

Special Meeting

June 7, 2018



Opening Business

- Call to Order
- Roll Call
 - Introduction





Lake Michigan

Michigan



Kalamazoo

Calhoun

Van Buren

Berrien

Cass

St. Joseph

Branch

Hillsdale

St. Joseph

Elkhart

LaGrange

Steuben

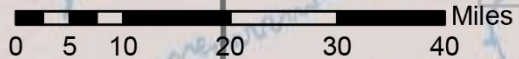
Ohio

Indiana

Noble

DeKalb

Kosciusko



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The SJRBC was created to:

IC 14-30-3-19

Powers

Sec. 19. The commission may do the following:

- (1) Provide a forum for the discussion, study, and evaluation of water resource issues of common concern in the basin.
- (2) Facilitate and foster cooperative planning and coordinated management of the basin's water and related land resources.
- (3) Develop positions on major water resource issues and serve as an advocate of the basin's interests before Congress and federal, state, and local governmental agencies.
- (4) Develop plans to improve water quality in the basin.
- (5) Publicize, advertise, and distribute reports on the commission's purposes, objectives, studies, and findings.
- (6) When requested, make recommendations in matters related to the commission's functions and objectives to political subdivisions in the basin and to other public and private agencies.
- (7) When requested, act as a coordinating agency for programs and activities of other public and private agencies that are related to the commission's objectives.

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
- An appointee of the Governor of Indiana
- The Director of the Indiana DNR

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

Opening Business

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



Statute Change & Bylaws Review

- HEA 1089 takes effect on July 1, 2018



Bylaws Amendment

- **Draft Amendments**

To address the following:

- Statutory changes to our members
- Statutory changes to our powers
- Establish quorum requirements
- Statutory changes regarding electronic meetings
- Update terminology for director position

Bylaws Amendment

- Draft Amendments
- Discussion

ST. JOSEPH RIVER BASIN COMMISSION BY-LAWS

ARTICLE I: NAME

The name of this Commission is the St. Joseph River Basin Commission (hereafter referred to as "the Commission").

ARTICLE II: AUTHORITY

The St. Joseph River Basin Commission ("the Commission") is established under the Indiana Code Section ~~36-7-6-3~~14-30-3 as amended by the General Assembly of the State of Indiana during the Second Regular Session of the ~~105th~~120th General Assembly. The Commission is established as a separate municipal corporation.

ARTICLE III: PURPOSES AND FUNCTIONS

The purpose of the Commission is to provide a forum for the discussion, study and evaluation of water resource issues of common concern in the Basin and to facilitate and foster cooperative planning and coordinated management of the Basin's water and related land resources.

The Commission may do the following:

- 1) Provide a forum for the discussion, study and evaluation of water resources issues of common concern in the Basin.
- 2) Facilitate and foster cooperative planning and coordinated management of the Basin's water and related land resources.
- 3) Develop positions on major water resource issues and serve as an advocate of the Basin's interests before Congress and Federal, state and local governmental agencies.
- 4) Develop plans and tools to improve water quality or mitigate flooding in the Basin.
- 5) Publicize, advertise and distribute reports on its purposes, objectives, studies and findings.
- 6) When requested, make recommendations in matters related to its functions and objectives to political sub-divisions in the Basin and to other public and private agencies.
- 7) When requested, act as a coordinating agency for programs and activities of other public and private agencies that are related to its objectives.
- 8) Employ staff.
- 9) Enter into contracts for the purposes of IC 14-30-3.
- 10) Exercise the powers of a political subdivision specified in a cooperative agreement in accordance with Section 26 of IC 14-30-3.

Bylaws Amendment

- Draft Amendments
- Discussion
- **Amendment Proposal**

TO: St. Joseph River Basin Commission

FROM: Brandie N. Ecker, Esq.

DATE: April 23, 2018

RE: Procedure for Amending Bylaws

The best procedure to amend the bylaws of the St. Joseph River Basin Commission (the “Commission”) prior to the effective date of July 1, 2018 of some statutory revisions to the Commission’s authorizing statute is as follows.

