

**BASS LAKE CONSERVANCY
DISTRICT MEETING
JULY 18, 2016**

PRESENT Chairman Gene Novello Vice Chairman Larry Collura
 Director Jerry Broadstreet Director Russ Blais
 Director Dennis Kraftor Engineer Lee Nagai
 Office Assistant Mariann Gappa Attorney Ethan Lowe

ABSENT: CPA Firm, Umbaugh & Associates Jeff Rowe (not required to attend)
 Plant Manager Tom Jordan

Chairman Gene Novello called the meeting to order at 6:00 p.m. followed by the Pledge of Allegiance.

ANNUAL MEETING – The meeting was turned over to Attorney Ethan Lowe to conduct the Annual Meeting. He stated that Gene Novello remains as a Director because no one else filed a petition for that position. He led Director Novello in reciting the oath of office for a 4 year term expiring at the annual meeting in 2020. The next order of business was the election of a Chairman and Vice Chairman. Director Blais nominated Director Collura for Vice Chairman and he was elected. Director Broadstreet nominated Director Novello for Chairman and he was elected. An annual report must be filed with the Starke County Circuit Court within 30 days of the annual meeting and Attorney Lowe has the necessary paperwork and he will file the report. Attorney Lowe asked if there were any questions from the audience about the operation of the District and no one responded. Vice Chairman Collura made a motion to close the annual meeting, Chairman Novello seconded. Motion carried.

Minutes – The reading of the minutes was waived and Vice Chairman Collura made a motion to approve the minutes from the May 21, 2016 meeting, Director Blais seconded. Motion carried.

Financials – Chairman Novello presented the financial report. The fund balances exceed the minimum reserve requirements by \$972,218 and the expenditures have exceeded receipts by \$655. Operating receipts are under budget by \$36,068. The next principal and interest on the bond is due Jan 1, 2017. Vice Chairman Collura made a motion to approve the financial statement, Director Kraftor seconded. Motion carried

Bills to be paid:

NIPSCO	\$430.52 (Lift Stations)
NIPSCO	\$173.55 (Bldg. Pump)
NIPSCO	\$1,444.79 (Pump)
Century Link	\$49.05
Century Link	\$203.71
Prime Pay	\$108.39 (June)

Prime Pay	\$3717.19 (6/24/2016)
Prime Pay	\$3343.29 (7/8/2016)
Umbaugh	\$1695.00 (June)
TCU	\$55.40 (June)
TCU	\$561.19 (Plant Manager Credit Card)
TCU	\$624.60 (Office Assistant Credit Card)
Smith's Farm Store	\$110.98 (Misc. Supplies)
NAPA	\$12.86 (UPS)
D.S.&S.	\$125.00 (Cleaned Plant Lift Station)
HML	\$120.00 (Testing)
Davis Well Drilling	\$2,250.00 (Install Flow Meter)
Goetz Irrigation Services	\$232.42 (Checked Irrigation & Repair)
Greenmark Equipment	\$55.23 (Parts)
Flow-Technics	\$4,775.00 (New Pump)
Crosspoint	\$5,849.00 (Transfer Switch)
G & T Services	\$1,275.00 (Ground Treatment-Ditch Spray)
Apheus	\$360.00 (Computer & Printer)
Quill	\$289.46 (Misc. Supplies)

Director Blais made a motion to approve the bills and Vice Chairman Collura seconded. Motion carried.

Fish Hatchery – Engineer Nagai presented a draft letter pertaining to the proposed fish hatchery sanitary sewer billing. He explained the process for determining a population equivalent and corresponding annual billing. He stated Plant Manager Jordan would take 3 samples and then the middle sample would be used to determine the wastewater strength. He suggested billing them annually. He also stated he would meet with Attorney Lowe if the Board approves the method for proposed billing. Attorney Lowe inquired if BLCD had the capacity to deal with the discharges. Engineer Nagai said it would not be a problem. Attorney Lowe advised that a written agreement be in place with the hatchery and a method to establish rates. He also stated that if the property changed, then the hatchery would have to come back to BLCD to discuss the changes and the outcome. It was agreed that a tap-on fee would be in place. Engineer Nagai will let Purdue know that BLCD will allow the hatchery to use the sewer system.

