

2nd Quarter
June 4, 2020



SJRBC
St. Joseph River Basin Commission

Opening Business

- Call to Order
- Introduction/Meeting Instructions
- Roll Call





Lake Michigan

Michigan



Kalamazoo

Calhoun

Van Buren

Berrien

Cass

St. Joseph

Branch

Hillsdale

St. Joseph

Elkhart

LaGrange

Steuben

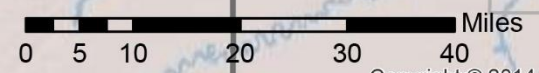
Ohio

Indiana

Noble

DeKalb

Kosciusko



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PURPOSE: *The St. Joseph River Basin Commission exists to provide a forum for the discussion, study and evaluation of water resource issues of common concern and foster cooperative planning and coordinated management of the basin's water and related land resources.*

The St. Joseph River Basin Commission was created by the Indiana General Assembly in 1988 to address water quality issues in the St. Joseph River and all the lakes and streams that flow to it. The enabling statute of the Commission (IC 14-30-3) was amended in 2018 to expand the scope and powers of the Commission to address flooding as well. The Commission seeks to work with agencies, organizations and local units of government to:

- Develop plans and tools to improve water quality or mitigate flooding in the basin;
- Coordinate monitoring of water quality and hydrology in the basin;
- Promote best practices for urban stormwater and rural drainage management;
- Develop strategies to increase water infiltration and storage capacity in the basin;
- Distribute reports on the Commission's objectives, studies, and findings;
- Make recommendations in matters related to the Commission's objectives to political subdivisions in the basin and to other public and private agencies;
- Act as a coordinating agency for programs and activities of other public and private agencies that are related to the Commission's objectives;
- Serve as an advocate of the basin's interests before Congress and federal, state and local government agencies.

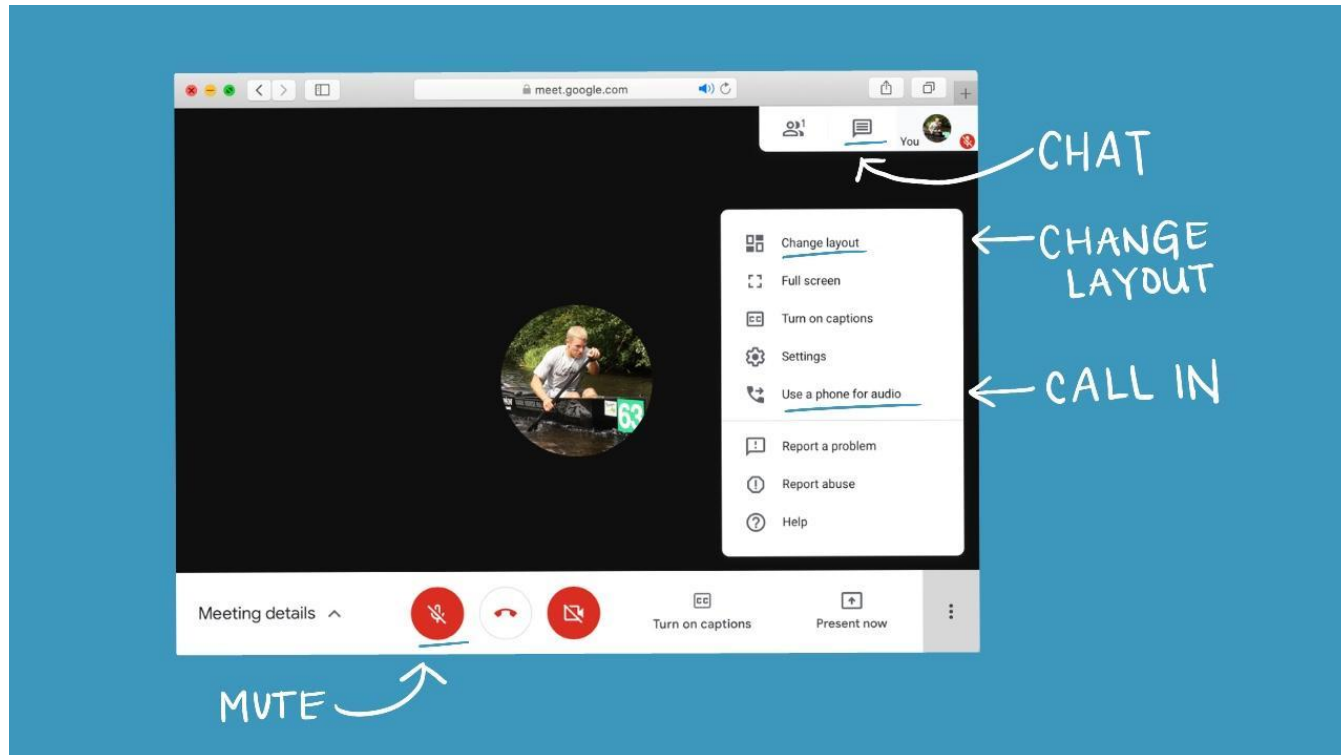
The SJRBC shall consist of the following (or their proxy):

