

# 1<sup>st</sup> Quarter February 27, 2025



# 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

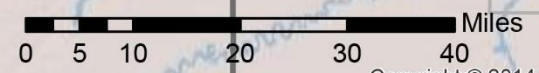
Ohio

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.

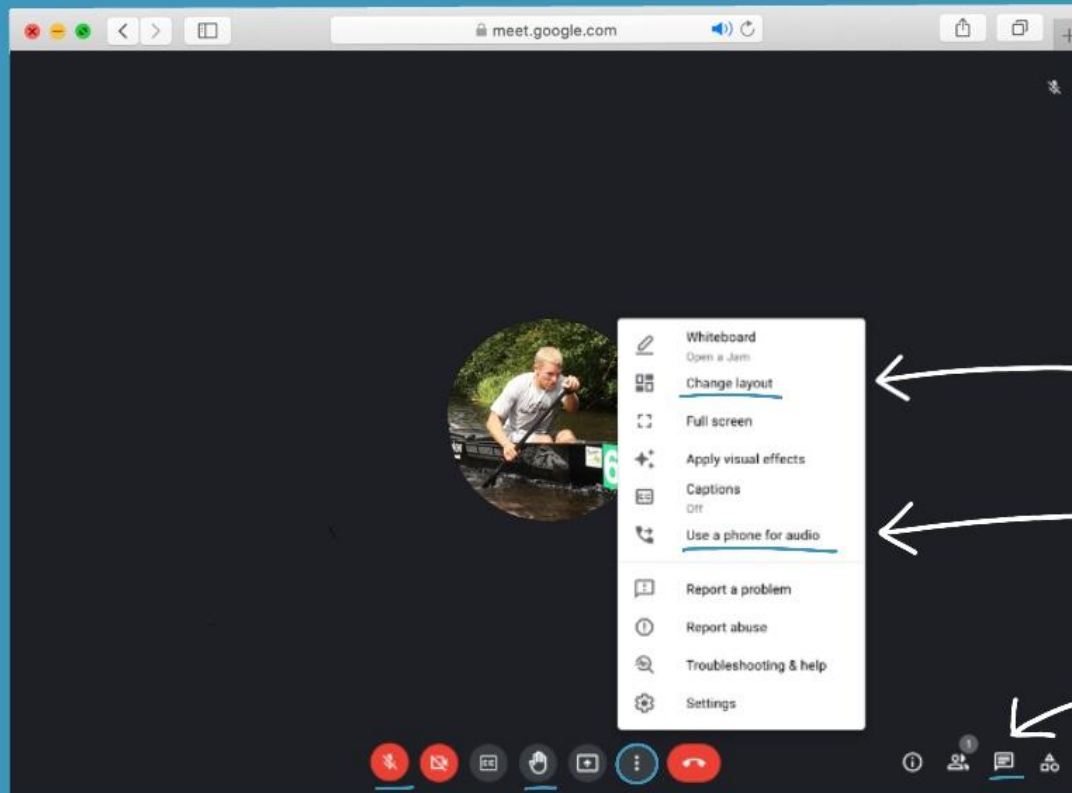
# The SJRBC shall consist of the following (or their proxy):

