

LAKE LEMON CONSERVANCY DISTRICT

Board of Directors Meeting

City of Bloomington Utilities Building

April 25, 2019

6:00 p.m.

The April 25th, 2019 Board of Directors Meeting of the Lake Lemon Conservancy District was held at the City of Bloomington Utilities Building and was called to order by Chairman Pam Dugan at 6:00 PM.

BOARD MEMBERS PRESENT: Chairman-Pam Dugan, Vice-Chairman Mary Jane Brown, Treasurer Mike Blackwell, Michael Klitzing, Les Wadzinski, Lora Schell. ALSO PRESENT: Adam Casey, District Manager; Alex Snooks, Operations Supervisor; and LLCD Freeholders (see attached sign-in sheet). NOT PRESENT: Debra Ladyman.

- I. Call Meeting to Order / Chairman's Remarks (Dugan)
- II. Approval of March 28, 2019 Board Meeting Minutes (Dugan)

KLITZING MOTIONED TO APPROVE THE MARCH 28, 2019 BOARD MEETING MINUTES. SCHELL SECONDED THE MOTION. ALL "AYE'S". THE MOTION CARRIED.

- III. Treasurer's Report (Blackwell)
 - a. March Budget Highlights
 - i. March Income: \$6,946.00
 - ii. March Expenditures: \$31,092.37
 - b. March Report of Claims: Approval of Allowance of Vouchers

KLITZING MOTIONED TO APPROVE THE ALLOWANCE OF VOUCHERS FOR MARCH 2019. BROWN SECONDED THE MOTION. ALL "AYES". THE MOTION CARRIED.

- c. Blackwell proposed increasing our Cumulative Maintenance Fund budget from \$5,000.00 to \$7,500.00.

BROWN MOTIONED TO APPROVE AN INCREASE IN THE CUMULATIVE MAINTENANCE FUND BUDGET FROM \$5,000.00 TO \$7,500.00. KLITZING SECONDED THE MOTION. ALL "AYES". THE MOTION CARRIED

IV. Manager's Report (Casey)

- a. Casey updated the board on the Barge operations for the season.
 - i. The dredging staff have officially made it out on the water and have started digging in zone 125.

V. Sediment Management Project (Casey)

- a. Casey and the Lake Health Task group met with Christopher Burke engineering to discuss the Sediment Transport Study.
 - i. Due to sampling restraints during high flow events, the study has been revised to utilize a new bathymetric study and more substantial modeling at the same cost.
- b. Casey requested approval for the new Sediment Transport Study approach with Christopher Burke.

BLACKWELL MOTIONED TO APPROVE THE NEW APPROACH TO THE SEDIMENT TRANSPORT STUDY. KLITZING SECONDED THE MOTION. ALL "AYES". THE MOTION CARRIED.

VI. Strategic Planning Committee: Update (Brown)

- a. Fundraising update:
 - i. Brown discussed the need for more board involvement in planning and direction and for the board to have more oversight when it comes to the fundraisers. This discussion was tabled.
- b. Brown presented the board with a mock "straw man" agenda from the March Board meeting where the board would implement a consent agenda and stay on a stricter time schedule for each topic discussed.
 - i. This would allow for the restructuring of committees within the board, and more board members to be involved and informed. This would also allow for more efficient and possibly less time consuming meetings.

VII. Public Comment (Dugan)

VIII. New Business/ Correspondence for Future Agenda (Dugan)

- a. The Next Board Meeting will take place on May 23rd, 2019, 6:00 pm, at the City of Bloomington Utilities Building

IX. Adjournment

BLACKWELL MOTIONED TO ADJOURN THE APRIL 25TH, 2019 BOARD OF DIRECTORS MEETING AT 7:49 P.M. BROWN SECONDED THE MOTION. ALL "AYE'S". THE MOTION CARRIED. MEETING ADJOURNED.

RESPECTFULLY SUBMITTED BY:

Alex Snooks, Operations Supervisor

LLCD Board of Directors Meeting
City of Bloomington Utilities Building
April 25th, 2019 6:00 PM

Name	Lake Address	District	Email Address
Steve Lager	4703 Bintlawn	6	
F. Van Arman	6818 South Shore	7	
Brian Ball	6521 Snug Harbor	7	
Brenda Pendleton	" "	7	
Jim Scaringe	6173 Northshore	6	
Rex Taylor	6179 N Shore Dr	6	
SARA TACA	8920 Southshore	5	
Jim Bale	8039 N Lakewood Dr	6	
	" "	7	
	" "		
	" "		
	" "		
	" "		
	" "	6	
	" "		
	" "	6	

LAKE LEMON CONSERVANCY DISTRICT

Board of Directors Meeting
City of Bloomington Utilities Building
April 25, 2019
6:00 p.m.

