

2nd Quarter
June 3, 2021



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

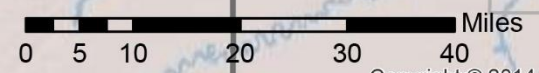
Ohio

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.

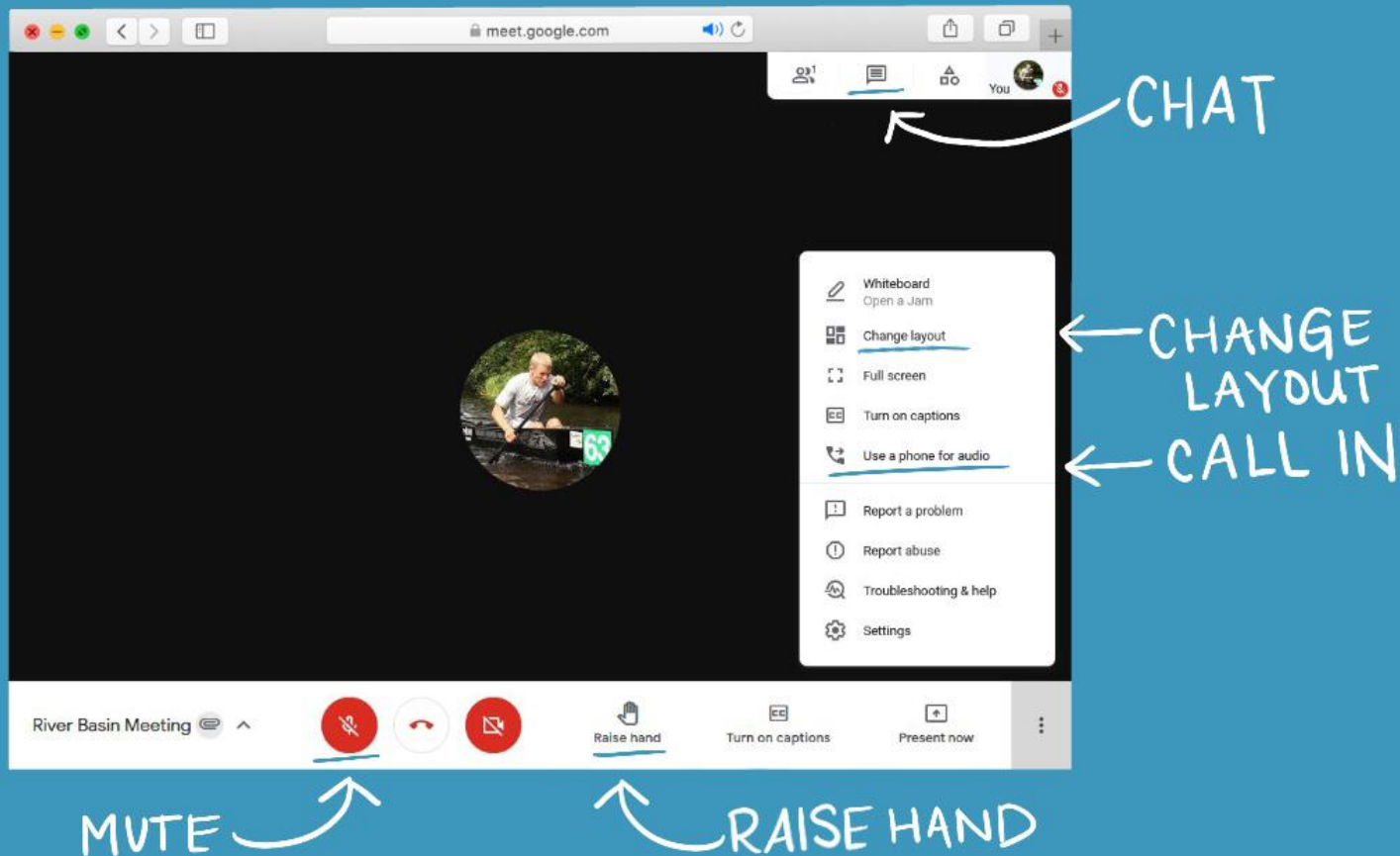
The SJRBC shall consist of the following (or their proxy):

- 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)