The current Bylaws of the Commission Article VIII describes the procedure for amending the Bylaws. First, a voting member must propose an amendment, which is seconded. Then, at the next special or regular meeting of the Commission, any proposed amendments are to be considered and voted upon. At that meeting, a quorum must be present (a quorum is currently statutorily defined as a majority of all the members of the Commission; Ind. Code § 14-30-3-14) and provisions of public notice must have been fulfilled.

Items From the Floor

- Shirley Czerna to retire after 23 years of service to the SJRBC as Administrative Assistant



Items From the Floor

Other
Misc.
Etc...

Next Meeting
June 7th, 2018 @ 10am



SJRBC
St. Joseph River Basin Commission

2nd Quarter
June 7, 2018



SJRBC
St. Joseph River Basin Commission

Opening Business

- Call to Order
- Roll Call
 - Introduction





Lake Michigan

Michigan



Kalamazoo

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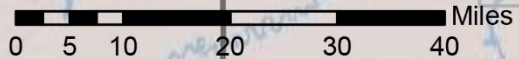
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- (4) Develop plans to improve water quality in the basin.
- (5) Publicize, advertise, and distribute reports on the commission's purposes, objectives, studies, and findings.
- (6) When requested, make recommendations in matters related to the commission's functions and objectives to political subdivisions in the basin and to other public and private agencies.
- (7) When requested, act as a coordinating agency for programs and activities of other public and private agencies that are related to the commission's objectives.

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
- An appointee of the Governor of Indiana
- The Director of the Indiana DNR

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

Opening Business

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



Opening Business

- Call to Order
- Roll Call
- **Approval of Minutes**
 - **March 1, 2018**



Financials

• Financial Report – FY18 Q3 Financial Activities

	FY17 Actual	FY18 YTD	FY18 Budget	% Budget to Date	Year End Forecast	Budget to YE Variance	Notes
REVENUE							
State of Indiana	52,485.00	39,365.04	52,486	75%	52,486	0	
Local Government	11,354.00	11,550.00	60,000	19%	48,446	(11,554)	
Special Projects	26,416.00	14,511.42	10,000	145%	14,511	4,511	
Interest	33.00	23.50	20	118%	32	12	
Total Revenue	90,288.00	65,449.96	122,506	53%	115,475	(7,031)	
EXPENSES							
Basic Operations							
SJRBC Director	38,547.00	31,562.87	43,000	73%	42,312	(688)	
Accounting Services	2,268.00	1,834.35	4,000	46%	2,835	(1,165)	
Additional MACOG Staff	4,535.00	2,438.18	4,500	54%	3,563	(937)	
Office Rent		1,575.00	2,100	75%	2,100	0	
Legal	1,400.00	1,050.00	1,600	66%	2,000	400	A
Insurance	1,290.00	388.98	1,500	26%	520	(980)	
Travel/Mileage	273.00	921.24	1,200	77%	1,500	300	B
Audit		0.00	0		0	0	
Information Technology		675.00	900	75%	900	0	
Conference/Training	35.00	185.00	300	62%	185	(115)	
Printing	366.00	200.48	250	80%	300	50	C
Postage	470.00	12.08	250	5%	50	(200)	
Telephone		180.00	240	75%	240	0	
Maintenance/Supplies	355.00	0.00	160	0%	0	(160)	
Indirect	9,679.00	0.00				0	
Operating Expenses	59,218.00	41,023.18	60,000	68%	56,505	(3,495)	
Special Projects							
Water Monitoring	13,320.00	0.00	18,000	0%	4,500	(13,500)	
Municipal/Partner Support		231.12	14,500	2%	1,000	(13,500)	
WQ Planning/Resources	19,998.00	0.00	10,000	0%	0	(10,000)	
GLPF Project		4,985.36	10,000	50%	7,000	(3,000)	
Newsletter/Website		0.00	5,000	0%	0	(5,000)	
SJRB Symposium	2,597.00	150.00	3,000	5%	3,000	0	
IWLA Scholarship	700.00	700.00	700	100%	700	0	
Filter Strip Program		0.00	1,200	0%	1,200	0	
Project Expenses	36,615.00	6,066.48	62,400	10%	17,400	(45,000)	
Total Expenses	95,833.00	47,089.66	122,400	38%	73,905	(48,495)	
CHANGE IN NET ASSETS	(5,545.00)	\$18,360.30	\$106	17321%	\$41,570	\$41,464	