AGENDA

- | | | |
|-------|---|-------|
| I. | Call Meeting to Order / Chairman's Remarks | (PD) |
| II. | Approval of March 28, 2019 Board Meeting Minutes | (PD) |
| III. | Treasurer's Report | (MB) |
| | A. March Financial Update | |
| | B. Report of Claims Approval for March 2019 | |
| | C. Budget Timeline for 2020 Budget | |
| | D. Discussion on Type and amount of allowable funds | |
| | -Dept. Local Government Finance Representative: Miranda Bucy | |
| IV. | Manager's Report | (AC) |
| | A. Barge Operations: Update | |
| V. | Sediment Management Project | (AC) |
| | A. Sediment transport Study- Addendum to Christopher Burke Contract | |
| | B. Financial- Update | |
| VI. | Strategic Planning Committee: Update | (MJB) |
| | A. Fundraising Updates | |
| | B. Board Meeting Structure "straw man" discussion | |
| VII. | Public Comment | (PD) |
| VIII. | New Business / Correspondence for Future Agenda | (PD) |
| | A. Next Board Meeting: May 23, 2019 | |
| IX. | Adjournment | (PD) |

Lake Lemon Conservancy District
Board Meeting Agenda Item

Presenter	Pam Dugan, Chairman
Action Requested	Approval
Item/Subject	March, 28 2019 Board Meeting Minutes
Dollar Amount	N/A
Meeting Date	April 25, 2019
Summary	A draft of the minutes for the March 28, 2019 Board Meeting minutes is provided for comment, corrections, additions, or deletions.
Staff Recommendation	Approval of the March 28th, Board meeting minutes

LAKE LEMON CONSERVANCY DISTRICT

Board of Directors Meeting

City of Bloomington Utilities Building

March 28, 2019

6:00 p.m.

The March 28th, 2019 Board of Directors Meeting of the Lake Lemon Conservancy District was held at the City of Bloomington Utilities Building and was called to order by Chairman Pam Dugan at 6:00 PM.

BOARD MEMBERS PRESENT: Chairman-Pam Dugan, Vice-Chairman Mary Jane Brown, Treasurer Mike Blackwell, Debra Ladyman, Michael Klitzing, Les Wadzinski, Lora Schell. ALSO PRESENT: Adam Casey, District Manager; Alex Snooks, Operations Supervisor; and LLCD Freeholders (see attached sign-in sheet).

- I. Call Meeting to Order / Chairman's Remarks (Dugan)
- II. Approval of February 28, 2019 Board Meeting Minutes (Dugan)

KLITZING MOTIONED TO APPROVE THE FEBRUARY 28, 2019 BOARD MEETING MINUTES. BROWN SECONDED THE MOTION. ALL "AYE'S". DUGAN ABSTAINS. THE MOTION CARRIED.

- III. Treasurer's Report (Blackwell)
 - a. February Budget Highlights
 - i. February Income: \$11,900.00
 - ii. December Expenditures: \$17,484.37
 - b. February Report of Claims: Approval of Allowance of Vouchers

DUGAN MOTIONED TO APPROVE THE ALLOWANCE OF VOUCHERS FOR FEBRUARY 2019. KLITZING SECONDED THE MOTION. ALL "AYES". THE MOTION CARRIED.

- c. Blackwell proposed increasing our Cumulative Maintenance Fund budget from \$5,000.00 to \$7,500.00.

BROWN MOTIONED TO APPROVE AN INCREASE IN THE CUMULATIVE MAINTENANCE FUND BUDGET FROM \$5,000.00 TO \$7,500.00. KLITZING SECONDED THE MOTION. ALL "AYES". THE MOTION CARRIED.

IV. Pollution Insurance (Lance)

- a. Lance discussed the Pollution Insurance Coverage Quote from First Insurance Group.

LADYMAN MOTIONED TO APPROVE THE POLLUTION INSURANCE COVERAGE QUOTE. SCHELL SECONDED THE MOTION. ALL "AYES". THE MOTION CARRIED.

V. Manager's Report (Casey)

- a. Casey requested approval for the Professional Services agreement with Ken Mullis for Lake Debris Removal.

DUGAN MOTIONED FOR APPROVAL OF THE PROFESSIONAL SERVICES AGREEMENT WITH KEN MULLIS FOR LAKE DEBRIS REMOVAL IN 2019. BROWN SECONDED THE MOTION. ALL "AYE'S". THE MOTION CARRIED.

- b. Casey requested approval for the 2019 Stone Hauling Agreement and Quotes with John Naylor Trucking, LLC.

LADYMAN MOTIONED FOR APPROVAL OF 2019 STONE HAULING AGREEMENT AND QUOTES WITH JOHN NAYLOR TRUCKING, LLC. BROWN SECONDED THE MOTION. ALL "AYE'S". THE MOTION CARRIED.

- c. Casey presented the proposal for the 2019 Fireworks Display to take place on July 5th, 2019 with a rain date of July 6th, 2019.

WADZINSKI MOTIONED TO APPROVE THE 2019 FIREWORKS DISPLAY DATE OF JULY 5TH, 2019 WITH A RAIN DATE OF JULY 6TH 2019. SCHELL SECONDED THE MOTION. ALL "AYE'S" THE MOTION CARRIED.