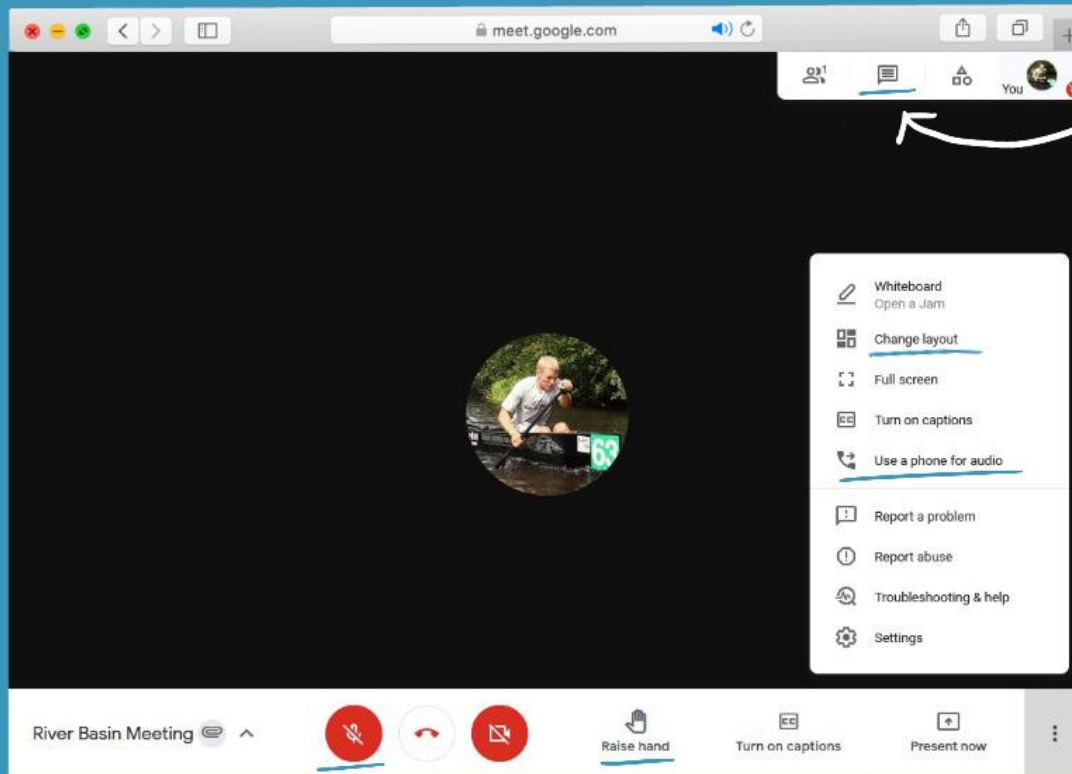
Meeting Instructions

- 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**
 - Your Name
 - Your Title/Affiliation
 - Who you represent (if you are a proxy)



MUNICIPAL EXECUTIVE

APPOINTEE



Rod Roberson
Mayor
City of Elkhart

rod.roberson
@coei.org
(574) 293-8968

PROXY



Daragh Deegan
Aquatic Biologist
City of Elkhart

daragh.deegan
@coei.org
(574) 293-2572

COUNTY EXECUTIVE

APPOINTEE



Brad Rogers
Commissioner

brogers
@elkhartcounty.com
(574) 534-3541

PROXY



Frank Lucchese
Commissioner

knarf65
@aol.com
(574) 534-3541

HEALTH

APPOINTEE



Bethany Wait, D.O.
Health Officer

bwait
@elkhartcounty.com
(574) 523-2105

PROXY



Bill Hartsuff
EHS Supervisor
Health Department

bhartsuff
@elkhartcounty.com
(574) 875-3391

DRAINAGE

APPOINTEE



Philip Barker
County Surveyor

pbarker
@elkhartcounty.com
(574) 971-4571

PROXY



Steve Schweisberger
Deputy Surveyor

sschweisberger
@elkhartcounty.com
(574) 971-4573

CONSERVATION

APPOINTEE



Jim Hess
Soil & Water
Conservation District

jhess
@elkhartcounty.com
(574) 533-4383 x3



ELKHART COUNTY

MUNICIPAL EXECUTIVE

APPOINTEE



Larry Siegel
Council President
Town of Syracuse

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(574) 457-3216

COUNTY EXECUTIVE

APPOINTEE



Cary Groninger
Commissioner

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(574) 267-3570

PROXY



Jon Roberts
SWCD Supervisor

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(574) 834-2348

HEALTH

APPOINTEE



William Remington, M.D.
Health Officer

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(574) 372-2349

PROXY



Robert Weaver
Administrator
Health Department

bweaver@kcgov.com
(574) 372-2349

DRAINAGE

APPOINTEE



Michael Kissinger
County Surveyor

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(574) 372-2365

PROXY



Jim Moyer
Assistant Surveyor

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CONSERVATION

APPOINTEE



Jewel Wise
Soil & Water
Conservation District

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KOSCIUSKO COUNTY

MUNICIPAL EXECUTIVE

APPOINTEE



Ray Hoover
Council President
Town of LaGrange

councilward3
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PROXY



Diane Cameron
Council Member
Town of LaGrange

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@lagrangein.org
(260) 463-6188

COUNTY EXECUTIVE

APPOINTEE



Peter Cook
Commissioner

pcook
@lagrangecounty.org
(260) 585-0007

PROXY



Martin Franke
SWCD Manager

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@in.nacdnet.net
(260) 463-3471

HEALTH

APPOINTEE



Tony Pechin, M.D.
Health Officer

tpechin
@goshenhealth.com
(260) 562-3131

PROXY



Jarod Nisley
Health Inspector
Health Department

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@lagrangecounty.org
(260) 499-4182 x6

DRAINAGE

APPOINTEE



Zach Holsinger
County Surveyor

zholsinger
@lagrangecounty.org
(260) 499-6307

PROXY



Steve Vaughn
Deputy Surveyor

svaughn
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CONSERVATION

APPOINTEE



Dona Hunter
Soil & Water
Conservation District

dona.lee.hunter
@gmail.com
(260) 463-7290



LAGRANGE COUNTY

MUNICIPAL EXECUTIVE

APPOINTEE



SuzAnne Handshoe
Mayor
City of Kendallville

mayor
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(260) 374-0352

PROXY



Sue McGee
MS4 Coordinator
City of Kendallville

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COUNTY EXECUTIVE

APPOINTEE



Anita Hess
Commissioner

ahess
@nobleco.us
(260) 636-1290 x1153

PROXY



Dan Lash
Riparian

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@mchsi.com
(260) 499-1911

HEALTH

APPOINTEE



Terry Gaff, M.D.
Health Officer

lgray
@nobleco.us
(260) 636-2191

PROXY



Jason Pippenger
EHS Specialist
Health Department

jpippenger
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DRAINAGE

APPOINTEE



Randy Sexton
County Surveyor

rsexton
@nobleco.us
(260) 636-2131

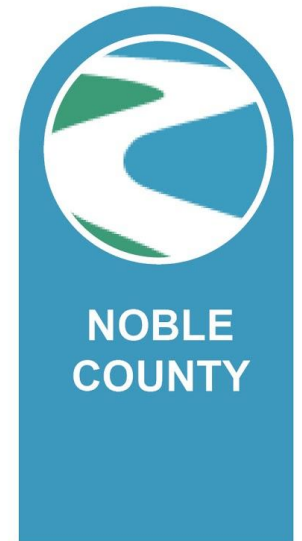
CONSERVATION

APPOINTEE



Stacey McGinnis
Soil & Water
Conservation District

stacey.mcginnis
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MUNICIPAL EXECUTIVE