Financials

- Financial Report – FY18 Q3 Balance Sheet

ASSETS

Cash

Wells Fargo Checking Account	\$7,353.63
<i>Outstanding Checks:</i>	
#1318 (Thorne Grodnik)	(\$350.00)
Wells Fargo Savings Account	\$54,259.05
Wells Fargo Interest Savings Account	\$61,140.26

Total Cash \$122,402.94

Accounts Receivable

State of Indiana \$0.00

Total Accounts Receivable \$0.00

Total Assets \$122,402.94

LIABILITIES & FUND BALANCE

Liabilities

Accounts Payable \$20,165.77

Total Liabilities \$20,165.77

Fund Balance

Fund Balance FYE 2017 \$83,526.87

Prior Period Adjustment \$350.00

Change in Net Assets YTD \$18,360.30

Total Fund Balance \$102,237.17

Total Liabilities and Fund Balance \$122,402.94

Financials

• Financial Report – FY18 Q3 Cash Receipts

CASH RECEIPTS

State of Indiana	\$39,365.04
Special Project Revenue	\$14,511.42
Great Lake Protection Fund	\$12,191.42
SJRBC Symposium Sponsorship	\$2,320.00
Local Government Appropriation	\$11,550.00
<u>Elkhart County</u>	\$2,500.00
City of Elkhart	\$0.00
City of Goshen	\$2,000.00
<u>LaGrange County</u>	\$0.00
Town of Lagrange	\$0.00
<u>Noble County</u>	\$0.00
City of Kendallville	\$0.00
Rome City	\$50.00
<u>Steuben County</u>	\$500.00
City of Angola	\$500.00
<u>St Joseph County</u>	\$5,000.00
City of South Bend	\$0.00
City of Mishawaka	\$0.00
<u>Kosciusko County</u>	\$1,000.00
Town of Syracuse	\$0.00
Misc. Income	\$0.00
Interest Earned	\$23.50
Total Cash Receipts	\$65,449.96

Financials

- Financial Report
- Approval of Claims
 - Original Included in Packet/Email

SJRBC Claims Submitted for Board Approval June 7, 2018

Date	Vendor	Description	Amount
6/7/2018	MACOG	Invoice #FY18-07 January 2018 Services	\$8,107.12
	MACOG	Invoice #FY18-08 February 2018 Services	\$4,100.68
	MACOG	Invoice #FY18-09 March 2018 Services	\$7,372.32
	THORNE GRODNIK	June 2018 Meeting Legal Services	\$350.00
		Total	\$19,930.12

Financials

- Financial Report
- Approval of Claims
 - Invoice #FY18-06

SJRBC Claims Submitted for Board Approval March 1, 2018

Date	Vendor	Description	Amount
3/1/2018	MACOG	Invoice #FY18-04 October 17 Expenses	\$4,752.36
	MACOG	Invoice #FY18-05 November 2017 Expenses	\$5,454.27
	MACOG	Invoice #FY18-06 December 2017 Expenses	\$4,752.36
	THORNE GRODNIK	March 2018 Legal Expenses	\$350.00
		Total	\$15,308.99