- d. Casey requested approval for the 2019 Independence Day Fireworks Contract with Heath Heady and Bill Hawkins in the amount of \$8,000.00.

SCHELL MOTIONED TO APPROVE THE 2019 INDEPENDENCE DAY FIREWORKS CONTRACT WITH HEATH HEADY AND BILL HAWKINS IN THE AMOUNT OF \$8,000.00. KLITZING SECONDED THE MOTION. ALL

“AYE’S” THE MOTION CARRIED.

- e. Casey presented the Annual Board Conflict of Interest Policy and Signatures document and requested all board members to write any conflicts of interest and sign.
- f. Casey requested approval of Resolution 03-19-01: DNR LARE Grant Aquatic Vegetation Management

KLITZING MOTIONED TO APPROVE RESOLUTION 03-19-01: DNR LARE GRANT AQUATIC VEGETATION MANAGEMENT. BROWN SECONDED THE MOTION. ALL “AYE’S” THE MOTION CARRIED.

VI. Sediment Management Project (Casey)

- a. Christopher Burke will be meeting at the LLCD office Friday March 29th, 2019 at 9am to discuss the installation of equipment and training for Adam Casey.
- b. Umbaugh will meet again at the LLCD office Tuesday April 2nd, 2019 at 2pm to further discuss our bonding options.

VII. Strategic Planning Committee: Update (Brown)

- a. The board discussed the use of Mark Bollitat and the potential use of another Prospect Researcher.
- b. Cathy McClure discussed the 2019 Lemon-Aid days with a tentative plan of a multiple day event held at the Boys and Girls Club around the weekend of July 4th, 2019.
- c. The board discussed the restructuring of the Subcommittees of the board. This matter has been tabled until the next meeting on April 25th, 2019.
- d. The next SPC meeting will take place Friday April 12th, 2019 at 3:30pm in the LLCD Office.

VIII. Public Comment (Dugan)

- a. Comments included thoughts about subcommittee restructuring.

IX. New Business/ Correspondence for Future Agenda (Dugan)

- a. The Next Board Meeting will take place on April 25th, 2019, 6:00 pm, at the City of Bloomington Utilities Building

X. Adjournment

KLITZING MOTIONED TO ADJOURN THE March 28TH, 2019 BOARD OF DIRECTORS MEETING AT 7:45 P.M. BROWN SECONDED THE MOTION. ALL "AYE'S". THE MOTION CARRIED. MEETING ADJOURNED.

**RESPECTFULLY SUBMITTED BY:
Alex Snooks, Operations Supervisor**

Lake Lemon Conservancy District
Board Meeting Agenda Item

Presenter	Mike Blackwell, Treasurer
Action Requested	Review
Item/Subject	March, 2019 Financial Update
Dollar Amount	N/A
Meeting Date	April 25, 2019
Summary	Financial report showing end of March 2019 Balance sheet, income, expense and comparison to March 2018
Staff Recommendation	N/A

LAKE LEMON CONSERVANCY

Financial Statements

For the Period Ending

January 1, 2019 thru March 31, 2019

(UNAUDITED)

Watkins Accounting

113 E. 19th Street

Bloomington, Indiana 47408

LAKE LEMON CONSERVANCY

I have prepared the financial statements for Lake Lemon Conservancy as of March 31, 2019 on the basis used in the preparation of its federal income tax returns. The tax returns are prepared on the accrual basis when appropriate.

The following are the company's significant accounting policies under this basis:

Income Tax. No provision or liability for income taxes has been included in the financial statements.

Provision for Doubtful Accounts. No provision for doubtful accounts is made. The company follows the practice of charging off all accounts deemed uncollectible directly to expense.

Property and Equipment. Property and equipment, as well as liabilities pertaining thereto, are recorded at cost as determined for income tax purposes.

Shirley Watkins, CPA
April 5, 2019

LAKE LEMON CONSERVANCY
Balance Sheet
As of March 31, 2019

	<u>Mar 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Peoples State Bank	304,747.90
1010 · Petty Cash	100.00
1020 · Change Fund	200.00
1030 · CD's General Fund	116,008.85
1040 · CD's Cumulative Maint Fund	101,912.41
1050 · Savings Account	4,042.89
Total Checking/Savings	<u>527,012.05</u>
Total Current Assets	527,012.05
Fixed Assets	
1510 · Trucks	132,761.25
1520 · Other Asset	3,993.11
1550 · Boats	354,750.00
1680 · Other Fixed Assets	239,581.79
Total Fixed Assets	<u>731,086.15</u>
TOTAL ASSETS	<u>1,258,098.20</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2010 · FICA & Federal Taxes Payable	4,405.64
2020 · State & Co. Withholding Payable	1,015.22
Total Other Current Liabilities	<u>5,420.86</u>
Total Current Liabilities	<u>5,420.86</u>
Total Liabilities	5,420.86
Equity	
3000 · Opening Balance Equity	101,373.66
3040 · General Fund	503,214.77
3060 · Cumulative Maintenance Fund	96,942.92
3200 · Retained Earnings	608,688.89
Net Income	-57,542.90
Total Equity	<u>1,252,677.34</u>
TOTAL LIABILITIES & EQUITY	<u>1,258,098.20</u>