- The **Mayor** of each Class-II City or the Executive of the municipality with the largest population if the County does not have a Class-II city
- A **County Commissioner** from each County
- The **Health Officer** from each County
- The **County Surveyor** from each County
- A **Representative of the SWCD** from each County
- The Director of the Indiana DNR

(paraphrased from IC 14-30-3-8)

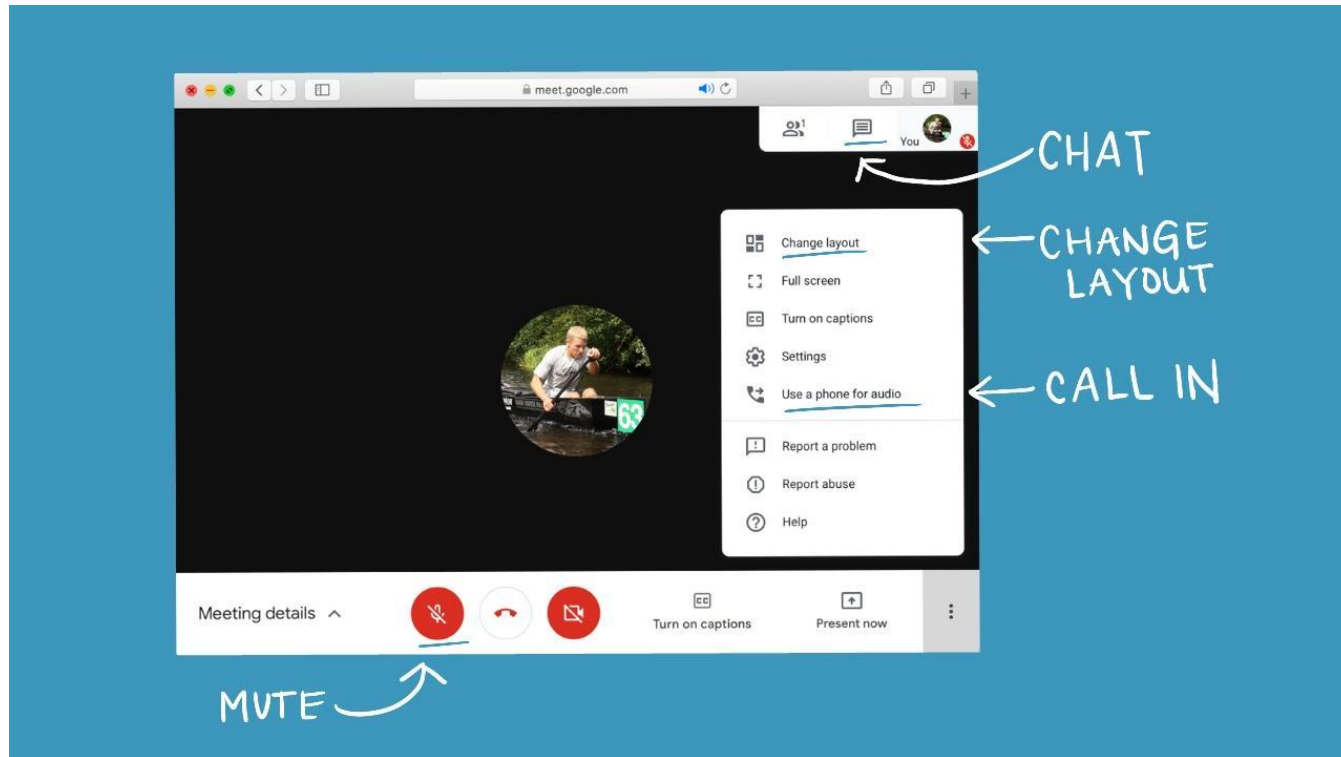
Meeting Instructions

- Mute yourself or you will be muted
- Use the chat feature



Meeting Instructions

- State your name when making motions
- No need to state your name when voting



Opening Business

- Call to Order
- Introduction/Meeting Instructions
- **Roll Call**



MUNICIPAL EXECUTIVE

APPOINTEE



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PROXY



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COUNTY EXECUTIVE

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PROXY



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Commissioner

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HEALTH

APPOINTEE



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DRAINAGE

APPOINTEE



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CONSERVATION

APPOINTEE



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DRAINAGE

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COUNTY EXECUTIVE

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HEALTH

APPOINTEE



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DRAINAGE

APPOINTEE



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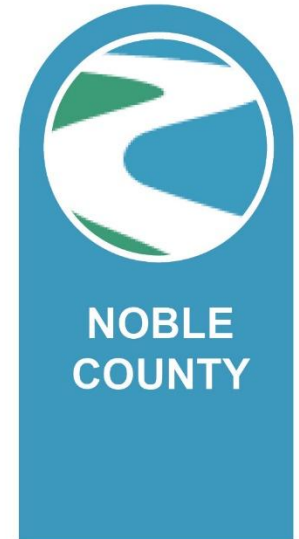
CONSERVATION

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MUNICIPAL EXECUTIVE

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MUNICIPAL EXECUTIVE

APPOINTEE



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COUNTY EXECUTIVE

APPOINTEE



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APPOINTEE



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DRAINAGE

APPOINTEE



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**ST. JOSEPH
COUNTY**



MUNICIPAL EXECUTIVE

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DRAINAGE

