

**BASS LAKE CONSERVANCY
DISTRICT MEETING
FEBRUARY 16, 2015**

PRESENT: President Gene Novello Director Jerry Broadstreet Director Russ Blais Director Ray Mix	Vice President Larry Collura Attorney Ethan Lowe Office Assistant Mariann Gappa Plant Manager Tom Jordan Engineer Lee Nagai
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ABSENT: CPA Firm, Umbaugh & Associates Jeff Rowe (not required to attend)

President Novello called the meeting to order at 4:30 P.M., followed by the Pledge of Allegiance.

Engineer Nagai stated that the work had been done for the enhancement and erosion control of the Marks/Craigmile Ditch Bank Restoration project. He thought Mark Milo had done a good job. Director Broadstreet stated that he and Plant Manager Jordan had walked the ditch bank and were pleased with the results. Engineer Nagai stated that if the district had an issue with the force main, it could now be taken care of where it couldn't before the project was completed. Vice President Collura asked about the pictures and Engineer Nagai will take more pictures when the grass is planted and the project is complete. Plant Manager Jordan stated he would like to post signs at each end of the easement to let everyone know they could not excavate on the district's easement.

Plant Manager Jordan will work with Engineer Nagai on the signs. The Board checked the bill of \$18,000.00 for the work done. \$1975.00 is being withheld until the project is finished. Director Broadstreet asked Mr. Milo about some stumps that are still there and he replied they will be taken care of when the snow is gone and the seeding is started. Mr. Milo stated that the County Surveyor checked the project to make sure it was being done according to county standards. Director Blais made a motion to approve the bill of \$18,000.00 for the work done and Vice President Collura seconded the motion with 10% of the initial bid being withheld until everything is done. Motion carried with Director Mix opposed.

Director Broadstreet made a motion to approve the January 19, 2015 minutes. Director Blais seconded and the motion carried. Vice President Collura made a motion to approve the February 6, 2015 Special Meeting minutes. Director Blais seconded and motion carried. Attorney Lowe stated he would have the February 6, 2015 Executive Session minutes available at the March meeting.

President Novello presented the financial statement. The balance per books is \$1,673,308.96. The district's total disbursements have exceeded total receipts to date due to the settlement of Lift Station J. The budget for 2015 was presented. Attorney Lowe asked that the reason for the legal services bill be explained in relation to Lift Station J. President Novello stated that he and Jeff Rowe would work on the budget and the one time extraordinary item of \$159,000 would be reclassified and not remain in legal expenses. Vice President Collura made a motion to approve

the financial report of 1/31/2015. Director Mix seconded. Motion passed. It was decided to table the draft budget until the March meeting.

Bills to be paid:

Umbaugh & Associates	\$1585.00(January)
NIPSCO	\$219.68(bldg. pump)
NIPSCO	\$60.77(water pump)
NIPSCO	\$345.21(lift stations)
NIPSCO	\$73.92(water pump)
TCU	\$408.44
TCU	\$41.00(ACH network access & entry fees)
TCU	\$390.58(credit card-Tom)
TCU	\$2488.00(stamps)
Century Link	\$45.80
Century Link	\$185.43
Indiana 811	\$48.60(Quarterly Fee)
IDEM	\$700.00(Annual Discharge Fee)
Dillner Consulting	\$135.00(Computer)
Element	\$187.00(Testing-January)
Prime Pay	\$102.69(January Services)
Prime Pay	\$4308.68(1/9/2015)
Prime Pay	\$4234.12(1/23/2015)
Prime Pay	\$4422.31(2/6/2015)
NAPA	\$12.60(UPS)
Smith Farm Store	\$230.42
Blachly,Tabor,Bozik	\$2,758.29(Legal Services)
Ray Mix	\$400.00
Mark Milo Enterprise	\$18,000.00(Restoration Project)
Greenmark	\$2246.10(Repair Mower Sickle)
Johnson's Building Supplies	\$90.00

Director Blais questioned the stamp bill from TCU and it was explained that this was a charge for postal stamps on the TCU credit card. Director Mix questioned the Greenmark bill for the sickle repair. Plant Manager Jordan stated that the sickle broke on the last mowing of the summer. It was decided that Plant Manager Jordan would look into the possibility of upgrading the mower sickle for the summer. Vice President Collura made a motion to approve the bills with the correction of the Milo bill to \$18,000.00 instead of the \$1800.00 as previously stated. Director Broadstreet seconded. 4 in favor, Director Mix opposed, motion carried.