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04/05/19

Accrual Basis

LAKE LEMON CONSERVANCY

Profit & Loss Prev Year Comparison

January through March 2019

	Jan - Mar 19	Jan - Mar 18	\$ Change	% Change
Income				
4000 · Watercraft Permits	2,360.00	1,610.00	750.00	46.6%
4010 · Launch Fees	811.00	407.00	404.00	99.3%
4020 · Marina & Club Fees	1,500.00	1,500.00	0.00	0.0%
4030 · Sublease & Access Fees	14,625.00	12,150.00	2,475.00	20.4%
4060 · Interest	219.93	206.05	13.88	6.7%
4080 · Fishing Tournament	700.00	600.00	100.00	16.7%
4090 · Park Reservations	0.00	1,050.00	-1,050.00	-100.0%
4100 · Park Admisioin Fees	0.00	180.00	-180.00	-100.0%
Total Income	20,215.93	17,703.05	2,512.88	14.2%
Expense				
6000 · Manager	15,184.62	12,000.00	3,184.62	26.5%
6001 · Operations Supervisor	7,846.14	0.00	7,846.14	100.0%
6010 · FICA	2,228.64	2,004.25	224.39	11.2%
6020 · State Unemployment Tax	19.25	17.94	1.31	7.3%
6025 · Merchant Fees	34.50	36.50	-2.00	-5.5%
6030 · Retirement	3,270.36	1,600.00	1,670.36	104.4%
6040 · Health Insurance	0.00	1,521.61	-1,521.61	-100.0%
6070 · Gate Attendant	247.00	896.26	-649.26	-72.4%
6110 · Lake Biologist	458.00	156.75	301.25	192.2%
6112 · Dredger (Other)	4,992.00	9,076.38	-4,084.38	-45.0%
6114 · Assistant Dredger (Other)	405.00	4,070.00	-3,665.00	-90.1%
6120 · Season & Launch Permits	1,883.39	1,914.70	-31.31	-1.6%
6130 · Daily Permits	270.00	270.00	0.00	0.0%
6140 · Receipt/Tickets Books	0.00	90.96	-90.96	-100.0%
6160 · Printer, Copier & Computer Supp	565.97	286.23	279.74	97.7%
6170 · Miscellaneous-Other	310.47	13.23	297.24	2,246.7%
6180 · Postage	255.00	193.37	61.63	31.9%
6185 · Receipt Books	0.00	741.39	-741.39	-100.0%
6190 · General Business Supplies	96.45	327.79	-231.34	-70.6%
6200 · Regular Gas	49.99	2,075.49	-2,025.50	-97.6%
6210 · Diesel	421.88	1,681.70	-1,259.82	-74.9%
6240 · Building & Grounds	380.12	475.31	-95.19	-20.0%
6250 · Boat/Weed Harvester/Truck	79.00	0.00	79.00	100.0%
6251 · Dredging Supplies	1,273.95	419.57	854.38	203.6%
6290 · Signs & Nautical Markers	0.00	480.00	-480.00	-100.0%
6300 · Accounting Services	1,350.00	1,800.00	-450.00	-25.0%
6320 · Attorney	0.00	525.00	-525.00	-100.0%
6325 · Fish Managment Survey	0.00	4,000.00	-4,000.00	-100.0%
6350 · Other Prof/Secretarial Service	500.00	0.00	500.00	100.0%
6370 · Phone, LDT, Pager, E-Mail	824.37	817.57	6.80	0.8%
6390 · Hotel	238.50	100.80	137.70	136.6%
6400 · Meals	52.00	45.00	7.00	15.6%
6410 · Subscriptions	210.00	135.00	75.00	55.6%
6430 · Ads	43.03	35.04	7.99	22.8%
6440 · Other	158.40	171.86	-13.46	-7.8%
6450 · Insurance	16,928.00	17,867.00	-939.00	-5.3%
6460 · Electric	1,425.85	1,705.85	-280.00	-16.4%
6470 · Water	165.33	156.33	9.00	5.8%
6480 · Trash	134.15	124.74	9.41	7.5%
6490 · Port-O-Lets	1,689.00	0.00	1,689.00	100.0%
6500 · Pump Holding Tank	300.00	0.00	300.00	100.0%
6510 · Building & Grounds Expense	3,814.00	450.32	3,363.68	747.0%
6520 · Boat	322.77	727.18	-404.41	-55.6%
6530 · Truck	6.35	0.00	6.35	100.0%
6541 · Dredging Equipment Maintenance	768.32	0.00	768.32	100.0%
6542 · Equipment Rental	0.00	4,353.00	-4,353.00	-100.0%
6560 · Water Testing	0.00	2,520.00	-2,520.00	-100.0%
6630 · Spillway Repairs	550.00	0.00	550.00	100.0%
6661 · Disposal Site Preparation	8,007.03	3,141.02	4,866.01	154.9%
Total Expense	77,758.83	79,025.14	-1,266.31	-1.6%
Net Income	-57,542.90	-61,322.09	3,779.19	6.2%