APPOINTEE



David Wood
Mayor
City of Mishawaka

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(574) 258-1601

PROXY



Adam Bowden
Engineer
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MUNICIPAL EXECUTIVE

APPOINTEE



James Mueller
Mayor
City of South Bend

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PROXY



Kieran Fahey
Director of LTCP
City of South Bend

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COUNTY EXECUTIVE

APPOINTEE



Derek Dieter
Commissioner

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HEALTH

APPOINTEE



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Health Officer

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PROXY



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Health Department

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DRAINAGE

APPOINTEE



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PROXY



John Law
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Supervisor

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CONSERVATION

APPOINTEE



Sarah Longenecker
Soil & Water
Conservation District

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**ST. JOSEPH
COUNTY**



MUNICIPAL EXECUTIVE

APPOINTEE



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City of Angola

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@angolain.org
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PROXY



Kris Thomas
MS4 Coordinator
City of Angola

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COUNTY EXECUTIVE

APPOINTEE



Lynne Leichty
Commissioner

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HEALTH

APPOINTEE



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Health Officer

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PROXY



Alicia Walsh
Administrator
Health Department

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DRAINAGE

APPOINTEE



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CONSERVATION

APPOINTEE



Janel Meyer
Soil & Water
Conservation District

Janel.Meyer
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(260) 665-3211

INDIANA DEPARTMENT OF NATURAL RESOURCES

APPOINTEE



Daniel Bortner
Director

dbortner
@dnr.in.gov
(317) 232-4020

PROXY

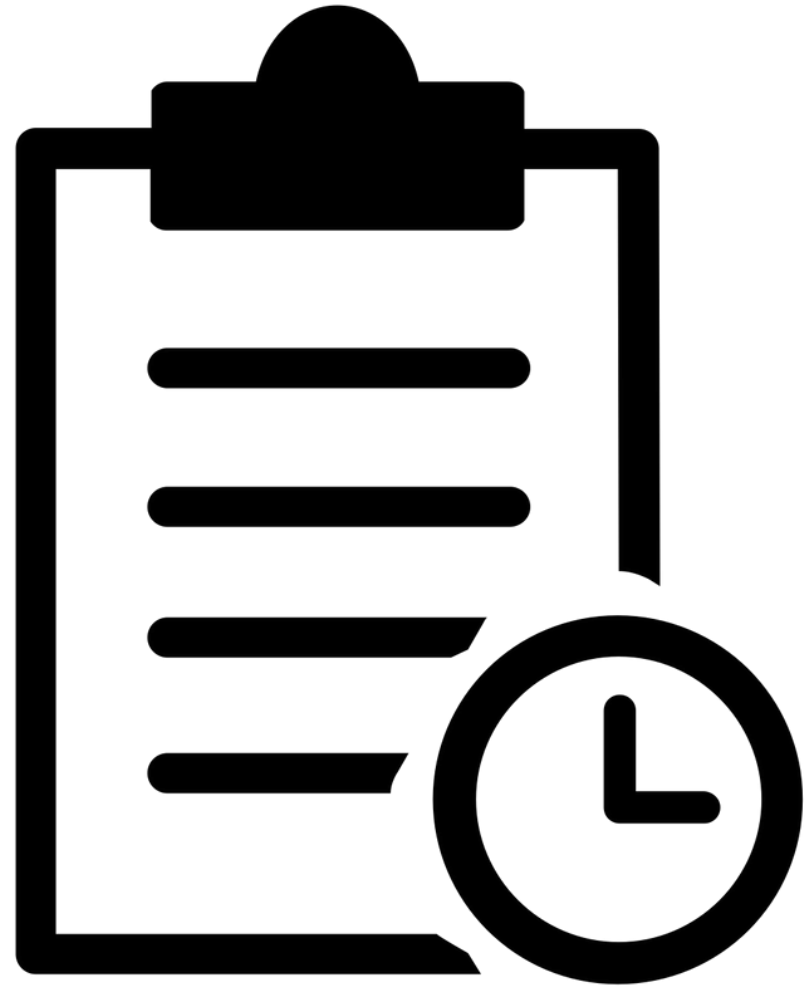


Rod Edgell
LARE Biologist

redgell
@dnr.in.gov
(260) 244-6805 x230

Consent Agenda

- Approval of Minutes
- Financial Report
- Approval of Claims
- FY 22-23 Legal Contract



Consent Agenda

- Approval of Minutes
 - [March 4, 2021](#)