- 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

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



CHANGE LAYOUT

CALL IN

CHAT

MUTE

RAISE HAND

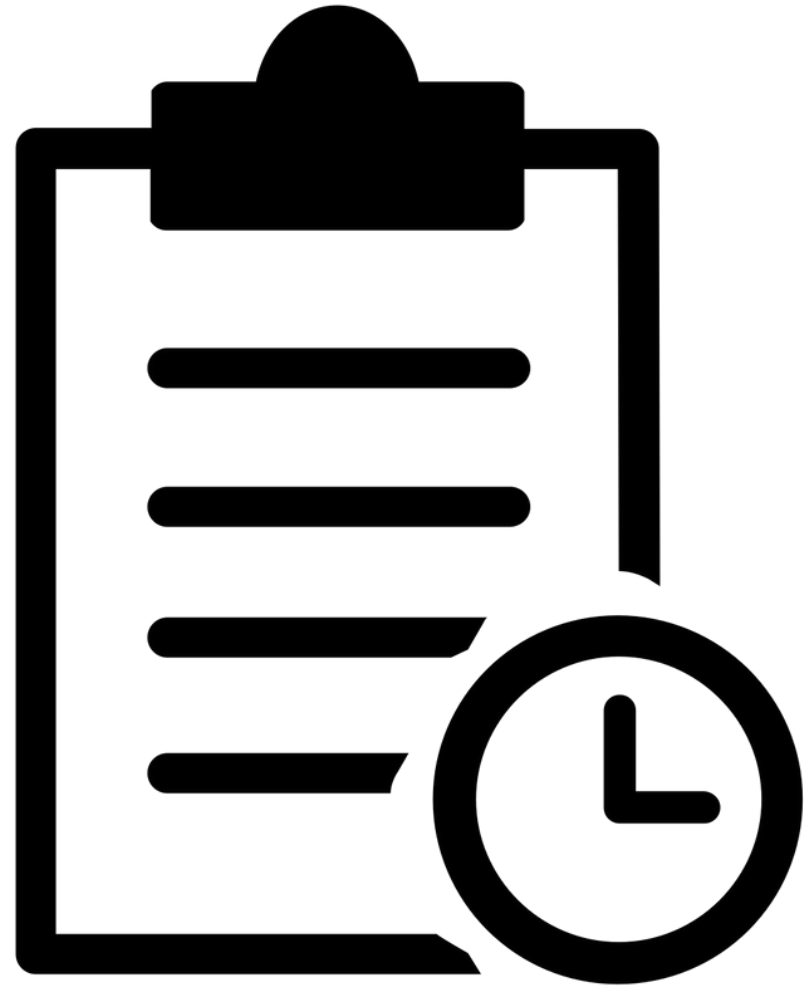
# Opening Business

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



# Consent Agenda

- Approval of Minutes
- Financial Report
- Approval of Claims





# Consent Agenda

- Approval of Minutes
  - December 5, 2024



# Financial Report – FY 25 Q2 Activities

	FY24 Actual	FY25 YTD	FY25 Budget	% Budget to Date	Notes
<b>REVENUE</b>					
State of Indiana	104,974.00	52,487.00	102,875	51%	
Local Government	66,335.50	3,449.00	67,110	5%	A
Special Projects	35,455.40	0.00	13,200	0%	
Interest	23,460.16	12,083.89	20,000	60%	
Other Income	0.00	0.00			
<b>Total Revenue</b>	<b>230,225.06</b>	<b>68,019.89</b>	<b>203,185</b>	<b>33%</b>	
<b>EXPENSES</b>					
<b>Basic Operations</b>					
SJRBC Director	45,526.56	24,554.97	50,000	49%	
Accounting Services	1,641.87	1,060.71	3,000	35%	
Office Rent	6,999.96	3,499.98	7,000	50%	
Legal	2,960.00	530.00	3,000	18%	
Bank Service Fees	10.15	35.15	200	18%	
Insurance	518.64	259.32	520	50%	
Travel/Mileage	497.56	111.21	800	14%	
Audit	0.00	3,766.83	9,000	42%	B
Information Technology	999.96	499.98	1,000	50%	
Printing	94.97	45.08	200	23%	
Postage	5.66	3.02	50	6%	
Telephone	240.00	120.00	240	50%	
Misc Expenses	0.00	0.00	250	0%	
<b>Operating Expenses</b>	<b>59,495.33</b>	<b>34,486.25</b>	<b>75,260</b>	<b>46%</b>	
<b>Special Projects</b>					
Water Monitoring	41,218.27	6,413.35	50,000	13%	C
Additional Staff	42,856.75	16,034.36	65,000	25%	D
Member/Partner Support	1,657.42	275.42	2,925	9%	E
Planning/Resource Development	0.00	0.00	45,000	0%	F
Education/Outreach Provision	4,875.27	2,109.90	8,000	26%	G
<b>Project Expenses</b>	<b>90,607.71</b>	<b>24,833.03</b>	<b>170,925</b>	<b>15%</b>	
<b>Total Expenses</b>	<b>150,103.04</b>	<b>59,319.28</b>	<b>246,185</b>	<b>24%</b>	
<b>CHANGE IN NET ASSETS</b>	<b>\$80,122.02</b>	<b>\$8,700.61</b>	<b>(\$43,000)</b>		

# Financial Report – FY 25 Q2 Assets

## ASSETS

<b>Cash</b>	
Lake City Account (1944)	\$462,632.60
<b>Total Cash</b>	\$462,632.60
<b>Accounts Receivable</b>	
State of Indiana	\$0.00
<b>Total Accounts Receivable</b>	\$0.00
<b>Total Assets</b>	\$462,632.60

## LIABILITIES & FUND BALANCE

<b>Liabilities</b>	
Accounts Payable	\$21,300.08
<b>Total Liabilities</b>	\$21,300.08
<b>Fund Balance</b>	
Fund Balance FYE 2024	\$432,631.91
Change in Net Assets YTD	\$8,700.61
<b>Total Fund Balance</b>	\$441,332.52
<b>Total Liabilities and Fund Balance</b>	\$462,632.60

# Financial Report – FY 25 Q2 Cash Flows

## CASH RECEIPTS

State of Indiana	\$52,487.00
Special Project Revenue	\$0.00
Local Government Appropriation	\$3,449.00
<u>Elkhart County</u>	
City of Elkhart	
City of Goshen	
<u>LaGrange County</u>	
Town of Lagrange	
<u>Noble County</u>	
City of Kendallville	
<u>Steuben County</u>	\$3,449.00
City of Angola	
<u>St Joseph County</u>	
City of South Bend	
City of Mishawaka	
<u>Kosciusko County</u>	
Town of Syracuse	
Interest Earned	\$12,083.89
<b>Total Cash Receipts</b>	<b>\$68,019.89</b>