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04/05/19

Accrual Basis

LAKE LEMON CONSERVANCY
Profit & Loss YTD Comparison
March 2019

	Mar 19	Jan - Mar 19
Income		
4000 · Watercraft Permits	2,360.00	2,360.00
4010 · Launch Fees	811.00	811.00
4020 · Marina & Club Fees	1,000.00	1,500.00
4030 · Sublease & Access Fees	2,775.00	14,625.00
4060 · Interest	0.00	219.93
4080 · Fishing Tournament	0.00	700.00
Total Income	6,946.00	20,215.93
Expense		
6000 · Manager	7,592.31	15,184.62
6001 · Operations Supervisor	3,923.07	7,846.14
6010 · FICA	1,224.32	2,228.64
6020 · State Unemployment Tax	0.00	19.25
6025 · Merchant Fees	11.50	34.50
6030 · Retirement	899.04	3,270.36
6070 · Gate Attendant	247.00	247.00
6110 · Lake Biologist	0.00	458.00
6112 · Dredger (Other)	4,017.00	4,992.00
6114 · Assistant Dredger (Other)	225.00	405.00
6120 · Season & Launch Permits	1,830.74	1,883.39
6130 · Daily Permits	0.00	270.00
6160 · Printer, Copier & Computer Supp	0.00	565.97
6170 · Miscellaneous-Other	91.95	310.47
6180 · Postage	55.00	255.00
6190 · General Business Supplies	0.00	96.45
6200 · Regular Gas	0.00	49.99
6210 · Diesel	421.88	421.88
6240 · Building & Grounds	0.00	380.12
6250 · Boat/Weed Harvester/Truck	79.00	79.00
6251 · Dredging Supplies	207.82	1,273.95
6300 · Accounting Services	450.00	1,350.00
6350 · Other Prof/Secretarial Service	500.00	500.00
6370 · Phone, LDT, Pager, E-Mail	274.79	824.37
6390 · Hotel	238.50	238.50
6400 · Meals	0.00	52.00
6410 · Subscriptions	210.00	210.00
6430 · Ads	10.69	43.03
6440 · Other	0.00	158.40
6450 · Insurance	0.00	16,928.00
6460 · Electric	442.95	1,425.85
6470 · Water	55.11	165.33
6480 · Trash	66.47	134.15
6490 · Port-O-Lets	0.00	1,689.00
6500 · Pump Holding Tank	150.00	300.00
6510 · Building & Grounds Expense	0.00	3,814.00
6520 · Boat	310.83	322.77
6530 · Truck	0.00	6.35
6541 · Dredging Equipment Maintenance	0.00	768.32
6630 · Spillway Repairs	550.00	550.00
6661 · Disposal Site Preparation	7,007.03	8,007.03
Total Expense	31,092.00	77,758.83
Net Income	-24,146.00	-57,542.90

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04/05/19

Accrual Basis

LAKE LEMON CONSERVANCY
Profit & Loss Budget vs. Actual
 January through March 2019