Financial Report – FY21 Q3 Activities

	FY20 Actual	FY21 YTD	FY21 Budget	% Budget to Date	Year End Forecast	Budget to YE Variance	Notes
REVENUE							
State of Indiana	102,874.52	66,921.00	89,227	75%	89,227	0	
Local Government	55,751.00	51,768.00	63,660	81%	61,859	(1,801)	A
Special Projects	43,959.85	23,668.38	23,500	101%	23,668	168	
Interest	2,972.23	339.57	2,500	14%	475	(2,025)	B
Other Income	0.00	0.00				0	
Total Revenue	205,557.60	142,696.95	178,887	80%	175,229	(3,658)	
EXPENSES							
Basic Operations							
SJRBC Director	46,032.49	37,168.87	47,000	79%	47,000	0	
Accounting Services	3,663.85	2,160.95	4,000	54%	3,200	800	
Office Rent	2,100.00	4,024.98	6,250	64%	5,775	475	
Legal	1,738.00	1,050.00	2,000	53%	2,000	0	
Bank Service Fees	224.29	37.00	750	5%	50	700	B
Insurance	518.64	388.98	520	75%	520	0	
Travel/Mileage	756.14	440.49	1,250	35%	575	675	B
Audit	2,720.00	0.00		0%	0	0	
Information Technology	999.96	749.97	1,000	75%	1,000	0	
Printing	79.74	53.75	350	15%	75	275	
Postage	8.50	8.10	50	16%	15	35	
Telephone	240.00	180.00	240	75%	240	0	
Misc Expenses	39.99	43.60	250	17%	0	250	
Operating Expenses	59,121.60	46,306.69	63,660	73%	60,450	3,210	
Special Projects							
Water Monitoring	4,000.00	4,488.89	27,200	17%	5,000	22,200	C
Additional MACOG Staff	2,506.97	9,893.06	35,700	28%	12,000	23,700	C
Municipal/Partner Support	4,090.59	2,785.74	9,350	30%	4,500	4,850	C
Planning/Resource Development	67,523.75	29,990.00	31,077	97%	30,000	1,077	
Education/Outreach Provision	3,494.64	2,189.92	7,400	30%	2,500	4,900	D
Drainage (GLPF) Project	2,486.49	2,762.44	4,500	61%	3,500	1,000	
Project Expenses	84,102.44	52,110.05	115,227	45%	57,500	57,727	
Total Expenses	143,224.04	98,416.74	178,887	55%	117,950	60,937	
CHANGE IN NET ASSETS	\$62,333.56	\$44,280.21	\$0		\$57,279	57,279	

Financial Report – FY21 Q3 Assets

ASSETS

Cash	
Lake City Account (1944)	\$308,664.45
Total Cash	\$308,664.45
Accounts Receivable	
Total Accounts Receivable	\$0.00
Total Assets	\$308,664.45

LIABILITIES & FUND BALANCE

Liabilities	
Accounts Payable	\$17,151.13
Total Liabilities	\$17,151.13
Fund Balance	
Fund Balance FYE 2020	\$247,233.11
Change in Net Assets YTD	\$44,280.21
Total Fund Balance	\$291,513.32
Total Liabilities and Fund Balance	\$308,664.45

Financial Report – FY21 Q3 Assets



Last statement: February 28, 2021
 This statement: March 31, 2021
 Total days in statement period: 31

Page 1 of 2
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Direct inquiries to:
 One Call Center, 888-522-2265#2

ST JOSEPH RIVER BASIN COMMISSION
 227 W JEFFERSON BLVD RM 1120
 SOUTH BEND IN 46601-1830

Lake City Bank
 PO Box 1387
 Warsaw IN 46581-1387

Public Funds Indexed Super NOW

Account number	XXXXXX1944	Beginning balance	\$310,068.61
Enclosures	6	Total debits	31,282.67
Low balance	\$308,618.94	Total credits	29,878.51
Average balance	\$316,657.17	Ending balance	\$ 308,664.45
Avg collected balance	\$315,235.00		
Interest paid year to date	\$129.37		

Financial Report – FY21 Q2 Cash Flows

CASH RECEIPTS

State of Indiana	\$66,921.00
Special Project Revenue	\$23,668.38
Drainage (GLPF) Project	\$4,668.38
IU Grand Challenge Grant	\$19,000.00
Local Government Appropriation	\$51,768.00
Elkhart County	\$10,006.00
City of Elkhart	\$0.00
City of Goshen	\$5,365.00
City of Nappanee	\$0.00
LaGrange County	\$13,540.00
Town of Lagrange	\$1,030.00
Noble County	\$9,395.00
City of Kendallville	\$0.00
Rome City	\$50.00
Steuben County	\$2,250.00
City of Angola	\$2,330.00
St Joseph County	\$3,055.00
City of South Bend	\$0.00
City of Mishawaka	\$1,255.00
Kosciusko County	\$3,492.00
Town of Syracuse	
Misc. Income	\$0.00
Interest Earned	\$339.57
Total Cash Receipts	\$142,696.95

Consent Agenda

- Approval of Minutes
- Financial Report
- Approval of Claims

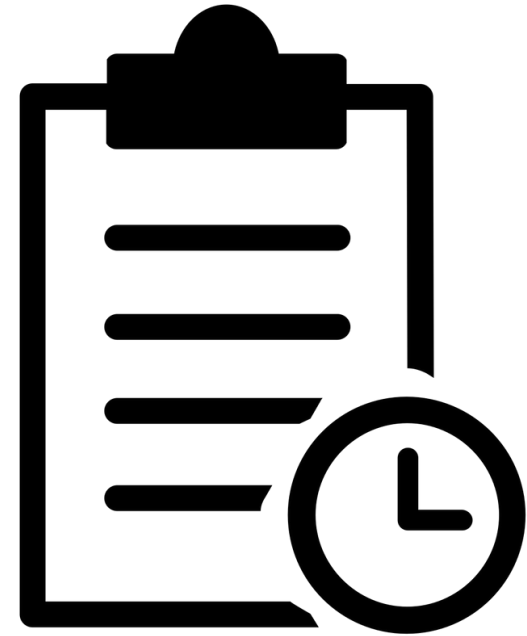
SJRBC Claims Submitted for Commission Approval June 3, 2021

Accounts Payable Voucher Register

Date	Vendor	Description	Amount
1/31/2021	MACOG	Invoice #FY21-7 January 2021 Services	\$5,689.03
2/28/2021	MACOG	Invoice #FY21-8 February 2021 Services	\$5,436.90
3/31/2021	MACOG	Invoice #FY21-9 March 2021 Services	\$6,025.20
6/3/2021	THORNE GRODNIK	June 2021 Legal Expenses	\$350.00
		Total	\$17,501.13

Consent Agenda

- Approval of Minutes
- Financial Report
- Approval of Claims
- **FY 22-23 Legal Contract**