Michiana Area Council of Governments

INVOICE

227 W. Jefferson Blvd, Suite 1120
South Bend, IN 46601

DATE: January 1, 2018
INVOICE # FY18-06
FOR: December 2017 Services

Bill To:
St. Joseph River Basin Commission

FIXED COSTS	AMOUNT
Office Rent	\$ 175.00
Information Technology	\$ 75.00
Insurance	\$ 43.22
Telephone	\$ 20.00
SUB TOTAL	\$ 313.22
VARIABLE COSTS	AMOUNT
SJRBC Director December Wages	\$ 4,219.88
Accounting Services	\$ 458.56
Additional MACOG Staff	\$ 877.62
Travel/Mileage	\$ 17.27
Printing	\$ 32.58
Postage	\$ 0.92
SUB TOTAL	\$ 5,606.83
TOTAL	\$ 5,920.05

Make all checks payable to:
Michiana Area Council of Governments

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-16.

3/1/2018 _____
Date Name

Allowance of Vouchers

(IC5-11-10-2 permits the governing body to sign theAccounts Payable Voucher Register in lieu of signing each claim the governing body is allowing.)

We have examined the vouchers listed on the foregoing accounts payable voucher register, consisting of ____ pages and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$_____.

Date this _____ day of _____, _____.

President: _____ Jon Roberts

Vice President: _____ Martin Franke

Treasurer _____ Daragh Deegan

Signatures of Governing Board



Financials

- Financial Report
- Approval of Claims
 - Amended w/ New Invoices

SJRBC Claims Submitted for Board Approval June 7, 2018

Date	Vendor	Description	Amount
6/7/2018	MACOG	Invoice #FY18-07 January 2018 Services	\$8,107.12
	MACOG	Invoice #FY18-08 February 2018 Services	\$4,100.68
	MACOG	Invoice #FY18-09 March 2018 Services	\$7,372.32
	THORNE GRODNIK	June 2018 Meeting Legal Services	\$350.00
	USGS	Invoice #90636967 Waldron Lake Streamgage	\$4,000.00
	JML CATERING	2018 Symposium Catering	\$2,355.28
		Total	\$26,285.40

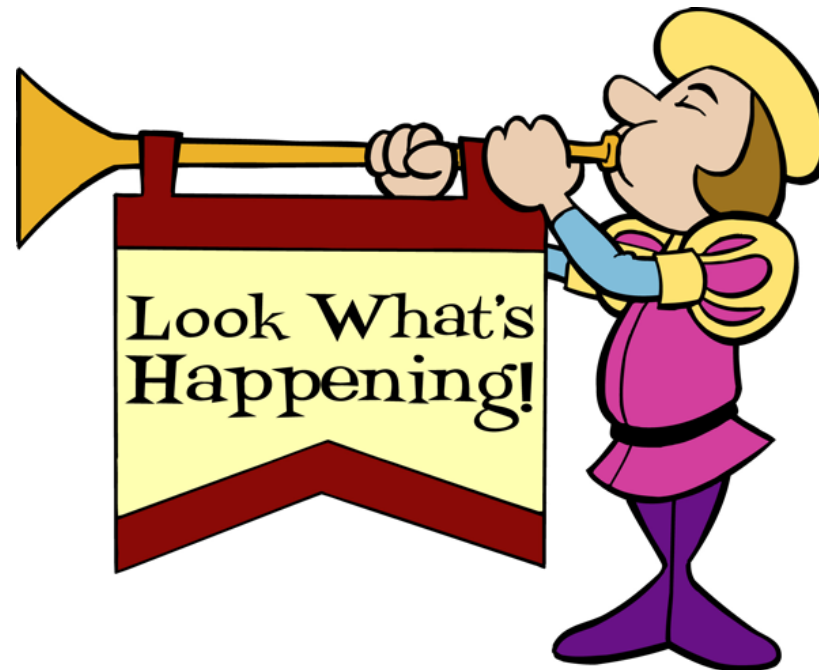
Director's Report

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



Old Business

- Basin Updates
 - Announcements from Commission Members



Old Business

- Basin Updates
- **GLPF Conservation Incentive Project**
 - \$7,121 invoice paid for 9/1/17 – 2/28/18
 - New GIS tool developed for runoff analysis
 - Working w/ LaGrange Co. Surveyor on Blackman Lake Watershed analysis



