

**BASS LAKE CONSERVANCY  
DISTRICT MEETING  
MAY 15, 2015**

**PRESENT:** President Gene Novello Vice President Larry Collura  
Director Jerry Broadstreet Director Russ Blais  
Attorney Ethan Lowe Plant Manager Tom Jordan  
Engineer Lee Nagai Office Assistant Mariann Gappa

**ABSENT:** CPA Firm, Umbaugh & Associates Jeff Rowe (not required to attend)  
Director Ray Mix

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

Concerning the Marks/Craigmile Ditch Bank Restoration Project, Engineer Lee Nagai stated that all requirements of the contract had been met so he recommended closing it and paying the remaining balance. Vice President Collura asked about the pictures that Engineer Nagai had taken earlier and stated he would like to have them filed for future reference and Engineer Nagai agreed to this. It was also suggested to have pictures of the signs that Plant Manager Jordan erected. Engineer Nagai stated he would also have the pictures sent to the County Surveyor. Engineer Nagai recommended maintenance on the air relief discharge valve on the forest main. Plant Manager Jordan stated that he checks it and will mow there once a month.

Engineer Nagai commented on the Riviera Court system. He recommended that BLCD get a cast iron cover around the clean-outs that are now located to make them easily accessible. He also recommended installing a manhole where the line connects to the main line on 210, mainly for access. Plant Manager Jordan explained the pictures and where the camera could only get so far because of debris in the line. The line is a 6 inch line all the way and metal covers need to be placed on the clean-outs so they can be readily found when necessary. At the end of the summer, then install the manhole and another clean-out. Vice President Collura asked if this work would meet the specifications of BLCD and Engineer Nagai stated that BLCD would be making improvements in the system and he doesn't think the pipe needs to be replaced. Director Blais made a motion to approve the purchase of cast iron covers for the 3 clean-outs in Riviera Court and Director Broadstreet seconded. Motion carried.

Plant Manager Jordan brought up the video taping of the property at 6133 S SR 10. One line was plugged and the other had debris. It's a 4 inch line for both houses but Plant Manager Jordan thought the line size was okay. He told the contractor that the line needs to be dug up and cleaned and proven that the debris is gone.

President Novello (arriving at 6:05) asked if there were any changes to the minutes. Vice President

Collura made a motion to approve the minutes from the April 20, 2015 meeting. Director Blais seconded and motion carried.

President Novello gave the financial report. The total fund balances exceed the minimum by \$947.597. The total bank balance is \$1,800.00 minus 3 outstanding checks and the collections are about \$5,000 behind at this time. Disbursements are under budget but weed control has not been paid yet. Vice President Collura made a motion to approve the entire financial report of 4/30/2015 as presented by Umbaugh and Associates. Director Broadstreet seconded, motion carried.

Office Assistant Gappa presented the current bills for approval. Director Broadstreet commented that the Aquatic Control payment of \$5,000 was for 2014 and we received 80% of that from the state. Plant Manager Jordan stated that \$60.60 of the NIPSCO bill for the water pump is a monthly service fee and the rest is for the dusk to dawn light. Vice President Collura made a motion to approve the bills for payment as presented. Director Blais seconded, motion carried.

Bills to be paid:

Umbaugh & Associates	\$1665.00 (April)
NIPSCO	\$44.20 (Bldg. Pump)
NIPSCO	\$336.94 (lift stations)
NIPSCO	\$73.77 (Water Pump)
NIPSCO	\$72.58 (Water Pump)
TCU	\$51.35 (ACH network access & entry fees)
TCU	\$1589.90 (Credit Card)
Century Link	\$45.87
Century Link	\$186.48
Element	\$135.00 (Testing-April)
Prime Pay	\$100.70 (April Services)
Prime Pay	\$3638.84 (05/05/2015)
Prime Pay	\$2961.22 (05/15/2015)
IDEM	\$50.00 (Discharge Permit)
Jerry Broadstreet	\$600.00
NAPA	\$13.92 (UPS)
Smith Farm Store	\$193.72(Drill Driver, Misc.)
Radioshack	\$19.96
Indiana 811	\$31.50 (Quarterly Ticket Fee)
Cincinnati Insurance	\$1176.00 (Workman's Comp)
Blachly,Tabor,Bozik,Hartman	\$687.50 (March)
R&R Visual, Inc.,	\$850.00 (Pipe Inspection)
Aquatic Control	\$5,000.00 (2014)
Gasvoda	\$1694.67 (Lift Station Service)
Mark Milo Enterprise	\$1975.00 (Balance of Contract)

User Fees—Plant Manager Jordan asked who was to contact the people on the list with possible erroneous user fees. Some are multiple homes on a single lot or trailers that are modular homes. Plant Manager Jordan contacted the County to see what constitutes a livable trailer. The rates were set up at the very beginning of BLCD. Plant Manager Jordan will meet with Attorney Lowe before the letters are sent to the homeowners. Director Blais made a motion to have Attorney Lowe prepare a letter for the Directors' signatures to notify individuals of the adjustments to their monthly bills. Vice President Collura seconded, motion carried.

LARE Update—Director Broadstreet stated BLCD had received the grant for \$18,800 and Aquatic Control had been at Bass Lake the previous week, but it was still too early to do the weed survey. Aquatic Control will be back the first week in June to survey and then treat the weeds. Milfoil is an invasive weed and has to be treated. DNR has given permission to treat up to 67 acres of native weed.

