## BASS LAKE CONSERVANCY DISTRICT MEETING DECEMBER 11, 2017

PRESENT: Chairman Gene Novello Director Jerry Broadstreet Office Assistant Mariann Gappa Plant Manager Tom Jordan Vice Chairman Larry Collura Director Russ Blais Attorney Nate Vis Umbaugh-Jeff Rowe

ABSENT: Director Dennis Kraftor Engineer Lee Nagai (Jenny Sapp present for Lee)

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

**Audit** – Umbaugh Financial Rep Jeff Rowe explained that 2016 was the year that the state adopted rules in terms of internal control and procedures were established. The State Board of Accounts will be watching to see that those procedures are followed. The comment from the State Board of Accounts dealt with the documentation of approval for the financial reports. From now on, the Chairman or another Director will review and sign the approval of the financial statements and bank reconciliations.

**Umbaugh yearly Contract** – Umbaugh Rep Jeff Rowe presented the new contract for BLCD. The first year of the contract has no changes in billing. The second year of the contract beginning February, 2019 will see an increase from \$1735.00 monthly to \$1787.00 monthly. Vice Chairman Collura inquired about the 5-year plan for BLCD. He would like to see it updated yearly and Mr. Rowe replied that could be done by Umbaugh.

**Minutes** – The reading of the minutes from the meeting was waived and Director Blais made a motion to approve the minutes from the November 13, 2017 meeting, Vice Chairman Collura seconded. Motion carried.

**Financials** – Umbaugh Rep Jeff Rowe gave the financial report. The fund balances exceed the minimum reserve requirements by \$1,539,475 and the total receipts have exceeded the total expenditures to date by \$40,951. Operating expenditures are under budget to date by \$69,999 so the net operating receipts are under budget by \$39,319. Vice Chairman Collura made a motion to approve the financial report from November 30, 2017, Director Blais seconded. Motion carried.

Bills to be paid: NIPSCO NIPSCO Century Link Prime Pay

\$157.77 (Plant) \$517.34 (Lift Stations) \$189.67 (Phone Service) \$3573.80 (11/19/2017)

Prime Pay	\$3367.61 (12/3/2017)
Prime Pay	\$123.86 (November Charge)
TCU	\$62.60 (November Charge)
TCU	\$1561.28 (T's Credit Card)
TCU	\$23.75 (M's Credit Card)
Gasvoda	\$9374.00 (New #2 Pump + VFD J Lift Station)
Gasvoda	\$922.81 (Labor for Pump #1, #2, & #2VFD J Lift Station)
S.C. Chamber of Commerce	
Umbaugh	\$1735.00 (November)
Apheus	\$12.95 (Computer)
Blachy, Tabor, Bozik	\$687.50 (Attorney Fees)
McGrath	\$157.50 (Maintenance-Heating System)
Kem-Co	\$129.27 (Misc. Supplies)
D.S&S	\$1785.00 (Cleaned Air Relief Valves-Manholes)
D.S&S	\$3920.00 (Cleaned Lift Stations)
Russ Blais	\$1300.00 (Director)
Jerry Broadstreet	\$1300.00 (Director)
Dennis Kraftor	\$700.00 (Director)
Larry Collura	\$300.00 (Director)
Gene Novello	\$400.00 (Director)
Npes	\$70.00 (Meeting)
Keybank	\$36.00 (Safety Deposit Rental)

Vice Chairman Collura made a motion to approve the bills as presented and read into the December 11, 2017 minutes, Director Broadstreet seconded. Motion carried.

**Employee Reviews** – Vice Chairman Collura stated the employee reviews would be reviewed at the January, 2018 meeting.

**Jordan's Report** – Plant Manager Jordan reported he received a quote from GIS about putting the BLCD system on GIS. The quote was much lower than the one he received last year from GIS. The Directors will have to make a decision about using GIS. Plant Manager Jordan would like to put a new pump into O Lift Station. The rainfall in November was 3.18 inches. Director Broadstreet asked about the miles of pipes in BLCD and Plant Manager Jordan replied that there are 22 miles of pipes.

Attorney's Comments – Attorney Vis reported that Attorney Lowe had sent a letter to the Directors clarifying the attendance policy that was a resolution in 2013. Attorney Lowe has a recommendation to prepare a resolution to be presented at the next meeting to clarify the attendance policy to present to the court for approval.

**Office Assistant's Comments** – Office Assistant Gappa reported that 2 new accounts had been opened and she received a check from the county for \$7,600.70 for certification releases. She was asked about EFT participants and replied that there are 279 homeowners using the system. She prepared the December bills and 506 were sent out and that is the smallest number she has ever prepared. More people are paying ahead with the smaller rates.

## **Comments from the Board** – None

## **Comments from the Audience** – None

Vice Chairman Collura made a motion to adjourn the meeting, Director Broadstreet seconded. Motion carried. The next meeting will be January 15, 2018 at 6:00 p.m. at the BLPOA Building.