Western & CR 210 – Engineer Nagai explained that there never has been a structure on the property and the original owner paid \$1,000 to install a lateral pipe for sewer hook-up to the vacant property. The property owner (Frank Marco) asked about the tap-on fee. Attorney Lowe advised him that the tap-on fee is a recovery capital cost fee. The original users of the sewer system have been paying the capital cost for years and the new users are paying the tap-on fee as a way of catching up on the capital costs. A rate study will be done before the bond is paid off.

Keystone – Office Assistant Gappa stated that the Keystone contract expires in Sept. and she asked if it was to be renewed. Chairman Novello said yes.

Internal Control Rules – Attorney Lowe explained that the district needs to be in compliance with the state law passed last year. The Indiana General Assembly has decided that there need to additional safeguards in place to protect the loss and theft of public funds and property. Through the State Board of Accounts, they have established the Internal Control Standards which requires training for employees by the end of 2016. The Board needs to adopt this plan and certify that the employees have been trained. An ordinance in standards has to be approved first and then the training. Director Blais suggested 2 changes to the proposed ordinance. Chairman Novello made a motion to adopt the ordinance on the 1st meeting and then vote again in August, Director Kraftor seconded. Motion carried. The ordinance is #1-2016.

Ordinance Amendment – Attorney Lowe addressed the problem of new structures being built with plumbing facilities but not being charged an additional fee. He stated the current ordinance refers to multi-plex as having 2 distinct living quarters. He conferred with Umbaugh’s Jeff Rowe and both felt the ordinance needed to be amended or changed to address the current issue. He stated additional sewage is being discharged into the BLCD system when plumbing facilities are used so compensation should be made. He also remarked that providing service for the fish hatchery will mean amending the sewer rate ordinance to take the hatchery into account. The amending could be done now, or piece meal, or all together after reviews. Legal notices and public hearings will be necessary for amendment. Much discussion between the Board members and the audience ensued concerning charges for bathrooms in garages or outbuildings.

Phragmites Treatment – Director Broadstreet reported that the Phragmites had been sprayed and Aquatic Control would be back soon to check the results and respray if needed. Milfoil has also been sprayed. Vice Chairman Collura stated that a map had been posted on the BLPOA and BLCD websites showing where the spraying took place.

Tom Jordan’s Report – Plant Manager Jordan is on vacation—the Directors have copies of his report.

Attorney’s Comments – Attorney Lowe didn’t have any more comments.

Office Assistant’s Comments – Office Assistant Gappa asked about pursuing a homeowner that sold the property and had not paid the last bill—she was told to let it go. There are 7 new accounts since the June meeting. She will send out about 45 pre-lien letters and between 10 and 15 will pay what is owed so she will only file about 30 liens in 2 weeks. Apheus was out last week dealing with printer problems and they will return tomorrow.

Comments from the Board – Vice Chairman Collura received a bathymetric map from Aquatic Control and he asked if the Board would like to have it posted on the website. The Board was in favor of the idea and Director Kraftor suggested that the BLPOA also post it on their website. He attended the BLPOA annual meeting and he was asked about the clarity of the lake. Some people felt the lake was not as clear as it had been in previous years. Vice Chairman Collura asked Aquatic Control about this and he was told that decomposition of the weeds takes several years and Bass Lake is in the midst of this de-comp cycle and that affects the clarity of the lake. He was also told that there is a shortage of fish this year but that doesn’t affect the BLCD.

Comments from the Audience – Audience member Jerry Taylor asked about the progress of the weir. Vice Chairman Collura replied that the permits have been secured. No date has been set yet by the state and there will be an on-site meeting and then it will be set up with the contractor to do the work. He will post the information on the BLCD website. Another audience member asked about the fishing. He stated he rarely sees fishing boats on the lake. Chairman Novello replied that the warm water and recreation boats hinder the fishing on the lake. The fishing boats will return in the fall. Another audience member asked about the future rates when the bond is paid off. Chairman Novello stated that he thought the rates would not rise, but until a study is done, nothing can be determined. A 5 year plan is in progress and public hearings must be held before rates can be changed.

Vice Chairman Collura made a motion to adjourn the meeting, Director Blais seconded. Motion carried. The next meeting is at 6:00 p.m. August 15, 2016 at the BLPOA building.