the location of the utility. Currently, the District does not have access to approximately 70% of the force main. Vice President Collura asked if Engineer Nagai would check the work done by the contractor before a check is issued. Engineer Nagai stated he would check the work, prepare the necessary paperwork, and check with the County Surveyor to make sure everything is okay with them as the County has agreed to let the District utilize their 75 feet. Engineer Nagai stated the contractor has 10 days to return the signed contract. Director Mix inquired about the seed needed and when the contractor would be able to put seed down with the weather. Mr. Milo responded that he would move as quickly as possible because of the delay in getting the project started and he would not have a problem with the Board retaining 10% until the project was completed. Director Blais inquired if the District was being assessed by any taxing body. Engineer Nagai reported that he could verify that the District was not but he had met with the drain board and the County Surveyor a couple of times. Director Broadstreet made a motion to accept the bid of Mark Milo Enterprise for \$19,975.00 with a 10% retainer. Vice President Collura seconded. 4 voted for the motion and Director Mix opposed. Motion carried. Director Mix stated he required that the District solve the problem of the farmer putting the dirt up on the ditch bank. Mr. Milo stated that once a standard has been set for a ditch bank, a property owner cannot change that. He also stated that communication between the BLCD Board, the Drainage Board, and the County Surveyor is going to be critical in maintaining this standard.

Director Mix made a motion to approve the minutes from the Executive Session meeting on Dec. 15<sup>th</sup> and Director Broadstreet seconded. Motion carried. Vice President Collura made a motion to approve the minutes from the Dec. 15<sup>th</sup> meeting with a change of wording indicating Director Mix was recusing himself from the Starke County Chamber of Commerce conversation. Director Mix seconded. Motion carried. Vice President Collura requested that a property owner's name and address be included in the January 12, 2015 minutes concerning Lift Station D. Director Mix made a motion to approve the Jan. 12<sup>th</sup> minutes with the inclusion of the property owner's name and address. Director Blais seconded. Motion carried.

Jeff Rowe from Umbaugh Associates gave the financial report for December 2014. The District has a balance of \$1,783,426.36 and the January 1<sup>st</sup>, 2015 bond payment of \$265,300.00 was made before the end of the year. The operation and maintenance fund has a balance of \$48,026, the debt reserve \$530,750, and the improvement \$1,204,650. Total operating receipts were \$776,951, total operating disbursements were \$305,271, and total non-operating receipts were \$818,429, and total non-operating disbursements were \$1,256,635 resulting in an increase in cash of \$33,474. Director Mix asked about separating a line item for testing and inspection and sewer inspections. He did not see it reflected in the statement. President Novello replied that he had not instructed the accounting firm to make that distinction. Director Mix stated he had requested about \$6,000 to be included in the budget for testing and inspections in the coming years. Director Broadstreet stated the budget for weed control is \$60,000 and it was a lot less this year and that a grant will make it less for next year also. Mr. Rowe stated he hoped that a draft budget could be put together before the next meeting in Feb. and changes by the Board could be made then. Director Blais made a motion to accept the 12/31/14 financial report. Director Mix seconded. Motion carried.

Bills to be paid:

Key Bank	\$185.92(December)
Umbaugh & Associates	\$1585.00(December)
NIPSCO	\$404.89(bldg. pump)
NIPSCO	\$13.92(water pump)
NIPSCO	\$393.90(lift stations)
NIPSCO	\$90.90(water pump)
Century Link	\$45.74
Century Link	\$185.05
Smith Farm Stores	\$438.13
Element	\$65.00(Testing-Oct. never recd.)
Element	\$104.00(Testing-Nov. never recd.)
Element	\$52.00(Testing-June never recd.)
Starke County Recorder	\$384.00(Lien Release)
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Alliance of Indiana	\$220.00(Membership Dues 2015)
Prime Pay	\$154.95(December Services)
Prime Pay	\$3771.25(12/112/14)
Prime Pay	\$617.81(12/18/14)
Prime Pay	\$7553.76(12/26/14)
NAPA	\$13.18(UPS)
TCU	\$41.00(ACH network access & entry fees)

D.S.&S.	\$625.00(Lift Station N & J By-pass)
Cambe Chevrolet	\$264.42(Truck Repair-will get check or credit for \$11.31)
Greenmark Equipment	\$420.55(Utility Tractor Repair)
McDevitt Mediation Center	\$650.25(Mediation lift Station J)
Mariann Gappa	\$87.12(Notary Public Reimbursement)
Mark Milo Enterprise, Inc.	\$875.00(Sewer Location-Rivera Ct.)
Starke County Farm Bureau	\$672.11(Propane)
KEM-CO, INC	\$131.23(Office Supplies)
DNR-Div. Fish & Wildlife	\$5.00(Permit for Weed Control)
Kathleen Chigaros	\$159,000.00(Lift Station J Settlement)
Patti Bush	\$2.10(Copies)

Director Mix asked about the D.S.&S. bill. Plant Manager Jordan replied he had a problem with a lift station and called D.S.&S. and they also helped with the J By-pass. Director Broadstreet asked Office Manager Bush about the NIPSCO bills. She explained that NIPSCO charges a tariff or surcharge for monthly usage. Vice President Collura explained that even though electricity is not being used by the consumer, there still is a surcharge for usage up to the meter. Vice President Collura made a motion to approve the bills for the January meeting with the corrections made to Cambe Chevrolet and Greenmark Equipment. Director Mix seconded. Motion carried.