Water Pump—Plant Manager Jordan reported that a new water pump was installed in 2010 for \$6900.00. The well was pulled, cleaned and treated with liquid acid for a cost of \$4700.00. Dalton Davis Well Drilling will put a meter on the pump to determine the volume of water and then BLCD can proceed after that.

5055 S SR10—Plant Manager Jordan has not received a building permit from the County for that property and he cannot approve the permit until the tap-on fee is paid. There is a trailer on the property and Plant Manager Jordan will talk to someone from the County about it.

BLCD Elections—Attorney Lowe reported that the elections will be held on Sat. June 27, 2015 for District 1 (4 year term) and At-Large Directorship (3 year term due to resignation of Joe Ippolito (last year). The notice has been published and nominating petitions are available at the office and must be signed by 5 freeholders and postmarked by June 1, 2015. He has been in touch with the Starke County Auditor's Office for a list of freeholders. He will get in touch with the township trustees in case absentee ballots are needed. Vice President Collura stated the election notice should be posted on the message board.

5 Year Plan—President Novello stated that some things need to be taken out of the 5 Year Plan such as the dredging of the lake. He will continue to compare the spreadsheet with the actual and requested that the Directors review the plan again.

Billing and Payment System—President Novello stated he and Jeff from Umbaugh had been exploring the options of replacing the current billing system. He had talked to Knox and Culver and decided that was not a good option. There are several accounting firms that can take over some of the tasks and using the electronic system could be a good option for BLCD.

Other Business—President Novello stated the BLPOA would like to publish the BLCD minutes on their website. Vice President Collura replied that the BLCD minutes are posted on the BLCD website shortly after their approval at the monthly meeting. President Novello assigned Vice President Collura to meet with BLPOA President Rick Anderson and resolve the issue.

Tom Jordan's Report—New truck has been ordered and should be here in a couple of weeks. There is a quote for a new crane for the truck. Vice President Collura asked about using the old crane on the new truck but Plant Manager Jordan stated the crane is 6 years old and he recommended purchasing a new crane. He also had a quote about installing a light on top of the truck and stated both jobs could be done at the same time if the Board approved. Vice President Collura made a motion to approve the purchase of a crane and light for the new truck. Director Blais seconded, motion carried. The property at 6133 S SR 10 was checked and the contractor was told to clean out both lines and cap the one. Everyone agreed that the 4 inch line could remain for both houses. The property owner has to pay the hook-up fee before he can start building. E-coli testing was started May 13<sup>th</sup>. Director Blais asked if the existing port-a-potties were all anchored and Plant Manager Jordan said they were after several phone calls.

Attorney's Comments—Attorney Lowe stated the Board has been considering the transition of Plant Manager Jordan's position from an independent contractor to a BLCD employee for the last several months. He and President Novello have talked with Jeff Rowe (Umbaugh & Associates) about the tax changes. Attorney Lowe sent out a rough draft for employment to the Board members today and he realizes they may not have a chance to review it. Additional information is needed on the number of hours Plant Manager Jordan is expected to work, the payroll dates, and vacation allotted to Plant Manager Jordan as a BLCD employee. Attorney Lowe stated they are still waiting for more information on the tax consequences. After much discussion it was decided to consider a veritable compensation package for all the extra time that Plant Manager Jordan puts in on week-ends when checking the lake and pumps and when there are problems caused by the weather. Director Broadstreet inquired about what happens when Plant Manager Jordan goes on vacation. Plant Manager Jordan replied that he has people who help him and he helps them when they need it. The Board members agreed that BLCD needs to compensate those who do the work when Plant Manager Jordan is on vacation. President Novello stated the changes about Plant Manager Jordan's employment and compensation need to be made before the next board meeting.

Office Assistant's Comments—Office Assistant Gappa reported on 2 previous homeowners who still owe the District money even though the homes were sold. The Directors decided not to pursue the previous homeowners. Both new homeowners have called about setting up their accounts. The Keystone trainer was here to help Office Assistant Gappa with the lien and certification process. The pre-lien letters have been sent out. The trainer questioned whether to change the minimum arrears balance of \$175.00. The Directors decided to leave it as it is currently. The trainer also questioned if any Director can sign the legal papers regarding liens. It was decided that only an officer can sign the papers. The Chamber of Commerce has a networking meeting on Sept. 15<sup>th</sup> at Ancilla College and it was decided to wait until later to make a decision if BLCD would attend. The cost for the preparation of the monthly billing and mailing of the bills is \$402.70 or just over \$4800.00 for the year. She also asked about the computer back-up and Vice President Collura stated that Plant Manager Jordan would be authorized to do that.

Board Members Comments—Vice President Collura stated that BLCD does not own the Domain Name BASSLAKECONSERVANCYDISTRICT.COM. It is owned by a homeowner and the homeowner has agreed to change that. The BLCD should own their Domain Name and it would be better served having a “.ORG” tag.

Audience Comments—An audience member questioned the user fee. He asked how the recent changes happened. President Novello replied that a homeowner requested a discount fee for 2 separate properties. When it was explained that the homes had to be on the same property, the homeowner replied that there were other homeowners who were receiving the discount for separate properties. The audience member also asked if the current charges would change soon. President Novello replied that nothing would change until the bond is paid off in 2017. The audience member stated he had bought property and wanted to build a home and he inquired as to what was needed to connect to the sewer system. It was explained what the tap-on fee is currently. Dennis Krafter presented the Board with a copy of the Boa Shores minutes authorizing a port-a-potty of the summer.

Vice President made a motion to adjourn the meeting. Director Broadstreet seconded, motion carried. The next meeting is at 6:00 p.m. on Monday, June 15, 2015 at the BLPOA building.