Great Lakes
Protection Fund

KIESER & ASSOCIATES
ENVIRONMENTAL SCIENCE & ENGINEERING

Old Business

- Basin Updates
- GLPF Conservation Incentive Project
- **Great Lakes Day – Washington, DC**



Old Business

- Basin Updates
- GLPF Conservation Incentive Project
- Great Lakes Day – Washington, DC
- **18th Annual Symposium**



New Business

- **Proposed Bylaws Amendment**
 - To address the following:**
 - **Statutory changes to our members**
 - **Statutory changes to our powers**
 - **Establish quorum requirements**
 - **Statutory changes regarding electronic meetings**
 - **Update terminology for director position**

New Business

- Proposed Bylaws Amendment
- **FY2018 Budget Amendment**
 - **\$1000 total adjustment needed for final quarter of FY2018:**
 - **Increase** legal by \$500
 - **Increase** travel/mileage by \$400
 - **Increase** printing by \$100
 - **Decrease** insurance by \$900
 - **Decrease** postage by \$100

New Business

- Proposed Bylaws Amendment
- FY2018 Budget Amendment
- **Contract for Services - MACOG**

AGREEMENT BETWEEN THE MICHIANA AREA COUNCIL OF GOVERNMENTS AND THE ST. JOSEPH RIVER BASIN COMMISSION FOR THE PROVISION OF GENERAL SERVICES

BY AGREEMENT MADE AND ENTERED INTO, on the date hereinafter written, by and between the MICHIANA AREA COUNCIL OF GOVERNMENTS, hereinafter referred to as "MACOG" and the ST. JOSEPH RIVER BASIN COMMISSION, hereinafter referred to as "SJRBC" under the terms and conditions hereinafter set forth, the following is hereby agreed:

- A. MACOG shall provide the SJRBC services and assistance as is required by the SJRBC to carry out its purposes under its enabling statute. MACOG shall assign Matt Meersman to serve in the capacity of Director of the SJRBC as described in the attached as **Exhibit A**. MACOG shall be paid by SJRBC **up to forty-two thousand nine hundred ninety-six dollars (\$42,996) per year** for services provided by this staff member. This amount is intended to cover wages and associated costs. Should the Director of the SJRBC receive a wage increase or decrease during the course of the Agreement, it will be done with the mutual consent of both parties to this Agreement and the amount charged will be increased or decreased on a basis equivalent to the change in wages. Should the need arise to replace this staff member during the course of this Agreement, it will be done with the mutual consent of both parties to this Agreement.
- B. In conjunction with the above designated staff, MACOG shall provide adequate office space and furnishings ...*[removed for presentation purposes]*. For these services the SJRBC shall pay MACOG five hundred twenty-five dollars (\$525) per quarter.
- C. MACOG shall provide technical, administrative and professional assistance to the SJRBC and shall be compensated for such service by the SJRBC at a rate **not to exceed four thousand five hundred dollars (\$4,500) per year**.
- D. MACOG shall provide the following financial management assistance to the SJRBC and shall be compensated for such service by the SJRBC at a rate **not to exceed three thousand nine hundred ninety-six dollars (\$3,996) per year**:

New Business

- Proposed Bylaws Amendment
- FY2018 Budget Amendment
- Contract for Services – MACOG
- **FY2019 Workplan**

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.sjrbc.com.

Special Projects

Note: Our capacity for implementing Special Projects may be limited by our ability to rely on local government appropriations to cover basic operating costs.

- 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 support critical monitoring when necessary.