CONTRACT FOR LEGAL SERVICES

THIS AGREEMENT effective the 1st day of July, 2021, by and between the St. Joseph River Basin Commission, herein called “Commission” and Thorne Grodnik LLP, herein called “Attorney”,

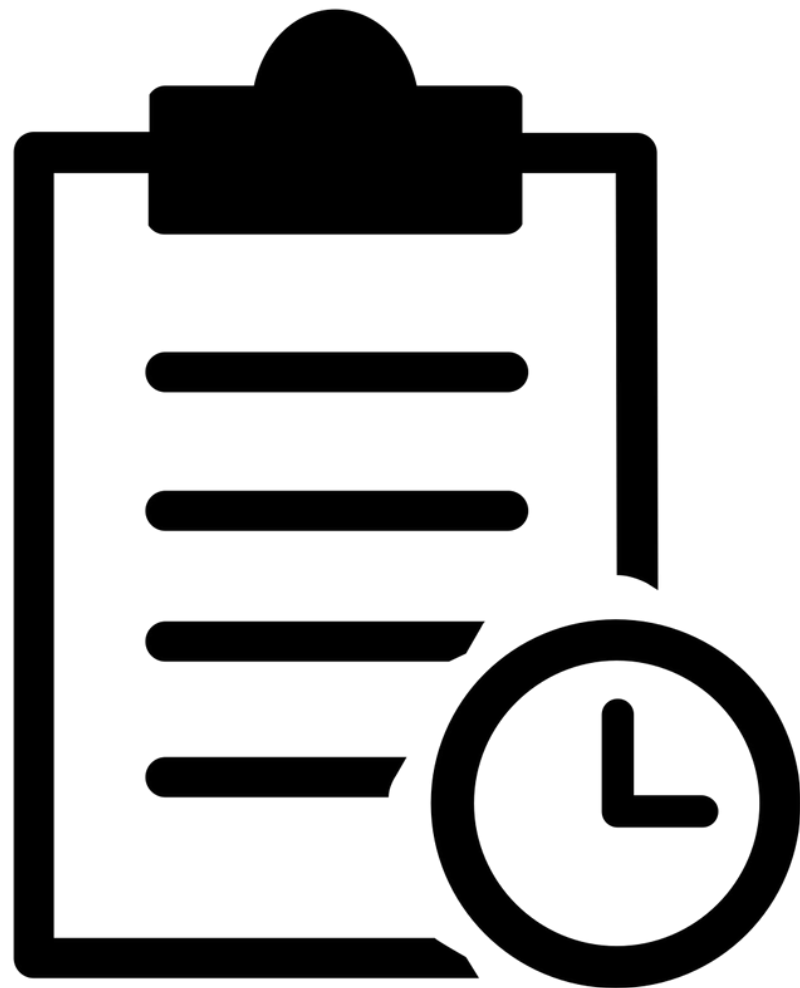
WITNESSETH, that

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

Consent Agenda

- Approval of Minutes
- Financial Report
- Approval of Claims
- FY 22-23 Legal Contract

Take Action?



Old Business

- Existing Projects:
 - Additional MACOG Staff
 - Municipal/Partner Support
 - Education/Outreach Provision
 - Drainage Project
 - Planning/Resource Development
 - Water Monitoring

	FY20 Actual	FY21 YTD	FY21 Budget	% Budget to Date	Year End Forecast
REVENUE					
State of Indiana	102,874.52	66,921.00	89,227	75%	89,227
Local Government	55,751.00	51,768.00	63,660	81%	61,859
Special Projects	43,959.85	23,668.38	23,500	101%	23,668
Interest	2,972.23	339.57	2,500	14%	475
Other Income	0.00	0.00			
Total Revenue	205,557.60	142,696.95	178,887	80%	175,229
EXPENSES					
Basic Operations					
SJRBC Director	46,032.49	37,168.87	47,000	79%	47,000
Accounting Services	3,663.85	2,160.95	4,000	54%	3,200
Office Rent	2,100.00	4,024.98	6,250	64%	5,775
Legal	1,738.00	1,050.00	2,000	53%	2,000
Bank Service Fees	224.29	37.00	750	5%	50
Insurance	518.64	388.98	520	75%	520
Travel/Mileage	756.14	440.49	1,250	35%	575
Audit	2,720.00	0.00		0%	0
Information Technology	999.96	749.97	1,000	75%	1,000
Printing	79.74	53.75	350	15%	75
Postage	8.50	8.10	50	16%	15
Telephone	240.00	180.00	240	75%	240
Misc Expenses	39.99	43.60	250	17%	0
Operating Expenses	59,121.60	46,306.69	63,660	73%	60,450
Special Projects					
Water Monitoring	4,000.00	4,488.89	27,200	17%	5,000
Additional MACOG Staff	2,506.97	9,893.06	35,700	28%	12,000
Municipal/Partner Support	4,090.59	2,785.74	9,350	30%	4,500
Planning/Resource Development	67,523.75	29,990.00	31,077	97%	30,000
Education/Outreach Provision	3,494.64	2,189.92	7,400	30%	2,500
Drainage (GLPF) Project	2,486.49	2,762.44	4,500	61%	3,500
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CHANGE IN NET ASSETS	\$62,333.56	\$44,280.21	\$0		\$57,279