	Jan - Mar 19	Budget	\$ Over Budget	% of Budget
Income				
4000 · Watercraft Permits	2,360.00	115,000.00	-112,640.00	2.1%
4010 · Launch Fees	811.00	21,000.00	-20,189.00	3.9%
4020 · Marina & Club Fees	1,500.00	9,000.00	-7,500.00	16.7%
4030 · Sublease & Access Fees	14,625.00	27,000.00	-12,375.00	54.2%
4040 · Property Tax - Brown Co.	0.00	82,420.00	-82,420.00	0.0%
4050 · Property Tax -Monroe Co.	0.00	234,580.00	-234,580.00	0.0%
4060 · Interest	219.93	1,250.00	-1,030.07	17.6%
4070 · Grants & Donations	0.00	7,000.00	-7,000.00	0.0%
4080 · Fishing Tournament	700.00	1,500.00	-800.00	46.7%
4090 · Park Reservations	0.00	4,000.00	-4,000.00	0.0%
4100 · Park Admisioin Fees	0.00	40,000.00	-40,000.00	0.0%
4110 · Concessions	0.00	1,000.00	-1,000.00	0.0%
4130 · Dredging/Rip-Rap Income	0.00	20,000.00	-20,000.00	0.0%
4140 · Dredging Equipment Loan Proceed	0.00	1,000,000.00	-1,000,000.00	0.0%
Total Income	20,215.93	1,563,750.00	-1,543,534.07	1.3%
Expense				
6000 · Manager	15,184.62	59,800.00	-44,615.38	25.4%
6001 · Operations Supervisor	7,846.14	35,000.00	-27,153.86	22.4%
6010 · FICA	2,228.64	13,700.00	-11,471.36	16.3%
6020 · State Unemployment Tax	19.25	800.00	-780.75	2.4%
6025 · Merchant Fees	34.50	1,200.00	-1,165.50	2.9%
6030 · Retirement	3,270.36	14,000.00	-10,729.64	23.4%
6040 · Health Insurance	0.00	6,000.00	-6,000.00	0.0%
6050 · Life Insurance	0.00	0.00	0.00	0.0%
6060 · Dental Insurance	0.00	0.00	0.00	0.0%
6070 · Gate Attendant	247.00	21,000.00	-20,753.00	1.2%
6080 · Seasonal Labor	0.00	0.00	0.00	0.0%
6090 · Park Maintenance Technician	0.00	0.00	0.00	0.0%
6100 · Lake Patrol	0.00	4,800.00	-4,800.00	0.0%
6110 · Lake Biologist	458.00	0.00	458.00	100.0%
6111 · Dredger	0.00	23,400.00	-23,400.00	0.0%
6112 · Dredger (Other)	4,992.00	14,625.00	-9,633.00	34.1%
6113 · Assistant Dredger	0.00	12,000.00	-12,000.00	0.0%
6114 · Assistant Dredger (Other)	405.00	6,000.00	-5,595.00	6.8%
6115 · Dredger (Private)	0.00	3,900.00	-3,900.00	0.0%
6116 · Assistant Dredger (Private)	0.00	2,000.00	-2,000.00	0.0%
6120 · Season & Launch Permits	1,883.39	2,000.00	-116.61	94.2%
6130 · Daily Permits	270.00	400.00	-130.00	67.5%
6140 · Receipt/Tickets Books	0.00	400.00	-400.00	0.0%
6150 · Checks	0.00	200.00	-200.00	0.0%
6160 · Printer, Copier & Computer Supp	565.97	800.00	-234.03	70.7%
6170 · Miscellaneous-Other	310.47	1,300.00	-989.53	23.9%
6180 · Postage	255.00	750.00	-495.00	34.0%
6185 · Receipt Books	0.00	0.00	0.00	0.0%
6190 · General Business Supplies	96.45	750.00	-653.55	12.9%

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04/05/19

Accrual Basis

LAKE LEMON CONSERVANCY
Profit & Loss Budget vs. Actual
 January through March 2019

	Jan - Mar 19	Budget	\$ Over Budget	% of Budget
6200 · Regular Gas	49.99	6,000.00	-5,950.01	0.8%
6210 · Diesel	421.88	7,000.00	-6,578.12	6.0%
6220 · Janitorial Supplies	0.00	0.00	0.00	0.0%
6230 · Medical Supplies	0.00	0.00	0.00	0.0%
6240 · Building & Grounds	380.12	6,000.00	-5,619.88	6.3%
6250 · Boat/Weed Harvester/Truck	79.00	1,500.00	-1,421.00	5.3%
6251 · Dredging Supplies	1,273.95	12,000.00	-10,726.05	10.6%
6252 · Rip Rap/Erosion Control	0.00	15,000.00	-15,000.00	0.0%
6260 · Uniforms	0.00	200.00	-200.00	0.0%
6270 · Boat Equipment	0.00	0.00	0.00	0.0%
6280 · Radio/Communication Equipment	0.00	1,000.00	-1,000.00	0.0%
6290 · Signs & Nautical Markers	0.00	2,500.00	-2,500.00	0.0%
6300 · Accounting Services	1,350.00	5,400.00	-4,050.00	25.0%
6310 · Grass	0.00	10,560.00	-10,560.00	0.0%
6320 · Attorney	0.00	4,000.00	-4,000.00	0.0%
6325 · Fish Management Survey	0.00	0.00	0.00	0.0%
6330 · Consulting Engineer	0.00	50,000.00	-50,000.00	0.0%
6340 · State Board Accounts Audit	0.00	0.00	0.00	0.0%
6350 · Other Prof/Secretarial Service	500.00	1,000.00	-500.00	50.0%
6370 · Phone, LDT, Pager, E-Mail	824.37	3,000.00	-2,175.63	27.5%
6380 · Travel	0.00	0.00	0.00	0.0%
6390 · Hotel	238.50	300.00	-61.50	79.5%
6400 · Meals	52.00	150.00	-98.00	34.7%
6410 · Subscriptions	210.00	800.00	-590.00	26.3%
6420 · Newsletter	0.00	600.00	-600.00	0.0%
6430 · Ads	43.03	500.00	-456.97	8.6%
6440 · Other	158.40	1,500.00	-1,341.60	10.6%
6450 · Insurance	16,928.00	45,000.00	-28,072.00	37.6%
6460 · Electric	1,425.85	5,000.00	-3,574.15	28.5%
6470 · Water	165.33	750.00	-584.67	22.0%
6480 · Trash	134.15	1,500.00	-1,365.85	8.9%
6490 · Port-O-Lets	1,689.00	2,000.00	-311.00	84.5%
6500 · Pump Holding Tank	300.00	800.00	-500.00	37.5%
6510 · Building & Grounds Expense	3,814.00	15,500.00	-11,686.00	24.6%
6520 · Boat	322.77	2,000.00	-1,677.23	16.1%
6530 · Truck	6.35	1,000.00	-993.65	0.6%
6540 · Sluice Gate Inspection	0.00	0.00	0.00	0.0%
6541 · Dredging Equipment Maintenance	768.32	10,000.00	-9,231.68	7.7%
6542 · Equipment Rental	0.00	5,000.00	-5,000.00	0.0%
6550 · Operating Loan	0.00	0.00	0.00	0.0%
6560 · Water Testing	0.00	6,500.00	-6,500.00	0.0%
6570 · Lake Weed Treatment	0.00	50,000.00	-50,000.00	0.0%
6580 · Erosion Control/Matching Fund	0.00	0.00	0.00	0.0%
6590 · Contingency Funds 10%	0.00	5,000.00	-5,000.00	0.0%
6600 · 6% Marina Permit Sales	0.00	2,300.00	-2,300.00	0.0%
6610 · Cumulative Maintenance Fund	0.00	5,000.00	-5,000.00	0.0%
6620 · Dam/Spillway Inspection	0.00	5,000.00	-5,000.00	0.0%