APPOINTEE



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APPOINTEE



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INDIANA DEPARTMENT OF NATURAL RESOURCES

APPOINTEE



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Opening Business

- Call to Order
- Roll Call
- Approval of Minutes
 - **March 5, 2020**



Financial Report – FY20 Q3 Activities

	FY19 Actual	FY20 YTD	FY20 Budget	% Budget to Date	Year End Forecast	Budget to YE Variance	Notes
REVENUE							
State of Indiana	52,486.70	77,156.25	104,974	74%	102,875	(2,099)	A
Local Government	60,725.50	43,466.00	60,000	72%	53,433	(6,567)	B
Special Projects	10,744.10	30,459.85	45,500	67%	44,000	(1,500)	
Interest	2,258.84	2,972.23	3,500	85%	3,000	(500)	C
Other Income	150.32	0.00				0	
Total Revenue	126,365.46	154,054.33	213,974	72%	203,308	(10,666)	
EXPENSES							
Basic Operations							
SJRBC Director	39,356.85	31,460.71	47,000	67%	47,000	0	
Accounting Services	3,921.46	2,398.45	4,000	60%	4,000	0	
Office Rent	2,100.00	1,575.00	6,250	25%	2,100	4,150	D
Legal	1,754.00	1,388.00	2,000	69%	1,750	250	
Bank Service Fees	165.56	224.29	750	30%	225	525	
Insurance	518.64	388.98	520	75%	520	0	
Travel/Mileage	945.56	678.02	1,250	54%	800	450	C
Audit		0.00	0		0	0	
Information Technology	900.00	749.97	1,000	75%	1,000	0	
Printing	373.06	64.38	350	18%	100	250	
Postage	5.12	7.00	50	14%	10	40	
Telephone	240.00	180.00	240	75%	240	0	
Misc Expenses		39.99	250	16%	40	210	
Operating Expenses	50,280.25	39,154.79	63,660	62%	57,785	5,875	
Special Projects							
Water Monitoring	1,667.00	4,000.00	32,000	13%	4,000	28,000	E
Additional MACOG Staff	4,361.75	1,591.82	47,500	3%	3,000	44,500	C
Municipal/Partner Support	1,287.03	340.59	11,000	3%	2,200	8,800	E
Planning/Resource Development	0.00	35,023.75	76,500	46%	68,000	8,500	F
Education/Outreach Provision	4,959.83	1,700.00	8,000	21%	3,200	4,800	C
GLPF Project	4,710.82	2,486.49	4,564	54%	2,500	2,064	E
Conference/Training Attendance	185.00	314.64	750	42%	320	430	C
Project Expenses	17,171.43	45,457.29	180,314	25%	83,220	97,094	
Total Expenses	67,451.68	84,612.08	243,974	35%	141,005	102,969	
CHANGE IN NET ASSETS	\$58,913.78	\$69,442.25	(\$30,000)		\$62,303	\$92,303	