# Financial Report – FY 25 Q2 Cash Flows

## CASH DISBURSEMENTS

Date	Vendor	Check #	Amount
FY25	Cum. Bank Service Charges	n/a	\$35.15
7/22/24	Thorne Grodnik #212206	1430	\$80.00
8/29/24	Kate Barrett - Expense Reimb	1431	\$915.37
9/9/24	MACOG (FY24 - Q4 & AmeriCorps)	1432	\$29,028.99
10/8/24	MACOG AmeriCorps Balance	1433	\$570.00
10/9/24	J Gaigalas-Webmap INV-4	ACH	\$3,897.98
10/24/24	Thorne Grodnik - Sep Mtg	1434	\$450.00
12/3/24	Purdue University - IWLA	1435	\$1,900.00
12/3/24	MIA Workshop Registration	1436	\$60.00
12/11/24	MACOG FY25 - Q1	1437	\$23,180.70
<b>Total Cash Disbursements</b>			<b>\$60,118.19</b>
<b>Net Change in Cash</b>			<b>\$7,901.70</b>
<b>Cash Balance as of 7/1/24</b>			<b>\$454,730.90</b>
<b>Cash Balance as of 12/31/24</b>			<b>\$462,632.60</b>



# Consent Agenda

- Approval of Minutes
- Financial Report
- Approval of Claims

## SJRBC Claims Submitted for Commission Approval February 27, 2025

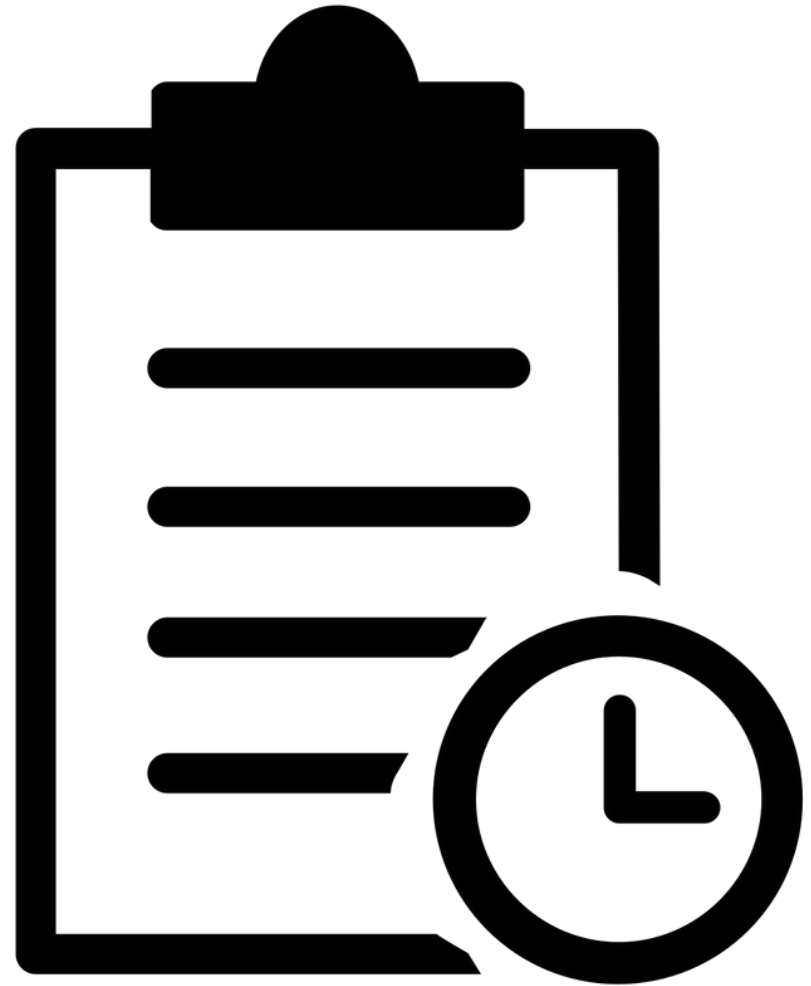
### Accounts Payable Voucher Register

<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
10/31/2024	MACOG	Invoice #FY25-4 October 2024 Services	\$6,044.27
11/30/2024	MACOG	Invoice #FY25-5 November 2024 Services	\$6,088.67
12/3/2024	Michiana Irrigation Assoc.	Workshop Registration	\$60.00
12/13/2024	State Board of Accounts	Invoice #INV-3775 - FY20-23 Audit	\$3,766.83
12/31/2024	MACOG	Invoice #FY25-6 December 2024 Services	\$5,400.31
1/5/2025	Juozas Gaigalas	Invoice #INV-5 - Webmap Development	\$1,025.00
1/7/2025	THORNE GRODNIK	Stmt #215230 - December Meeting Support	\$450.00
		<b>Total</b>	<b>\$22,835.08</b>