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04/05/19

Accrual Basis

LAKE LEMON CONSERVANCY
Profit & Loss Budget vs. Actual
 January through March 2019

	Jan - Mar 19	Budget	\$ Over Budget	% of Budget
6630 · Spillway Repairs	550.00	0.00	550.00	100.0%
6640 · Soil Testing IDEM	0.00	0.00	0.00	0.0%
6650 · Dredge Matching Fund	0.00	10,000.00	-10,000.00	0.0%
6660 · Dredging/Engineering	0.00	0.00	0.00	0.0%
6661 · Disposal Site Preparation	8,007.03	10,000.00	-1,992.97	80.1%
6662 · Debt Service-Dredging Loan	0.00	67,000.00	-67,000.00	0.0%
6663 · Barge Assembly	0.00	0.00	0.00	0.0%
6670 · Debt Service (Dredging Equip.)	0.00	0.00	0.00	0.0%
6680 · Other Services and Charges	0.00	1,500.00	-1,500.00	0.0%
6681 · Fireworks	0.00	6,500.00	-6,500.00	0.0%
6682 · Ramp Repairs	0.00	2,000.00	-2,000.00	0.0%
6685 · Dredging Engineering	0.00	0.00	0.00	0.0%
6690 · Office Equipment	0.00	0.00	0.00	0.0%
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
6700 · Computer Equipment	0.00	0.00	0.00	0.0%
6701 · Barge	0.00	0.00	0.00	0.0%
6702 · Push Boat/Motors	0.00	0.00	0.00	0.0%
6703 · Excavator	0.00	0.00	0.00	0.0%
6710 · Boat Dock	0.00	0.00	0.00	0.0%
6720 · Utility Vehicle	0.00	0.00	0.00	0.0%
6730 · Patrol Boat	0.00	0.00	0.00	0.0%
6740 · Work Boat (Pontoon)	0.00	0.00	0.00	0.0%
6750 · Sediment Mitigation	0.00	950,000.00	-950,000.00	0.0%
6760 · Other Capital Outlays	0.00	0.00	0.00	0.0%
6770 · LLCD Pick-up Truck	0.00	0.00	0.00	0.0%
Total Expense	77,758.83	1,563,185.00	-1,485,426.17	5.0%
Net Income	-57,542.90	565.00	-58,107.90	-10,184.6%

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LAKE LEMON CONSERVANCY
Reconciliation Summary
1000 - Peoples State Bank, Period Ending 03/31/2019

	Mar 31, 19
Beginning Balance	326,124.37
Cleared Transactions	
Checks and Payments - 20 items	-23,676.42
Deposits and Credits - 5 items	10,103.00
Total Cleared Transactions	-13,573.42
Cleared Balance	312,550.95
Uncleared Transactions	
Checks and Payments - 7 items	-7,946.05
Deposits and Credits - 1 item	143.00
Total Uncleared Transactions	-7,803.05
Register Balance as of 03/31/2019	304,747.90
New Transactions	
Checks and Payments - 7 items	-13,047.23
Deposits and Credits - 2 items	6,980.00
Total New Transactions	-6,067.23
Ending Balance	298,680.67

Lake Lemon Conservancy District
Board Meeting Agenda Item

Presenter	Mike Blackwell, Treasurer
Action Requested	Approval
Item/Subject	Report of Claims Approval for March 2019
Dollar Amount	\$24,536.09
Meeting Date	April 25, 2019
Summary	Report showing check detail and payroll expenditures for March 2019.
Staff Recommendation	Approval of the March 2019 Report of Claims