Financial Report – FY20 Q3 Assets

ASSETS

Cash	
Lake City Account (1944)	\$240,536.94
Total Cash	\$240,536.94
Accounts Receivable	
Indiana University	\$26,000.00
Total Accounts Receivable	\$26,000.00
Total Assets	\$266,536.94

LIABILITIES & FUND BALANCE

Liabilities	
Accounts Payable	\$12,195.14
Total Liabilities	\$12,195.14
Fund Balance	
Fund Balance FYE 2019	\$184,899.55
Change in Net Assets YTD	\$69,442.25
Total Fund Balance	\$254,341.80
Total Liabilities and Fund Balance	\$266,536.94

Financial Report – FY20 Q3 Cash Flows

CASH RECEIPTS

State of Indiana	\$77,156.25
Special Project Revenue	\$4,459.85
Great Lake Protection Fund	\$4,459.85
Local Government Appropriation	\$43,466.00
<u>Elkhart County</u>	\$9,430.00
City of Elkhart	\$0.00
City of Goshen	\$2,603.00
City of Nappanee	\$200.00
<u>LaGrange County</u>	\$12,761.00
Town of Lagrange	\$0.00
<u>Noble County</u>	\$8,854.00
City of Kendallville	\$0.00
Rome City	\$50.00
<u>Steuben County</u>	\$1,000.00
City of Angola	\$2,196.00
<u>St Joseph County</u>	\$2,880.00
City of South Bend	\$0.00
City of Mishawaka	\$0.00
<u>Kosciusko County</u>	\$3,492.00
Town of Syracuse	\$0.00
Misc. Income	\$115.32
Interest Earned	\$2,972.23
Total Cash Receipts	\$128,169.65