# Consent Agenda

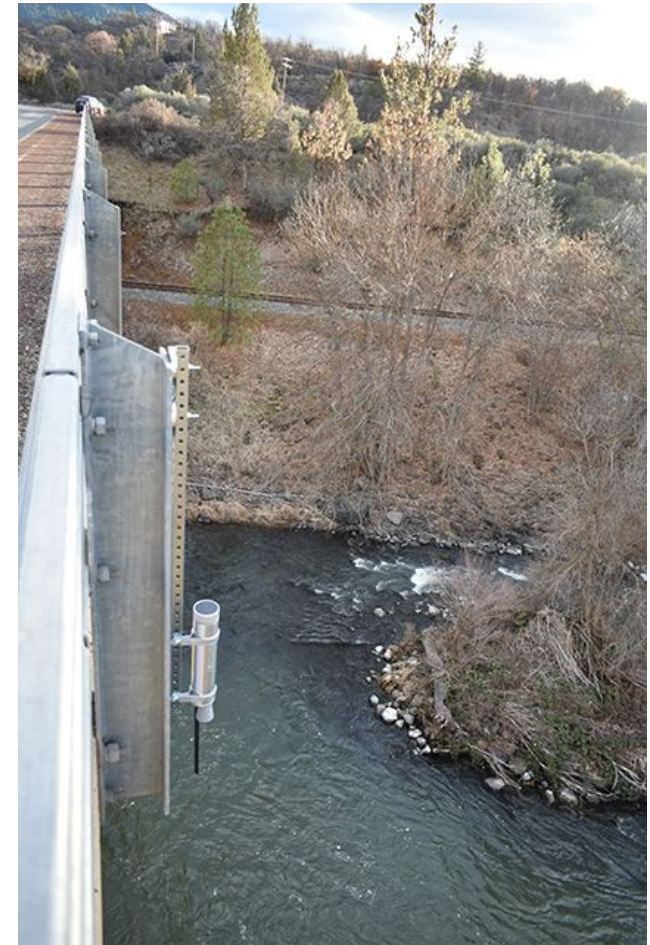
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**Questions?**



