



## Bass Lake Conservancy District Meeting January 14, 2019

### AGENDA:

- Pledge of Allegiance
- Roll Call
- Director Swearing In-District 1
- Minutes
- Financial Report
- Yearly Financials-Umbaugh
- Bills
- New Bank
- Keystone Training
- Website Update
- Air BNB/Bass Lake Rentals
- Tom Jordan's Report
- Comments from Attorney
- Comments from Office Assistant
- Comments from the Board
- Questions or Comments from the Audience
- Adjournment

Chairman Gene Novello called the meeting to order at 6:00 p.m.

PRESENT: Chairman Gene Novello  
Vice Chairman Larry Collura  
Director Jerry Broadstreet  
Director Russ Blais  
Office Assistant Tabitha Dillner  
Umbaugh—Jeff Rowe  
Attorney Scott Bozik  
Plant Manager Tom Jordan  
Office Assistant Mariann Gappa  
Jenny Sapp (standing in for Lee Nagai)  
Director Gene Ladd

**Director Swearing In—District 1**—Gene Ladd was sworn in as the Director of District 1 by Attorney Bozik. He will be eligible for re-election in July 2019.

**Minutes** – The reading of the minutes from the meeting was waived and Vice Chairman Collura made a motion to approve the minutes from the December 10, 2018 meeting, Director Broadstreet seconded. Motion carried.

**Financials** – Umbaugh accountant Jeff Rowe presented the December financial report. The fund balances exceed the minimum reserve requirements by \$1,876,611 and the total receipts have exceeded the total expenditures to date by \$267,441. Unmetered collections are \$18,905 over budget and total operating expenditures are under budget by \$2,361. The district had a strong financial footing by way of cash balances and charges to support capital improvements and operating expenses. Chairman Novello stated that the operating receipts were less in 2018 because of the lowering of the rates and less liens being filed because people were paying the lower rates on time. Mr. Rowe stated the expenditures will be greater in the coming years as the

system ages. Vice Chairman Collura asked about a 5-year plan update and if the Board or Umbaugh would be doing the update. Mr. Rowe stated either the Board could do the update and Umbaugh would review it or Umbaugh could do it. Chairman Novello would like to try the update and would need information from Umbaugh. Mr. Rowe informed the Board that Umbaugh would be combining with 2 other firms around March 1<sup>st</sup> and the services for BLCD would remain the same. He also remarked that the state has a new law that became effective on June 30, 2018 that any plant seeking a permit for treatment must have an asset management plan and a financial report if they need state funding. It is nothing for BLCD to worry about now but may become an issue in the future. Vice Chairman Collura made a motion to approve the financial report from December 2018 as submitted by Umbaugh, Director Broadstreet seconded. Motion carried.

**Bills to be paid:**

• NIPSCO	\$424.27 (Plant)
• NIPSCO	\$529.01 (Lift Stations)
• NIPSCO	\$76.53 (Lake Pump)
• NIPSCO	\$76.95 (Lake Pump)
• Prime Pay	\$7587.48 (12/16/2018)
• Prime Pay	\$4268.98 (12/30/2018)
• Prime Pay	\$150.27 (December Charge)
• TCU	\$68.15 (December Charge)
• TCU	\$870.79 (T's Credit Card)
• TCU	\$178.45 (M's Credit Card)
• TCU	\$1389.70 (M's Credit Card)
• USA BlueBook	\$243.32 (Lab Supplies)
• Key Bank	\$36.00 (Safety Deposit Box Rental)
• Apheus	\$129.00 (Computer)
• Gene Novello	\$29.11 (Potential Board Member Meeting)
• Starke Co. Farm Bureau Co-op	\$527.54 (Propane)
• D.S.&S.	\$200.00 (Partial Video Drain Line Inspection at Plant)
• BLPOA	\$70.00 Garbage Service)
• Umbaugh	\$1735.00 (December Charge)
• Webb Printing	\$250.00 (Envelopes)
• Alliance of Indiana	\$240.00 (Annual Dues)
• Tom Jordan	\$5.00 (Vegetation Control Permit Fee)
• Milestone Fence LLC	\$3299.31 (Repairs to Lift Station Fences and Plant)
• IDEM	\$1000.00 (NPDES Permit)

Vice Chairman Collura asked about the garbage service and if BLCD was considered a resident to receive the service. The payment was for membership and service for half a year. Director Broadstreet asked about the repairs to the lift station fences. Plant Manager Jordan replied that it was for all the lift station fences and the plant gate. Vice Chairman Collura made a motion to approve the bills as presented and read into the January 14, 2019 minutes, Director Broadstreet seconded. Motion carried.