Financials

- Financial Report
- Approval of Claims

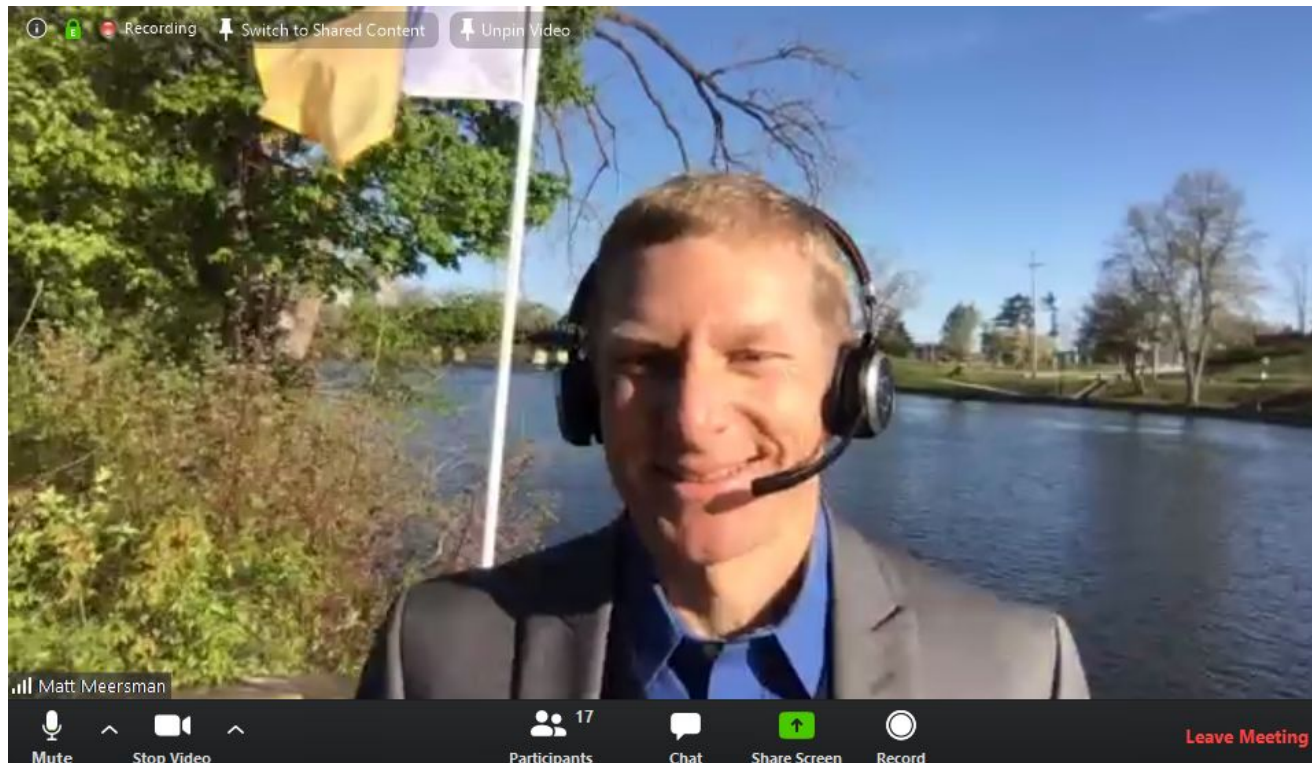
SJRBC Claims Submitted for Commission Approval June 4, 2020

Accounts Payable Voucher Register

Date	Vendor	Description	Amount
1/31/2020	MACOG	Invoice #FY20-7 January 2020 Services	\$2,833.37
2/29/2020	MACOG	Invoice #FY20-8 February 2020 Services	\$5,164.79
3/31/2020	MACOG	Invoice #FY20-9 March 2020 Services	\$4,196.98
5/14/2020	CHRISTOPHER BURKE ENG.	Invoice #18957 - NB Elkhart Planning Project	\$32,500.00
5/20/2020	WATER WORDS THAT WORK	Invoice #00596 - Symposium	\$720.00
6/4/2020	THORNE GRODNIK	March 2020 Legal Expenses	\$350.00
		Total	\$45,765.14

Old Business

- 20th Annual Symposium
 - Forced to go webinar format
 - Close to 100 people tuned in



Old Business

- 20th Annual Symposium
 - Online communication training available
 - Breaking Through Barriers – June 11, 18 & 25
 - Closing the Deal with Rural Landowners – June 30, July 7 & 14
 - Social Skills for Social Media – September 8, 15 & 22



The video player displays a scene of a young child playing in water, with water droplets splashing around them. The child has their arms outstretched and a joyful expression. In the top right corner of the video frame, there is a small inset window showing a man with glasses and a headset, identified as Eric Eckl. Below the video frame, the title "The World Outside" is displayed in a large, white, serif font. Underneath the title, the subtitle "What They Say About Why Your Work Matters" is shown in a smaller, white, sans-serif font. To the right of the subtitle is the logo for "WATER WORDS THAT WORK", which consists of a stylized, white, cursive "W" above the text "WATER WORDS THAT WORK" in a clean, sans-serif font. At the bottom of the video player, there is a progress bar showing the current time as 1:18:52 out of a total duration of 2:29:17. To the right of the progress bar are several control icons: a play button, a volume icon, a closed captions icon, a settings gear icon, a full screen icon, and a plus sign icon.