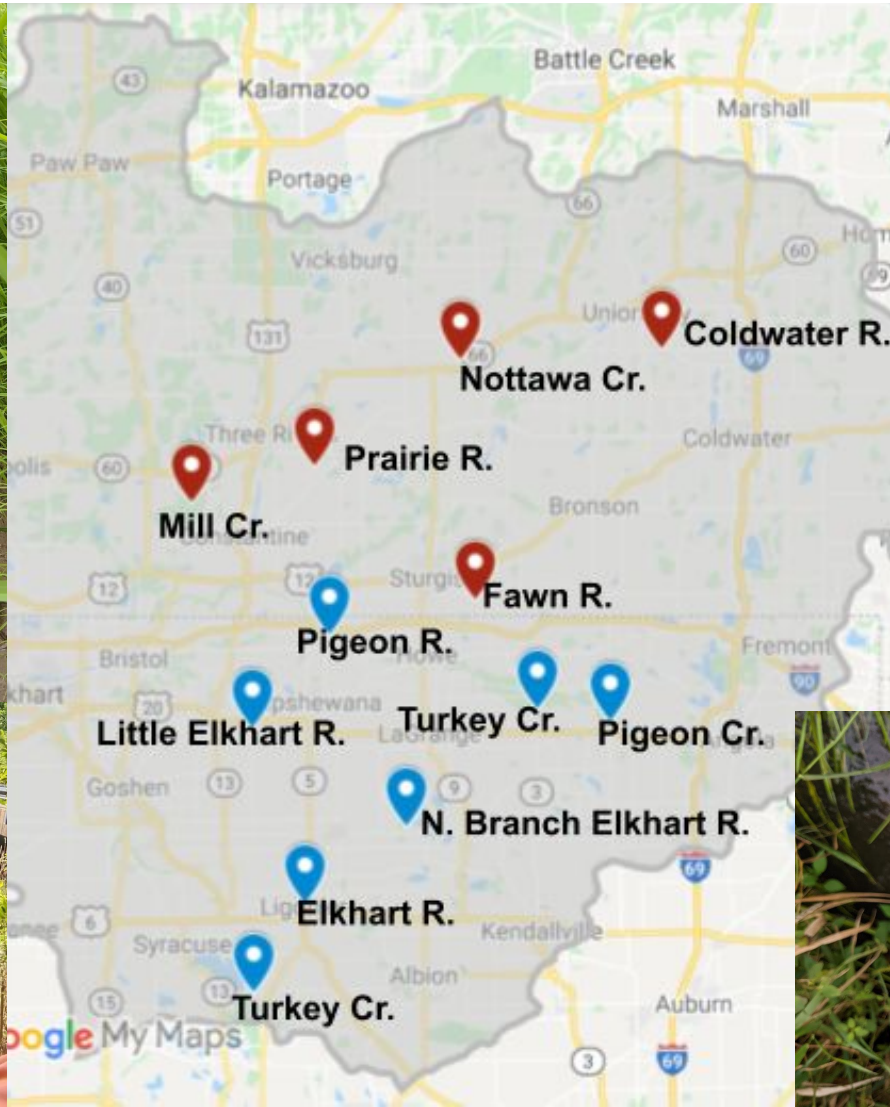
# Old Business

- Water Monitoring Program



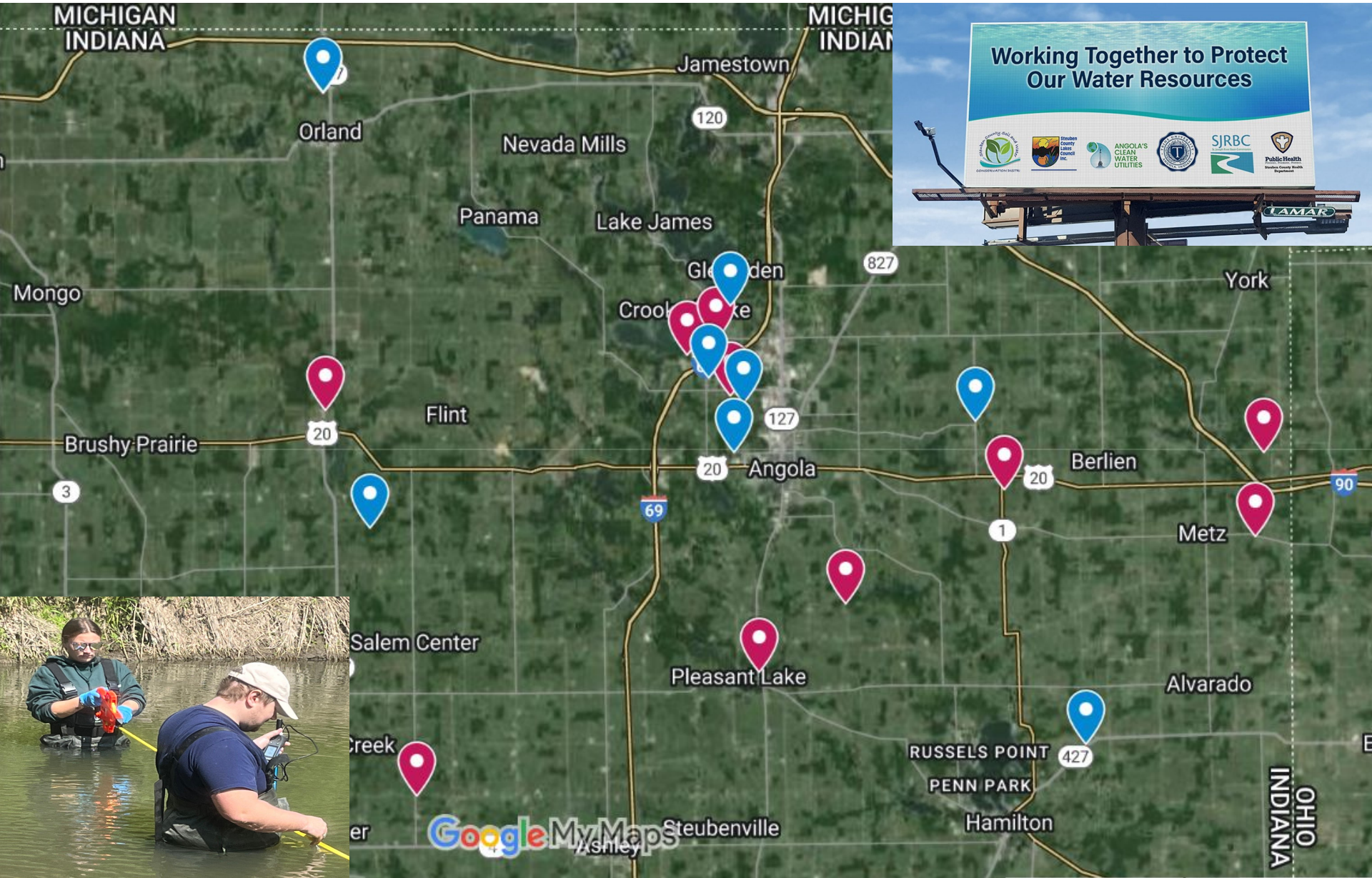