**New Bank**—Chairman Novello stated that he has made contact with the local banks, but BLCD has so many ACH's that some of the banks are not interested. He will continue to research the project.

**Keystone Training**—Office Assistant Dillner stated that she had talked with Keystone about the lien process and the year end reports. Keystone will send a rep to help with the lien filing on January 30<sup>th</sup>. She also presented the cost of the training and Vice Chairman Collura made a

motion to approve the cost of \$750 for the training and \$120 per hour for travel time, Director Blais seconded. Motion carried. The training will be for all 3 employees.

**Website Update** --Vice Chairman Collura stated there are no updates. Office Assistant Dillner informed the Board that Bob from Apheus had been in to help with the calendars and archiving and setting up 2019 minutes and other information.

**Air BNB/Bass Lake Rentals** – Attorney Bozik stated it would be difficult for people to contest an increase in charges if they were paying the innkeeper’s tax. If someone is paying the tax, they would be considered a commercial enterprise or service and it might be necessary to create a new classification. If people aren’t paying the innkeeper’s tax, then more information is needed to support a change in service charges. If BLCD wanted to amend the rate ordinance to change the classification, then a public meeting would be necessary for the Board to vote on it. If the Board would prefer to start changing the billing classification on some homeowners who have admitted to being engaged in a commercial enterprise, then that might be the place to start to see what kind of reaction would be received. Chairman Novello stated that some places can accommodate up to 22 people and if an additional \$15.00 per room were added to their bill, then some places would be charged a lot more. He also remarked that additional pressure is put on the system. Vice Chairman Collura asked if BLCD could charge these houses by the number of bathrooms. Attorney Bozik replied that it would require amending the rate ordinance to bill by the number of bathrooms. Director Broadstreet asked how to determine if a house was being used as a B&B and how many bathrooms were in it. Plant Manager Jordan stated that he could get with the County Inspector to check out the houses if needed. After much discussion, Chairman Novello stated he would like to table the topic at this time.

**Tom Jordan’s Report** – Plant Manager Jordan stated he had received a bid for the pump house of \$2,750.00. Vice Chairman Collura made a motion to approve the amount of \$2,750.00 from Benchmark Construction and Development for proposal number 10142016 for removal and installation of a new roof on the pump house, Director Broadstreet seconded. Director Blais excused himself from voting. Motion carried. Plant Manager Jordan then discussed the problem with the center drive at the lagoon. He and Engineer Nagai will come up with a proposal to repair the drive. Vice Chairman Collura asked about the amount of trash coming into the lagoon and Plant Manager Jordan replied that the lagoon did not have a bar screen. He stated that after he and Engineer Nagai come up with a plan, the Board will probably need a special meeting to discuss the plan and then put it out to bids. He also suggested getting a bar screen as most wastewater plants have them. He stated the South pond needs to be cleaned and he’d like to have a company evaluate it. He also gave an annual report. Capacity is at 34% which is good. 37 million gallons of raw sewage was taken in for the year and 32.7 million gallons was discharged. The lake pump pumped a total of 199 million gallons with a total of 153 days from June to October.

**Employee Reviews**—Chairman Novello stated the Board had met earlier and approved raises for the office staff and Plant Manager Jordan retroactive to January 1<sup>st</sup>. Vice Chairman Collura made a motion to approve the raises for BLCD employees and Plant Manager Jordan’s overtime hours for 2018, Director Blais seconded. Motion carried.

**Attorney’s Comments** – Attorney Bozik stated there were no issues with the amendment he had submitted for the lease for Wampler.

**Office Assistant's Comments**—Office Assistant Dillner stated 37 pre-lien letters were sent out and 2 new hook-ups were applied for in 2018, but 1 hasn't been connected yet.

**Comments from the Board** –Director Blais commented that Director Ladd would be up for re-election in July 2019 and he hoped he would continue on the Board. He also commented the staff on a good job for BLCD. Vice Chairman Collura asked for reports to be e-mailed to him before the meeting so he could be better prepared to discuss them.

**Comments from the Audience**--None

Director Blais made a motion to adjourn the meeting. Motion carried. The next meeting will be February 11, 2019 at 6:00 p.m. at the BLPOA building.