Old Business

- Existing Projects
- 21st Annual Symposium



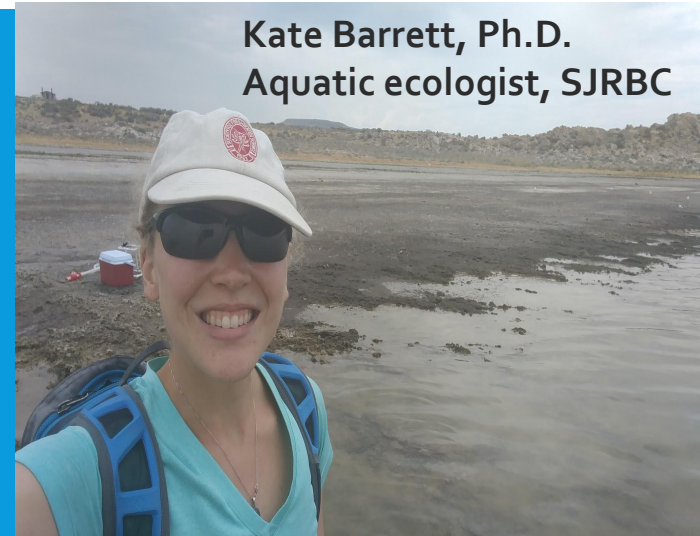
Old Business

- Existing Projects
- 21st Annual Symposium
- **Water Monitoring Program**

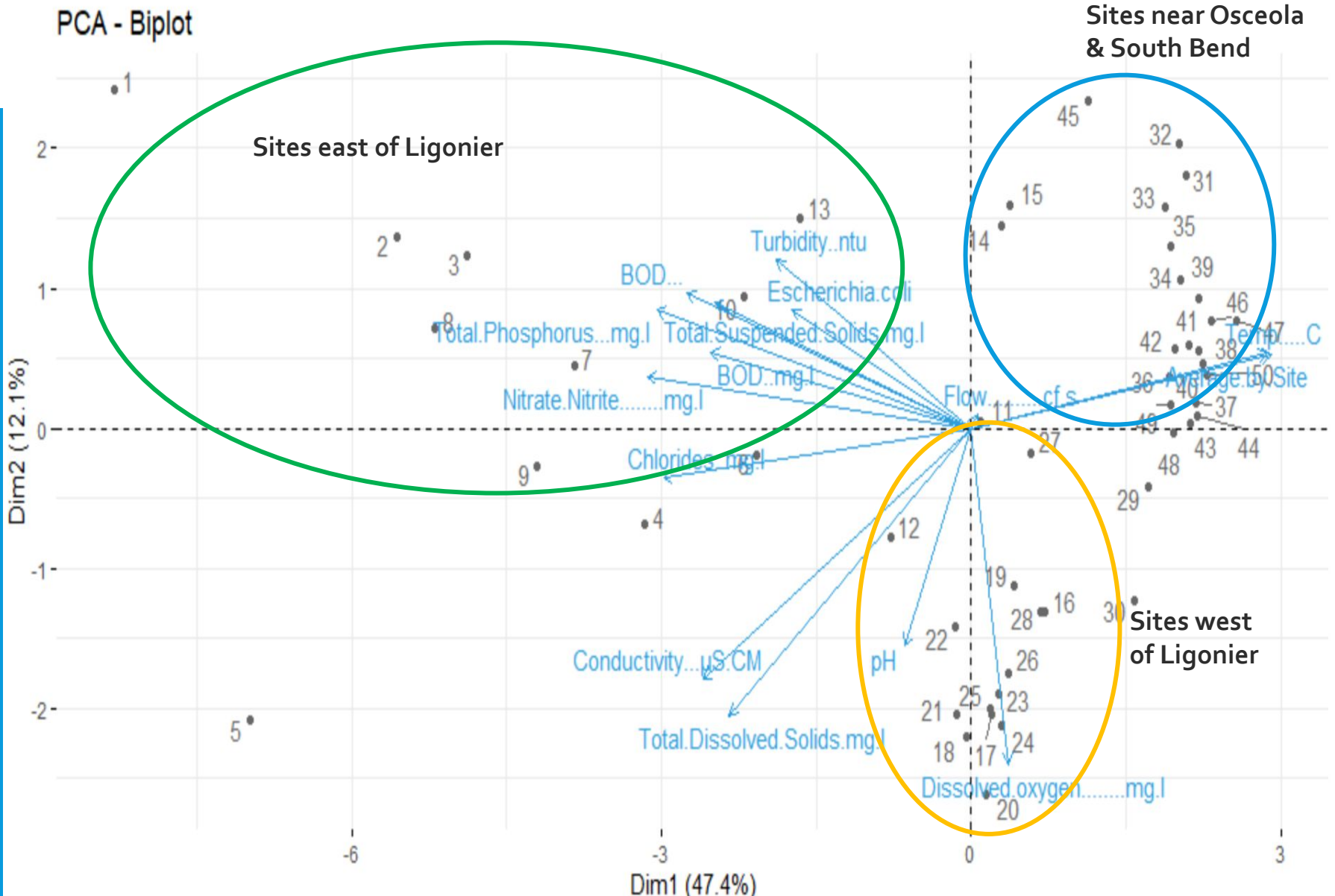


HELLO! PATH TO THIS ROLE

- Professional inquiries led to positive email exchanges
- Interested in applying my Ph.D. skillset to local watershed issues
 - Macroinvertebrate ecology
 - Biological monitoring
 - Elemental analysis
 - Statistical analysis
- Primary prevention
 - Water health is linked to our wellbeing



PRELIMINARY WATER MONITORING ANALYSIS





BIOLOGICAL MONITORING PROGRAM



- **Establish 12 sites**
 - Basin-wide
 - Go beyond urbanized areas
- **Macroinvertebrate taxonomy and elemental analysis**
 - Biological indicators
 - Food web analysis
 - Land use impacts
- **Taxonomic work by Midwest Biodiversity Institute (MBI)**
 - Used by South Bend – Elkhart Aquatic Community Monitoring Program

Old Business

- Existing Projects
- 21st Annual Symposium
- Water Monitoring Program



Midwest Biodiversity Institute, Inc.
P.O. Box 21561
Columbus, OH 43221-0561

Project Description

The St. Joseph River Basin Commission (SJRBC) requested a quote for processing macroinvertebrate samples and data for the St. Joseph River watershed in 2021. A total of 12 samples are scheduled to be collected by SJRBC following Ohio EPA methods with HDs supplied by MBI. All deliverables are listed after the cost proposal summary as follows:

Task	Description	Quote
Mobilization & Planning	<ul style="list-style-type: none"> • Project management • Pre-lab preparations • Purchase and send HDs 	\$1,707.48
Macroinvertebrate Sample Processing	<ul style="list-style-type: none"> • Sample processing – taxonomy & enumeration • Lab supplies 	\$9,423.96
Data Processing & Reports	<ul style="list-style-type: none"> • Data entry • Data management & ICI/taxa report outputs 	\$1,295.95
Total		\$12,427.39

Deliverables:

1. Process 12 MBI supplied HD ICI samples for river and stream sites – sampled by SJRBC personnel.
2. MBI provides senior macroinvertebrate taxonomists and database manager.
3. MBI provides data management and reports for ICI scores & metrics, and macroinvertebrate assemblage composition via data reports and database files.

New Business

- Wetlands Task Force Representation



May 20, 2021

The Honorable Governor Holcomb
Office of the Governor
Statehouse
Indianapolis, Indiana 46204-2797

Re: Nomination of Matt Meersman for Indiana Wetlands Task Force

Dear Governor Holcomb,

As you know, Senate Bill 389 was enacted into law during this legislative session. As part of that law (relating to wetlands regulation), the statute created the Indiana Wetlands Task Force, which includes among its members 'one (1) individual who is a representative of the St. Joseph River Basin Commission (SJRBC) established by IC 14-30-3'. That statute also requires that the organizations who have representatives on the task force (such as the SJRBC) 'provide to the governor the name of at least one (1) candidate for appointment' before June 1, 2021.

On behalf of the SJRBC, I ask that you appoint Matt Meersman, the SJRBC Director, as our representative on the Indiana Wetlands Task Force. Mr. Meersman has a depth of experience with wetlands and the functions they provide. His work has resulted in a comprehensive inventory of current and historic wetlands in the St. Joseph River Basin, and he developed a process for prioritizing wetlands for protection and restoration based on their functional significance. Furthermore, Mr. Meersman represented and informed the SJRBC while SB 389 made its way through the General Assembly this year. Through that process, he has become familiar with wetland policy, and is aware of regulatory problems and potential opportunities for improvement.

In his role as the Director of the SJRBC, Mr. Meersman has earned the trust of a highly diverse board from 6 northern Indiana counties. Members of the SJRBC include Mayors, County Commissioners, County Surveyors, SWCDs, Health Officers, farmers, engineers, and biologists. We all agree that Matt is an excellent candidate for the Indiana Wetlands Task Force and strongly encourage you to appoint him as our representative.

Sincerely,

Daragh Deegan
Chairman
St. Joseph River Basin Commission



New Business

- Wetlands Task Force Representation
- FY 22 Work Plan & Budget Adoption



Fiscal Year 2022 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 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.

**Additional projects will be completed as funding and staff capacity allows. These special projects and programs are detailed on the following page.*

SJRBC Fiscal Year 2021 Work Plan (continued)

Special Projects:

- Water Monitoring
 - ⇒ Interpret and communicate existing data (chemical, biological & hydrologic) and identify critical water quality/quantity monitoring needs.
 - ⇒ Provide funding, in collaboration with local governments, to expand and support:
 - Long-term biological monitoring to identify spatial and temporal trends in water quality across the basin.
 - Long-term water level/flow monitoring to support studies, modeling and flood resilience planning across the basin.
- 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.
 - ⇒ Establish flood resilience planning team(s) in the North Branch of the Elkhart River watershed to identify agreed upon strategies from the flood risk management plan.
 - ⇒ Review projects requesting approval from state and federal permitting agencies and make comments when appropriate regarding their potential impact on water quality, the structural integrity of the waterbody, or the aquatic environment.
 - ⇒ Serve as host and main point of contact for local water advisory entities such as the Juday Creek Task Force, which may include organizing meetings and delivering recommendations to the County Drainage Board and others as appropriate
- Planning/Resource Development
 - ⇒ Complete functional assessments of major tributaries to address problems and identify potential vulnerabilities impacting river health and function.
 - ⇒ Support the development of other plans and tools to protect water quality, mitigate flooding and improve water management.
 - ⇒ Participate in the watershed management planning/implementation efforts of partners throughout the basin.
- Education/Outreach
 - ⇒ Host educational events including the St. Joseph River Basin Symposium.
 - ⇒ Distribute information about the status of water resources, efforts to mitigate flooding and improve water quality, educational opportunities and other relevant issues.
 - ⇒ Promote, produce and distribute educational materials and programs for partners throughout the basin.
 - ⇒ Provide financial support for local water managers to receive watershed management training including Purdue University's Indiana Watershed Leadership Academy.
- Drainage Project
 - ⇒ Assist County Surveyors and Drainage Boards in creating incentives for soil and water conservation with drain maintenance/improvement projects and cost apportionment.

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.