# SJRBC Water Quality Monitoring Program Updates



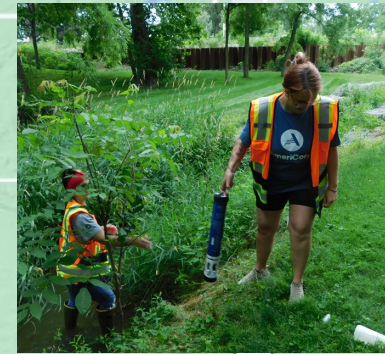
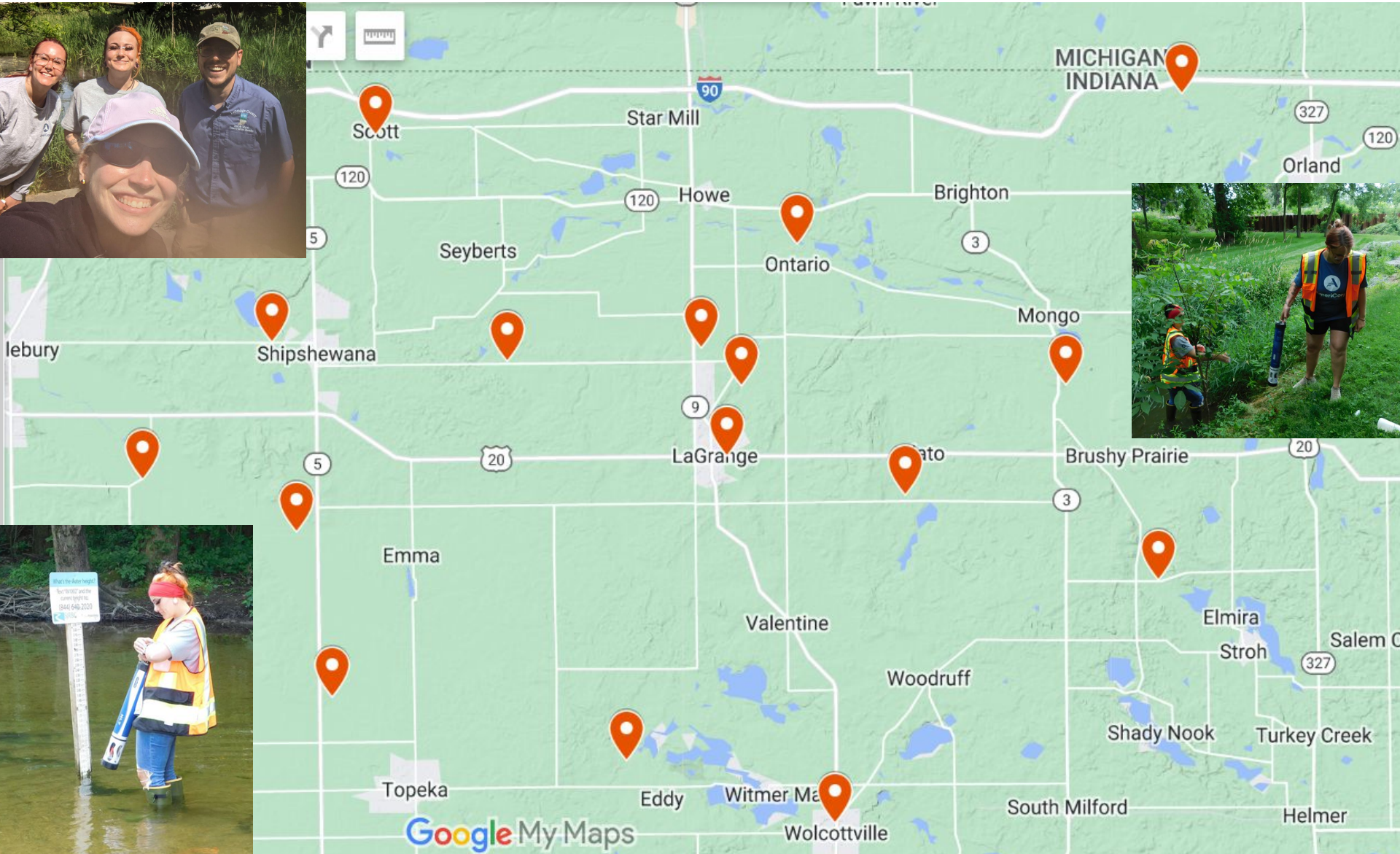