Old Business

- 20th Annual Symposium
- Special Projects Update:
 - Additional Staffing
 - Interviews cancelled
 - Summer internship possibility



Old Business

- 20th Annual Symposium
- Special Projects Update:
 - GLRI Urban Tree Project:



ReLeaf
Michigan



DAVEY
Resource Group



BUCHANAN
Life is better here.

COLDWATER
MICHIGAN • 1861

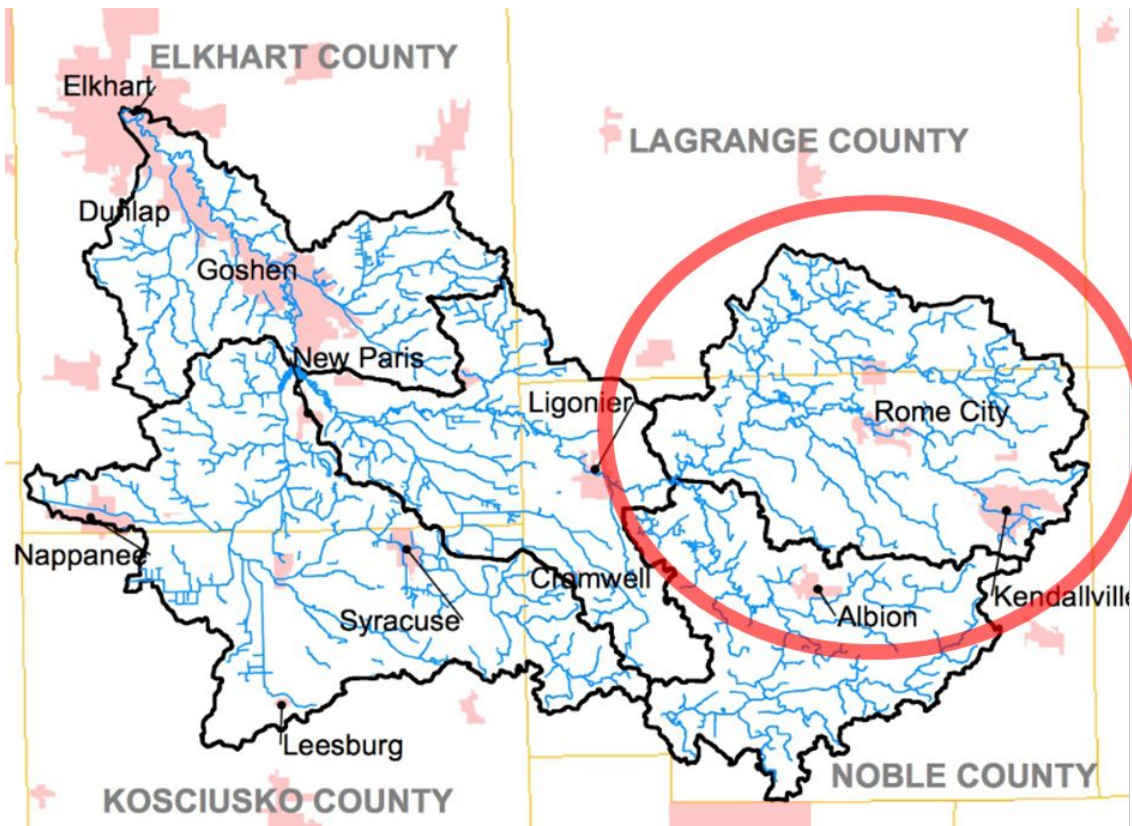
Middlebury

CITY OF STURGIS
MICHIGAN

TOWN OF SYRACUSE

Old Business

- 20th Annual Symposium
- Special Projects Update:
 - North Branch Elkhart River Project



New Business

- FY 16 – FY 19 Audit
 - State Board of Accounts performed a “review”
 - Results presented at exit conference were positive