User Fee—Office Manager Patti Bush presented information on some properties where 2 homes are located on the same line but a reduced rate is being charged. She pointed out that homes at addresses of 4445 E CR210 and 4447 E CR210 are being charged the reduced rate and asked if she should be charging them \$58.65 per home. The property owner has not responded to the letter that was sent out. Office Manager Bush stated that she has 3 homes on her list that do not have addresses. She currently sends the bills to the other home on that property. Director Mix stated that each home should be charged \$58.65 per month as stated in the letter by the Attorney that was sent to the homeowners. After discussion it was decided to get as much information as possible and then possibly hold a special meeting to address the situation. Plant Manager Jordan stated that the County was informed that some homes do not have addresses. It was decided to table this discussion until later when more information is available for the Directors.

Lift Station J—Attorney Lowe stated that the mediation for Lift Station J has been approved and he will send out copies to all the Board members and the office when he receives everything.

5 Year Plan—Director Mix stated he had been working on the 5 Year Plan for a while and Director Blais volunteered to help and they came up with the plan that is being presented to the Directors. The plan is an outline of things that Directors Mix and Blais would like to see implemented. The plan is not complete. Director Mix would like input from Plant Manager Jordan on the needs of the District and input from Director Broadstreet on weed control. He'd like President Novello to help with an investment page and Vice President Collura to help with office and computer needs.

He stated most grants require a 5 Year Plan so this plan is needed. President Novello stated that when the bond is retired, the District will need to know what is needed to maintain the system and how that will affect monthly payments. Vice President Collura commented that he would like to see the green address plaques on all the lift stations and anything that the fire department

may need added to the plan. Plant Manager Jordan stated he had addresses for all of the lift stations because that is needed if callers are added to the lift stations. Currently there are callers on 2 of the lift stations.

Plant Manager Jordan's Report—Quotes from both Chevrolet and Ford for a new District pick-up truck and a quote from Lindco on a Bumper Crane were included in the Director's packets. The rainfall for 2014 was 41.12 inches compared to the average rate of 38.15 per year. At Riviera Court a 6 inch clean-out was found at the end and Plant Manager Jordan is hoping that one will be found every 75 feet because for a 6 inch line only a push camera can be used. The line is 345 feet long. Plant Manager Jordan stated it might be possible to put metal covers on each clean-out versus man-holes. Director Mix stated that a 6 inch main does not conform with state code—it is too small.

Comments from the Attorney —None.

Comments from the Office Manager—Office Manager Bush found that Cinndi Carey's name is still on the safety deposit box. She asked that Plant Manager Jordan's be added and Ms. Carey's name deleted as the truck title is kept there. President Novello instructed Office Manager Bush to change the names. Director Mix made a motion to remove Cinndi Carey and Patti Bush from the safety deposit box at Key Bank and to add Tom Jordan and Gene Novello as the official names. Director Broadstreet seconded. Motion carried. The grant application for weed control was sent in today and the permit for weed control was sent last Friday. The District should know sometime in March from the state about the grant. EFT forms and a letter advising homeowners of this easy way to pay their monthly bills was sent out with the bills last week. Director Broadstreet commented on the grant and that it would pay \$23,000 for weed control if granted. Office Manager Bush included information that Knox was having trouble with the billing of their utility accounts and their system was also set up by Umbaugh.

Comments from the Board Members—President Novello asked about the documents for the Hampton's. Office Manager Bush stated she is still trying to find a signed ordinance for the multi-plex. Director Mix asked if anything had been done about a forensic audit and President Novello replied no. President Novello stated that an outside expert may not be necessary. Vice President Collura stated that the computer administration log-in password needed to be changed to a Director. He also inquired who had keys to all the equipment and Plant Manager Jordan stated that he and Office Manager Bush had keys. Vice President Collura stated that unapproved minutes were not to be sent out as they were not public record until approved by the Board. Draft minutes had been sent to the Hampton's. Attorney Lowe stated that public record requests be reviewed by him before they are sent to the requester. Vice President Collura asked Office Assistant Gappa how she was doing getting along with Office Manager Bush. She replied it is still a learning process and Office Manager Bush is very patient with her. She also stated that she still needs to use the Office Manager's computer to process the payments from the homeowners. Keystone advised to have a server system installed. Vice President Collura is still looking for someone who can do that. President Novello said he can take care of it. Vice President Collura advised Office Manager Bush to continue to be a coach and help Office Assistant Gappa learn more about the job. Director Mix asked if the Board wanted the Office Assistant to learn some of the year end work and President Novello thought this was a good idea.

Comments from the Audience—Homeowner Ken McCormick stated NIPSCO has been working around the lake and he asked if their work was far enough away from the sewers. He was told the work was okay.

Director Blais made a motion to adjourn the meeting. Vice President Collura seconded. Motion carried.

The next meeting will be Monday, February 16, 2015 at 6:00 p.m. at the BLCD building.