# Partner Support: Steuben County





# Partner Support: LaGrange County

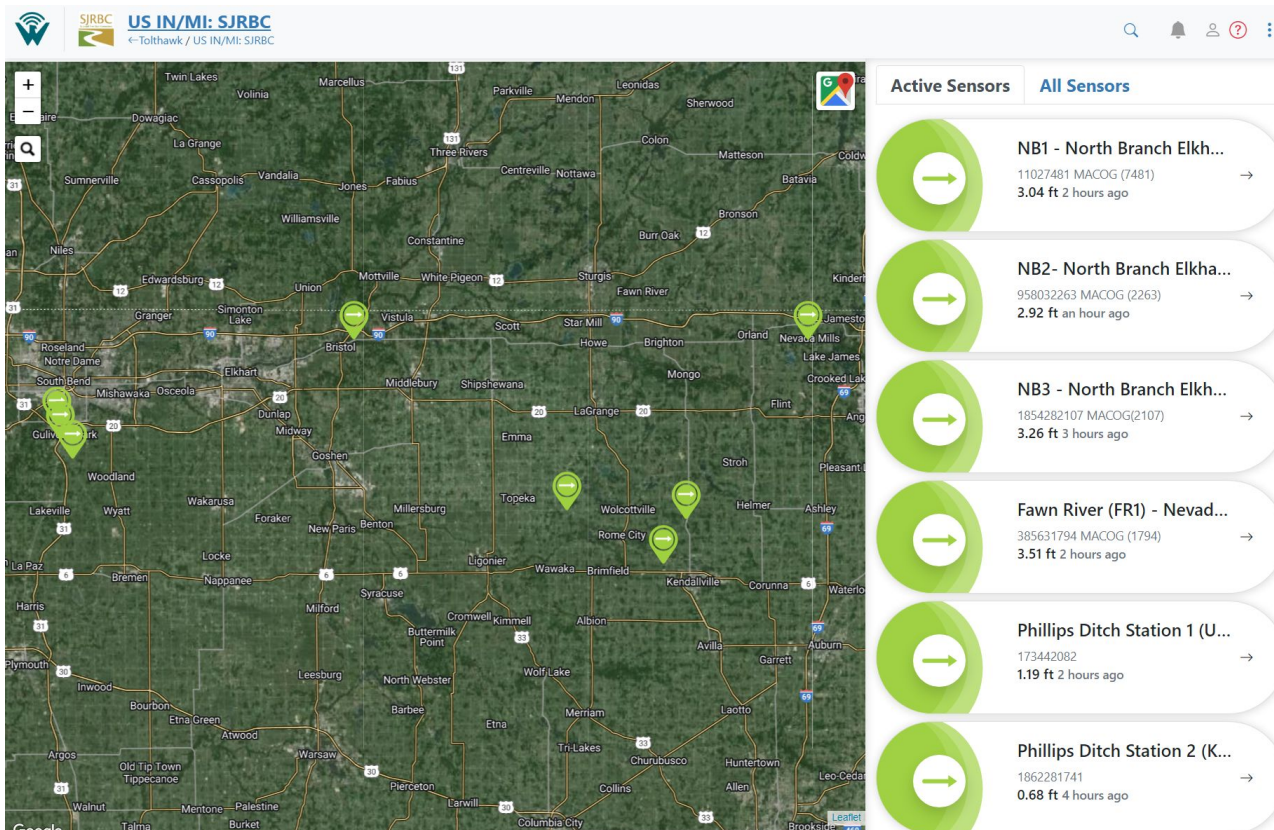


# Old Business

- Water Monitoring Program
- WQ program updates
- Flow monitoring

Tritium Inc.  
The Higher Standard

MONSANTO



<https://sensors.tolthawk.com/Dashboard/Index?regionId=49>



# Old Business

- Water Monitoring Program
- Watershed Study

**GOAL:** Quantify the significance of changes in vegetation, soil health, drainage improvement, floodplain connectivity, land management and other factors on hydrological conditions downstream

Used to inform decisions about water management and policies, like:

1. Cost allocation (apportionment of drain maintenance and determination of stormwater fees).
2. Prioritizing and locating infrastructure investment (two-stage ditches, wetland restoration, regional detention, and green infrastructure).

# Watershed Study

**OTHER THINGS TO CONSIDER:** In addition to an *Assessment of Green Infrastructure*, members have expressed interest in other technical studies and planning/management tools like the following:

- *Water Demand & Availability*
- *Early Warning & Forecasting System*
- *Expanded Monitoring Program*

Rather than jumping into the development of any of them, we are going to start with a “Technical Strategy & Workplan” that will further **define and prioritize each study** including:

- Methodologies
- Level of Effort
- Cost Estimates
- Durations
- Funding Strategies



# Old Business

- Water Monitoring Program
- Watershed Study
- 25<sup>th</sup> Annual Symposium
- **Friday, May 16th**
- Venue Options:
  - Schrock Pavilion
  - Camp Potawatomi
- Still looking for topic and speaker suggestions





# New Business

## • Capital Asset Policy

### CAPITAL ASSET POLICY

Pursuant to Ind. Code § 5-11-1-27(e), the following is the St. Joseph River Basin Commission ("SJRBC") Capital Asset Policy.

#### 1. Purpose

This accounting policy establishes the minimum cost (capitalization amount) that shall be used to determine the capital assets that are to be inventoried and recorded in SJRBC annual financial statements (or books).