STATE BOARD OF ACCOUNTS
302 West Washington Street
Room E418
INDIANAPOLIS, INDIANA 46204-2769

FINANCIAL STATEMENTS REVIEW REPORT
OF
ST. JOSEPH RIVER BASIN COMMISSION
ST. JOSEPH COUNTY, INDIANA
July 1, 2015 to June 30, 2019



FILED
05/28/2020

Budget Amendment Request:

- Increase “*Audit*” line item by \$2,000
- Increase “*Accounting Services*” line item by \$500
- Decrease “*Office Rent*” line item by \$2,500

New Business

- FY 16 – FY 19 Audit
- FY 2021 Work Plan
 - Only significant change from last year is the completion of the NB Elkhart River planning project.



Fiscal Year 2021 Work Plan

Basic Operations

- Provide a forum for the discussion, study and evaluation of water resource issues of common concern throughout the basin by hosting quarterly meetings of the Commission.
- Facilitate and foster cooperative planning and coordinated management of water and land resources by local governments and other partners.
- Develop positions on major water resource issues and serve as an advocate of the river basin's interests before Congress and federal, state and local government agencies.
- Make recommendations and assist local communities in an advisory capacity as it relates to water resource issues in the river basin by attending meetings, serving on local advisory committees, steering committees, environmental commissions, etc.
- Support partners when possible in developing and distributing education/information materials and assisting at workshops on subjects such as stormwater management, erosion control, drainage, best management practices, low impact development, and flood plain management.
- Assist other state and local agencies/organizations in their efforts to achieve the goals set forth in the St. Joseph River Watershed Management Plan.
- Prepare budget and provide internal controls for the receipt, investment and disbursement of all funds in accordance with applicable Indiana State Board of Accounts guidelines and statutes.
- Attend workshops, webinars, and other education opportunities that serve to update staff on new and innovative approaches to water quality protection and flood mitigation.
- Maintain and update the St. Joseph River Basin Commission website at www.sjrb.com.

Special Projects

Note: State or local government funding deficits and existing staff capacity may limit Special Project spending. If funding allows, additional staff may be hired to assist with program administration and special project implementation.

- Water Monitoring
 - ⇒ Interpret and communicate existing data (chemical, biological & hydrologic) and identify critical water quality/quantity monitoring needs.
 - ⇒ Provide funding, in collaboration with local units of government, to expand and support critical monitoring.
- Municipal/Partner Support
 - ⇒ Attend local government meetings to provide technical assistance and understand local water resource issues.
 - ⇒ Provide funding to local units of government and other partners for projects that serve to improve water quality and mitigate flooding in the river basin.

New Business

- FY 16 – FY 19 Audit
- FY 2021 Work Plan
- FY 2021 Budget Adoption
 - Projected decrease in State and interest revenue

Fiscal Year 2021 Proposed Budget

	FY19 Actual	FYE 20 Forecast	FY20 Budget	FY21 Budget	Notes
REVENUE					
State of Indiana	52,487	102,875	104,974	89,227	A
Local Government	60,726	53,433	60,000	63,660	
Special Projects	10,744	44,000	45,500	23,500	B
Interest	2,259	3,000	3,500	2,500	
Other Income	150				
Total Revenue	126,365	203,308	213,974	178,887	

New Business

- FY 2021 Budget Adoption
 - No change in overall Basic Operating Expenses

EXPENSES

EXPENSES					
Basic Operations					
SJRBC Director	39,357	47,000	47,000	47,000	C
Accounting Services	3,921	4,000	4,000	4,000	
Office Rent	2,100	2,100	6,250	6,250	
Legal	1,754	1,750	2,000	2,000	
Bank Service Fees	166	225	750	750	
Insurance	519	520	520	520	
Travel/Mileage	946	800	1,250	1,250	
Audit		0	0		
Information Technology	900	1,000	1,000	1,000	
Printing	373	100	350	350	
Postage	5	10	50	50	
Telephone	240	240	240	240	
Misc Expenses		40	250	250	
Operating Expenses	50,280	57,785	63,660	63,660	D

