



Bass Lake Conservancy District Meeting

January 11, 2021

AGENDA:

- Pledge of Allegiance
- Roll Call
- Minutes
- Financial Report
- Bills
- Employee Reviews
- Tom Jordan’s Report
- Comments from Attorney
- Comments from Office Coordinator
- 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
 Jeff Rowe-Baker Tilly-via phone

Director Gene Ladd
 Plant Manager Tom Jordan
 Office Coordinator Tabitha Dillner
 Attorney Scott Bozik-via phone

ABSENT:

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 14, 2020 meeting, Director Broadstreet seconded. Motion carried.

Financials – Baker Tilly representative, Jeff Rowe, presented the December financial report. The fund balances exceed the minimum reserve requirements by \$2,298,198 and the total receipts have exceeded the total expenditures to date by \$160,276. Unmetered collections are \$7,487 under budget and total operating expenditures are over budget by \$52,905. Vice Chairman Collura made a motion to approve the financial report from December 2020, Director Blais seconded. Motion carried.

Bills to be paid:

NIPSCO	\$ 192.99	Monthly plant
NIPSCO	\$ 451.81	Monthly lift stations
NIPSCO	\$ 1,661.60	Monthly lake pump
TCU Credit Card	\$ 2,802.75	December-1449
TCU Invoice	\$ 113.95	Bank fees – December
PrimePay-Payroll	\$ 4,569.45	Bi-weekly payroll – 11/30/2020 – 12/13/2020
PrimePay-Payroll	\$ 4,480.66	Bi-weekly payroll – 12/14/2020 – 12/27/2020
PrimePay-Payroll	\$ 5,586.50	Annual bonuses & directors pay

PrimePay-Invoice	\$ 281.97	Monthly service charges – December
Apheus	\$ 137.00	Monthly computer fee
Baker Tilley	\$ 1,787.00	Monthly account fee – December
Wildman	\$ 64.24	Monthly service fee
Keybank	\$ 36.00	Annual safe deposit rental
Flow-Tech	\$ 375.00	Liftstation I
Janet Clem	\$ 58.93	Refund-sold home w/credit
Mary Dormody	\$ 73.14	Refund-sold home w/credit
Starke Co. Co-Op	\$ 584.59	Propane
Alliance	\$ 264.00	Annual membership

Vice Chairman Collura made a motion to approve the bills as presented noting each payee, the dollar amounts, and purpose were read into the January 11, 2021 minutes, Director Broadstreet seconded. Motion carried.

2020 Website Stats—Vice Chairman Collura presented the 2020 website stats from Google analytics. There are 2540 users using the website since April 2020. The number of sessions is 3142 and the number of sessions per user is 1.24. Pageviews are at 6824, indicating the users are using most of the website. The bounce rate is 58%. This number shows the percentage of people that looked the first page and left. Vice Chairman Collura provided a list of countries visiting the website which account for some of the bounces.

2020 Budget Review—Chairman Novello presented his 2021 projected budget for BLCD. After board discussion and review Vice Chairman Collura made a motion to approve the 2021 budget with an amendment to raise the capital improvement from \$50,000 to \$75,000 to account for the installation of three liftstation generators, Director Broadstreet seconded. Motion carried.

Tom Jordan’s Report—Plant Manager Jordan reported that December rainfall was 1.71 inches. The rainfall for the year was 29.74. Which is down nine inches from the annual average of 38.56. Plant Manager Jordan also stated that the pump was turned on June 4, 2020 and due to the lake freezing, it was turned off December 28, 2020. During this time 260 million gallons pumped into the lake. Plant Manager Jordan presented the Board with the 2020 plant report. The plant design flow is at 284 thousand a day. On average the plant is using 29% of its capacity. Plant Manager Jordan stated that discharge is five months out of the year. This year will take longer due to lack of water in the ditch. The plant must meet a 10 to 1 ratio when discharging. Plant Manager Jordan discussed with the Board about proceeding with installing generators on K, L, and H liftstations, which the Board agreed on. Plant Manager Jordan suggested to hold off replacing the tractor since it is in good condition.

Office Coordinator’s Comments—Office Coordinator Dillner stated that the year-end reports for Keystone have been run, filed, and forwarded on to Yvonne from Baker Tilly. Office Coordinator Dillner reported that for 2020 there 1042 accounts (343 live at the lake year-round, 249 live in Indiana, 450 live out of state). A total of 56 homes sold with 6 new hookups. The EFT count is now at 356 and 542 email addresses have been collected for our email server. Office Coordinator Dillner and Director Broadstreet mentioned that the DNR LARE grant application and the Aquatic Vegetation Permit application has been filled out, paid for, and submitted. Office Coordinator Dillner presented the board with a chart of differences with using TCU vs Bill.com to pay the BLCD District’s bills. The Board stated they will continue using Bill.com. Office Coordinator Dillner and Vice Chairman Collura discussed with the Board using text as another way to reach homeowners. Further discussion will be tabled until additional information can be researched.

Comments from the Board—The Board had nothing additional to add.

Attorney’s Comments—Attorney Bozik stated that he would have further information on the commercial rates and will put together a zoom meeting for this discussion.

Comments from the Audience—The audience had nothing additional to add.

Director Broadstreet made a motion to adjourn the meeting, Vice Chairman Collura seconded. Motion carried. The next meeting will be February 8, 2021 at 6:00 p.m. at the BLPOA building.