New Business

- FY2019 Budget

	FY19 Budget	FY18 Budget	FYE 18 Forecast
REVENUE			
State of Indiana	52,486	52,486	52,486
Local Government	60,000	60,000	48,446
Special Projects	10,000	10,000	14,511
Interest	30	20	32
Total Revenue	122,516	122,506	115,475

EXPENSES			
Basic Operations			
SJRBC Director	43,000	43,000	42,312
Accounting Services	4,000	4,000	2,835
Additional MACOG Staff	4,500	4,500	3,563
Office Rent	2,100	2,100	2,100
Legal	2,000	1,600	2,000
Insurance	520	1,500	520
Travel/Mileage	1,700	1,200	1,500
Audit	0	0	0
Information Technology	900	900	900
Conference/Training	400	300	185
Printing	350	250	300
Postage	130	250	50
Telephone	240	240	240
Maintenance/Supplies	160	160	0
Operating Expenses	60,000	60,000	56,505
Special Projects			
Water Monitoring	13,958	18,000	4,500
Municipal/Partner Support	13,200	14,500	1,000
Planning/Resources	10,000	10,000	0
GLPF Project	10,000	10,000	7,000
Newsletter/Website	9,958	5,000	0
SJRB Symposium	3,500	3,000	3,000
IWLA Scholarship	700	700	700
Filter Strip Program	1,200	1,200	1,200
Project Expenses	62,516	62,400	17,400
Total Expenses	122,516	122,400	73,905
CHANGE IN NET ASSETS	\$0	\$106	\$41,570

New Business

• FY2019 Local Government Appropriation Requests

SJRBC Proposed 2019 Local Government Appropriation Requests

	Acres in Basin	% of Basin	2010 Population	% of County Population	Proposed 2019 Request	2018 Local Govt Budgeted
Elkhart County	292,108	27%	197,559		\$9,430	\$9,430
City of Elkhart			50,949	26%	\$4,182	\$4,182
City of Goshen			31,719	16%	\$2,603	\$2,603
Elkhart County Total:					\$16,215	\$16,215
LaGrange County	247,370	23%	37,128		\$12,761	\$12,761
Town of LaGrange*			2,625	7%	\$971	\$0
LaGrange County Total:					\$13,732	\$12,761
Noble County	201,256	19%	47,536		\$8,854	\$8,854
City of Kendallville*			9,862	21%	\$2,318	\$0
Noble County Total:					\$11,172	\$8,854
Steuben County	157,004	15%	34,185		\$6,520	\$500
City of Angola			8,612	25%	\$2,196	\$2,196
Steuben County Total:					\$8,716	\$2,696
St. Joseph County	117,836	11%	266,931		\$2,880	\$5,000
City of South Bend*			101,168	38%	\$2,479	\$2,500
City of Mishawaka*			48,252	18%	\$1,182	\$1,000
St. Joseph County Total:					\$6,541	\$8,500
Kosciusko County	65,280	6%	77,358		\$3,492	\$1,000
Town of Syracuse*			2,810	4%	\$132	\$0
Kosciusko County Total:					\$3,624	\$1,000

Acres in Basin: 1,080,854 FY19 Operations Budget: \$60,000 2018 Local Govt Budget Ttl: \$50,026

* Formal request not presented to local government for 2018 budgeting process

NOTE: According to Indiana Code 14-30-3-24, the apportionment of the budget among member counties shall be in direct relationship to the amount of land area each county has in the river basin.

New Business

- Proposed Bylaws Amendment
- FY2018 Budget Amendment
- Contract for Services – MACOG
- FY2019 Workplan
- FY2019 Budget Adoption
- FY2019 Local Gov Appropriation
- **Secretary Appointment**
 - **From our bylaws:**

F. A vacancy shall immediately occur in an office upon the resignation or death of the person holding said office. Upon vacancy of the office of chairman, the vice-chairman shall automatically and without further action become chairman for the balance of the unexpired term. Upon vacancy of an office other than chairman, the Commission shall elect a member from among the voting members to serve the balance of the unexpired term.

Items From the Floor

Other
Misc.
Etc...

Next Meeting
September 6th, 2018