New Business

- Wetlands Task Force Representation
- **FY 22 Work Plan & Budget Adoption**

St. Joseph River Basin Commission Fiscal Year 2022 Proposed Budget					
	FY20 Actual	FYE 21 Forecast	FY21 Budget	FY22 Budget	Notes
REVENUE					
State of Indiana	102,875	89,227	89,227	101,800	A
Local Government	55,751	61,859	63,660	63,660	
Special Projects	43,960	23,688	23,500	2,500	B
Interest	2,972	475	2,500	500	
Other Income					
Total Revenue	205,558	175,249	178,887	168,460	
EXPENSES					
Basic Operations					
SJRBC Director	46,032	47,000	47,000	47,000	C
Accounting Services	3,664	3,200	4,000	4,000	
Office Rent	2,100	5,775	6,250	7,000	D
Legal	1,738	2,000	2,000	2,000	
Bank Service Fees	224	50	750	200	
Insurance	519	520	520	520	
Travel/Mileage	756	575	1,250	1,200	
Audit	2,720	0			
Information Technology	1,000	1,000	1,000	1,000	
Printing	80	75	350	200	
Postage	9	15	50	50	
Telephone	240	240	240	240	
Misc Expenses	40	0	250	250	
Operating Expenses	59,122	60,450	63,660	63,660	E
Special Projects					
Water Monitoring	4,000	5,000	27,200	29,700	G
Additional MACOG Staff	2,507	12,000	35,700	35,700	H
Municipal/Partner Support	4,091	4,500	9,350	9,350	I
Planning/Resource Development	67,524	30,000	31,077	19,150	J
Education/Outreach Provision	3,495	2,500	7,400	7,400	K
Drainage Project	2,486	3,500	4,500	3,500	L
Project Expenses	84,102	57,500	115,227	104,800	
Total Expenses	143,224	117,950	178,887	168,460	
CHANGE IN NET ASSETS	62,334	\$57,299	\$0	\$0	

NOTES:

- A - FY22 General Fund Budget amount after expected 3% reserve (down from 15%)
- B - Indiana Academy of Sciences water monitoring grant income
- C - Maximum wages based on 26 hrs/wk at \$35/hr plus payroll taxes
- D - Increased to full amount per MACOG contract
- E - Operating Expenses to be apportioned and requested in local gov. appropriations
- F - Special Project funding may be reduced if local gov. appropriations are deficient
- G - To support expanded biological, chemical and flow monitoring
- H - To fund SJRBC Coordinator and other MACOG staff support
- I - To provide local match, technical assistance and project support to partners
- J - To support the development of plans, tools and other resources
- K - To provide education/information to staff & stakeholders (web, events, training etc.)
- L - To support local drainage officials in creating incentives for conservation

New Business

- Wetlands Task Force Representation
- FY 22 Work Plan & Budget Adoption
- **Electronic Meeting Policy Discussion**

ELECTRONIC PARTICIPATION IN MEETINGS POLICY

A member of the SJRBC who is not physically present at a meeting of the SJRBC may participate in a meeting by any electronic means of communication that: (1) allows all participating members of the SJRBC to simultaneously communicate with each other; and (2) allows the public to simultaneously attend and observe the meeting (other than a meeting in executive session). Examples of electronic communication which meet these requirements include, but are not limited to: Zoom, Google Meet, WebEx, etc.

An SJRBC member who participates in the meeting by an electronic means of communication shall be considered present for purposes of establishing a quorum, and may participate in final action taken at the meeting.

At least one-third (1/3) of the members must be physically present at the place where the meeting is conducted. All votes during a meeting where at least one member is participating electronically must be taken by roll call vote. Members of the public have the right to attend a meeting at the place where the meeting is conducted and the minimum number of members is physically present.

Each member of the SJRBC is required to physically attend at least one meeting of the SJRBC annually. Each member of the executive board is required to physically attend at least one (1) meeting of the executive board annually.

Members who wish to participate in a meeting electronically, must notify the SJRBC Director at least forty-eight (48) hours prior to the meeting so that arrangements may be made for the member's electronic participation.

The minutes of a meeting where member(s) participated electronically must state the name of each member who was physically present, each member who participated electronically, and was absent; and must identify the electronic means of communication used by the participating member and the public attendees/observers.



New Business

- Wetlands Task Force Representation
- FY 22 Work Plan & Budget Adoption
- Electronic Meeting Policy Discussion
- **Purchase Policy Discussion**

PURCHASE POLICY

Pursuant to Ind. Code § 5-22 *et seq.*, the following is the St. Joseph River Basin Commission ("SJRCB") Purchasing Policy. For the purpose of this policy, "purchasing agent" means an individual serving as the SJRCB Director. Nothing in this policy shall be interpreted as precluding the purchasing agent from making a special purchase under Ind. Code § 5-22-10.

SMALL PURCHASES UNDER \$50,000.00

With the exception of the items listed as exempt from the public purchasing laws under Ind. Code § 5-22-1 and Ind. Code § 36-1-121-1, the purchases of supplies costing less than \$50,000.00 are governed by this policy.

1. For purchases of \$ _____ or less:

a. The purchasing agent shall compare prices from as many responsible suppliers of the goods or services as is practical, and shall purchase from that supplier where total costs are lowest, when quality and timeliness of delivery are comparable. Comparison pricing can be obtained via telephone, letter, email, fax, or website, or other location where pricing information is available.

b. Within the constraints of paragraph 1(a), the purchasing agent may make a purchase under this policy on the open market, without SJRCB Board approval.

2. For purchases between \$ _____ and \$50,000.00:

a. The purchasing agent shall compare prices from as many responsible suppliers of the goods or services as is practical, and shall purchase from that supplier where total costs are lowest, when quality and timeliness of delivery are comparable. Comparison pricing can be obtained via telephone, letter, email, fax, or website, or other location where pricing information is available.

b. Within the constraints of paragraph 2(a), the purchasing agent may make a purchase under this policy on the open market, with SJRCB Board approval.

3. Purchases will not be artificially divided so as to constitute a "small purchase" under Ind. Code § 5-22-8 and/or to constitute a purchase which may be made under Paragraph 1 of this policy.

Benefits of purchasing policy



Clear Guidelines
for Employees



Definition of
Acceptable Behavior



Increased purchasing
engagement



External Engagement
norms

New Business

- Wetlands Task Force Representation
- FY 22 Work Plan & Budget Adoption
- Electronic Meeting Policy Discussion
- Purchase Policy Discussion
- Other Business/Updates
 - [Announcements from Commission Members](#)



Director's Report

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



Items From the Floor

Other
Misc.
Etc...

Next Meeting September 2nd, 2021