New Business

- FY 2021 Budget Adoption
 - Special Projects
 - Overall decrease to address SBA directive
 - Planning/Resource Development includes existing match commitments for NB Elkhart Project

Special Projects					E
Water Monitoring	1,667	4,000	32,000	27,200	F
Additional MACOG Staff	4,362	3,000	47,500	35,700	G
Municipal/Partner Support	1,287	2,200	11,000	9,350	H
Planning/Resource Development		68,000	76,500	31,077	I
Education/Outreach Provision	5,145	3,520	8,750	7,400	J
Drainage (GLPF) Project	4,711	2,500	4,564	4,500	K
Project Expenses	17,171	83,220	180,314	115,227	

New Business

- FY 16 – FY 19 Audit
- FY 2021 Work Plan
- **FY 2021 Budget Adoption**
 - Explanation of revenue/expense changes
 - **Budget Approval**



New Business

- FY 16 – FY 19 Audit
- FY 2021 Work Plan
- FY 2021 Budget Adoption
- **FY 2021 Local Gov. Appropriation Requests**

	Acres in Basin	% of Basin	2010 Population	% of County Population	2021 Request Amount*	2020 Local Govt Receipts**
Elkhart County	292,108	27%	197,559		\$10,006	\$9,430
City of Elkhart			50,949	26%	\$4,437	\$4,182
City of Goshen			31,719	16%	\$2,762	\$2,603
Elkhart County Total:					\$17,205	\$16,215
LaGrange County	247,370	23%	37,128		\$13,540	\$12,761
Town of LaGrange			2,625	7%	\$1,030	\$971
LaGrange County Total:					\$14,570	\$13,732
Noble County	201,256	19%	47,536		\$9,395	\$8,854
City of Kendallville			9,862	21%	\$2,459	\$2,318
Noble County Total:					\$11,854	\$11,172
Steuben County	157,004	15%	34,185		\$6,917	\$1,000
City of Angola			8,612	25%	\$2,330	\$2,196
Steuben County Total:					\$9,247	\$3,196
St. Joseph County	117,836	11%	266,931		\$3,055	\$2,880
City of South Bend			101,168	38%	\$2,630	\$3,500
City of Mishawaka			48,252	18%	\$1,255	\$1,182
St. Joseph County Total:					\$6,940	\$7,562
Kosciusko County	65,280	6%	77,358		\$3,705	\$3,492
Town of Syracuse			2,810	4%	\$140	\$132
Kosciusko County Total:					\$3,845	\$3,624

Ttl Acres in Basin: 1,080,854 **2021 Request Ttl*: \$63,660** 2020 Local Govt Receipts Ttl**: \$55,501

New Business

- FY 16 – FY 19 Audit
- FY 2021 Work Plan
- FY 2021 Budget Adoption
- FY 2021 Local Gov. Appropriation Requests
- **FY 2021 Legal Contract**

THIS AGREEMENT effective retroactive to the 1st day of July, 2019, by and between the St. Joseph River Basin Commission, herein called “Commission” and Thorne Grodnik LLP, herein called “Attorney”,

WITNESSETH, that

WHEREAS, the Commission desires to engage the Attorney as its general counsel,

NOW, THEREFORE, the parties hereto do mutually agree as follows:

1. **Employment of Attorney.** The Commission hereby agrees to engage the Attorney, and the Attorney agrees to perform the services.
2. **Scope of Services.** The Attorney shall perform in a professional manner the following services:

New Business

- FY 16 – FY 19 Audit
- FY 2021 Work Plan
- FY 2021 Budget Adoption
- FY 2021 Local Gov. Appropriation Requests
- FY 2021 Legal Contract
- **Other Business/Updates**
 - **Announcements from Commission Members**



Director's Report

- Administrative
- Education/Outreach
- WQ Planning/Resource Development
- Water Monitoring
- Advocacy
- Partner Awareness
- Partner Support



Presentation

- North Branch of the Elkhart River Flood Risk Management Plan Update



Items From the Floor

Other
Misc.
Etc...

Next Meeting
September 3rd, 2020