#### 2. Capital Asset Definition

A "capital asset" is defined as a unit of property that: (1) has an economic useful life that extends beyond 12 months, and (2) was acquired or produced for a cost of \$5,000 or more. Capital assets must be capitalized and depreciated for financial statement (or bookkeeping) purposes. If an individual acquisition cost is less than the threshold for an individual asset, but the aggregate cost is significant, those assets should be capitalized.

#### 3. Capitalization Threshold

SJRBC establishes \$5,000 as the threshold amount for minimum capitalization. Any items costing below this amount should be expensed in SJRBC financial statements (or books).

#### 4. Capitalization Method and Procedure

- All capital assets are recorded at historical cost as of the date acquired.
- Tangible assets costing below the aforementioned threshold amount are recorded as an expense for SJRBC annual financial statements. Alternatively, assets with an economic useful life of 12 months or less are required to be expensed for financial statement purposes, regardless of the acquisition or production cost.

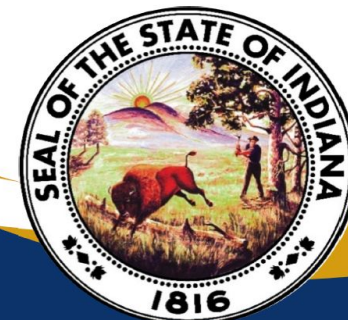
#### 5. Recordkeeping and Inventory

- Invoices substantiating an acquisition cost of each unit of property shall be retained for a minimum of five years.
- A complete physical inventory of all capital assets must be taken at least every two years.
- The inventory must include a detailed listing of all capital assets which reflects their acquisition value. Small but sensitive items that are not capital assets may also be included in the inventory.

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

Paul D. Joyce, CPA  
State Examiner

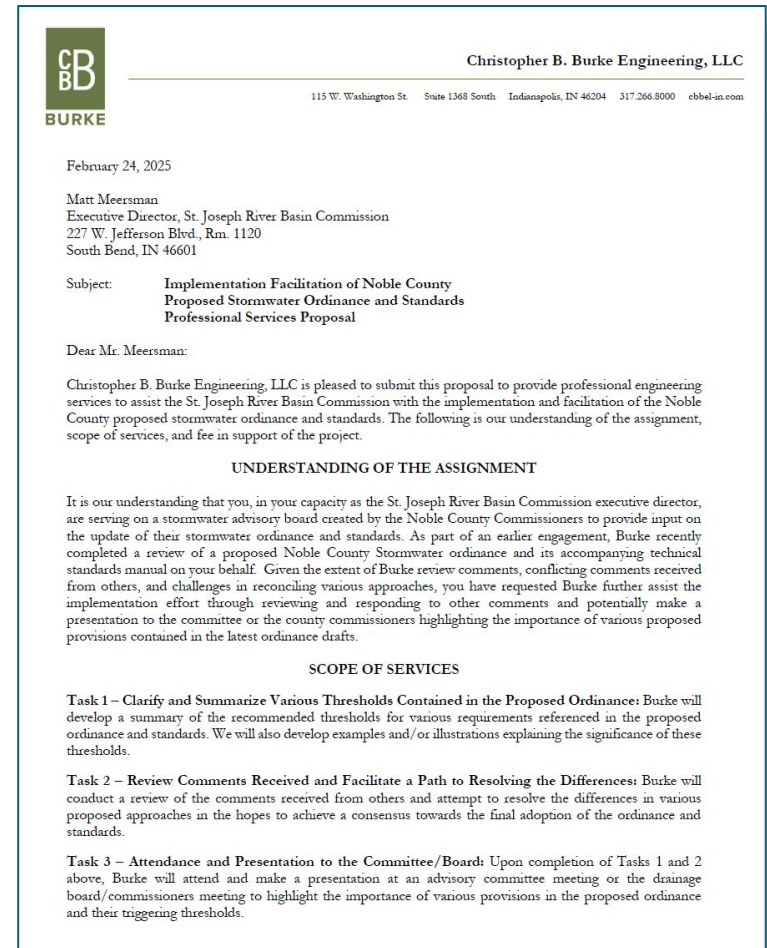
COMPLIANCE ENGAGEMENT REPORT  
OF  
ST. JOSEPH RIVER BASIN COMMISSION  
ST. JOSEPH COUNTY, INDIANA  
July 1, 2019 to June 30, 2023



**FILED**  
11/27/2024

# New Business

- Capital Asset Policy
- Noble Co. Support
  - Serving on Stormwater Ordinance Advisory Board
  - Engaged Burke for review of draft ordinance and technical standards
  - Requested proposal for additional support
  - Initial review cost \$2,500
  - Additional support not to exceed \$7,500



# New Business

- Capital Asset Policy
- Noble Co. Stormwater Ordinance Support
- Other Business/Updates
  - [Announcements from Commission Members](#)



# Director's Report

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



# Items From the Floor

Other  
Misc.  
Etc...



Next Meeting  
May 29<sup>th</sup>, 2025