President Novello stated that a resolution was needed to remove Patti Bush from the business accounts, corporate resolutions, and signature on credit cards. Director Blais made a motion to remove Patti Bush from the business accounts, corporate resolutions, and credit card accounts. Vice President Collura seconded. Motion carried.

It was decided to table the User Fee discussion until next month. Plant Manager Jordan stated that he could easily show the directors the number of buildings on the lots if they would come into the office. President Novello asked for volunteers and Directors Blais and Mix responded. They will meet with Plant Manager before the March meeting.

President Novello asked that the grant applications be tabled until the March meeting.

President Novello stated he would talk to Jeff Rowe about the Gateway Debt Management.

Director Mix stated he had not received any information from the other Board members regarding the 5 Year Plan. Plant Manager asked that a tractor be added to the plan. He also asked that the Board consider purchasing more generators as BLCD has only 3 generators. The Board thought this was a good possibility. Plant Manager Jordan stated there are 2 callers on the lift stations and he would like to see more added. These callers notify him when there is a problem with the lift stations. Director Mix asked him to get more information on the cost and application of the callers.

Director Broadstreet stated it was time to consider Plant Manager Jordan's contract for 2015. A multi-year contract was discussed with a yearly review. Vice President Collura stated Plant Manager Jordan's work during the past storms was commendable and he made a motion to give Plant Manager Jordan a 3 year contract with a 3% raise in 2015 retroactive to Jan. 1, 2015. Director Broadstreet seconded. Motion carried. Attorney Lowe will have the contract ready for approval at the March meeting.

Plant Manager Jordan's Report—A homeowner needs to get a Port-a-Potty permit for reconstruction work at her home. The work will take longer than 30 days and she lives out of state so the Board agreed to let her submit a letter requesting the use of the Port-a-Potty. Pump C has been ordered and the old one will be sent in for repair giving BLCD back-up for emergency usage only. The IDEM permit has to be renewed and Plant Manager Jordan will pass on that information when he receives it. Plant Manager Jordan had copies made of the maps and as-builts and he feels one set should be stored at the BLCD building and the others elsewhere. They are all stored on disks also. There was 1.9 inches of precipitation in January.

Attorney's Comments--Attorney Lowe has received signed settlement documents of Lift Station J and he is waiting on the reports from the Court and the Recorder's office. He will forward them on to the Board for record keeping purposes when he receives them.

Board Comments--Vice President Collura reported that all passwords have been changed and he will maintain the website for the immediate future. He also acknowledged Mark Dillner for his help with the computer system.

Director Broadstreet asked Office Assistant Gappa about her work time. She replied some weeks are busier than others and she may need to work more during those weeks.

Audience Comments--Homeowner Ken McCormick stated he did not understand the adjustment of the office personnel. He asked what the plan is to cover the work done by the Office Manager. President Novello stated the determination was made to save money and make the office as efficient as possible. He stated the Board reserves the right to analyze periodically what is needed to run the office. He admitted that maybe the Board should not have hired a part-time person, but they wanted to give the Office Manager some help and time off if she needed it. Mr. McCormick inquired about out-sourcing and President Novello replied that many other districts do this and it is more efficient for the homeowners. President Novello stated the Board had to approve a \$159,000 pay-out and will now be taking steps to save the district money when possible.

Director Broadstreet made a motion to adjourn the meeting. Director Blais seconded. Motion carried.

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