Lake Lemon Conservancy District

Date: April 25, 2019

ALLOWANCE OF VOUCHERS

Mike Blackwell
Treasurer

(Report of Claims- March 2019)

(IC 5-11-10-2 permits the governing body to sign the Accounts 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 and payroll journal, consisting of 4 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total of \$24,536.09

Dated this 25th Day of April 2019

Signature of Governing Board


PAM DUGAN, CHAIRMAN

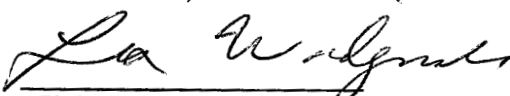

MARY JANE BROWN, VICE-CHAIR


MIKE BLACKWELL, TREASURER


MICHAEL KLITZING, Sub-Area I

ABSENT / ON PHONE
DEBRA LADYMAN, Sub-Area II


LORA SCHELL, Sub-Area IV


LES WADZINSKI, Sub-Area V

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LAKE LEMON CONSERVANCY
Check Detail
March 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	4660	3/16/2019	REPUBLIC SERVI...		1000 · Peoples State Bank		-66.47
				6480 · Trash		-66.47	66.47
TOTAL						-66.47	66.47
Check	4661	3/16/2019	COMCAST CABLE		1000 · Peoples State Bank		-274.79
				6370 · Phone, LDT, Pager, E-Mail		-274.79	274.79
TOTAL						-274.79	274.79
Check	4662	3/16/2019	N. ANDERSON EX...		1000 · Peoples State Bank		-550.00
			Clear brush along dam	6630 · Spillway Repairs		-550.00	550.00
TOTAL						-550.00	550.00
Check	4663	3/16/2019	I.S.S.I.		1000 · Peoples State Bank		-46.88
			Dozer hose/fitting	6251 · Dredging Supplies		-46.88	46.88
TOTAL						-46.88	46.88
Check	4664	3/16/2019	MONROE CO HEA...		1000 · Peoples State Bank		-75.00
			Beach Permit application	6410 · Subscriptions		-75.00	75.00
TOTAL						-75.00	75.00
Check	4665	3/16/2019	ALL ABOUT BOATS		1000 · Peoples State Bank		-310.83
			De-winterize and launch pontoon boat	6520 · Boat		-310.83	310.83
TOTAL						-310.83	310.83
Check	4666	3/25/2019	VISA		1000 · Peoples State Bank		-1,103.27
			Phone and Speaker	6170 · Miscellaneous-Other		-91.95	91.95
			Stamps	6180 · Postage		-55.00	55.00
			Diesel	6210 · Diesel		-421.88	421.88
			Fuel treatment	6251 · Dredging Supplies		-160.94	160.94
			Board Retreat	6390 · Hotel		-238.50	238.50
			ILMS Membership	6410 · Subscriptions		-135.00	135.00
TOTAL						-1,103.27	1,103.27

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04/05/19

LAKE LEMON CONSERVANCY
Check Detail
March 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	4667	3/29/2019	TODD'S SEPTIC S...		1000 · Peoples State Bank		-150.00
					6500 · Pump Holding Tank	-150.00	150.00
TOTAL						-150.00	150.00
Check	4668	3/30/2019	MIKE ANDERSON ...		1000 · Peoples State Bank		-4,944.00
			Dirt Hauling		6661 · Disposal Site Preparation	-4,944.00	4,944.00
TOTAL						-4,944.00	4,944.00
Check	4669	3/30/2019	SCI REMC		1000 · Peoples State Bank		-442.95
					6460 · Electric	-442.95	442.95
TOTAL						-442.95	442.95
Check	4670	3/30/2019	YOUNG TRUCKIN...		1000 · Peoples State Bank		-495.00
			Stone		6661 · Disposal Site Preparation	-495.00	495.00
TOTAL						-495.00	495.00
Check	4671	3/30/2019	MIKE BOWEN		1000 · Peoples State Bank		-500.00
			Aerial Footage of Delta		6350 · Other Prof/Secretarial Service	-500.00	500.00
TOTAL						-500.00	500.00

Total: \$12,952.76

LAKE LEMON CONSERVANCY DISTRICT
Payroll Summary
March 2019

	Bode, Randall S			Casey, Adam W			Gilliland, Branson B			Hopkins, Matthew K			Snoo...
	Hours	Rate	Mar 19	Hours	Rate	Mar 19	Hours	Rate	Mar 19	Hours	Rate	Mar 19	Hours
Employee Wages, Taxes and Adjustments													
Gross Pay													
Salary-6000			0.00			7,592.31			0.00			0.00	
Salary-6001			0.00			0.00			0.00			0.00	
Reg. Pay-6070	12	10.50	126.00			0.00			0.00	11	11.00	121.00	
Reg. Pay-6110			0.00			0.00			0.00			0.00	
Reg. Pay-6111			0.00			0.00			0.00			0.00	
Reg. Pay-6112			0.00			0.00			0.00			0.00	
Reg. Pay-6114			0.00			0.00	12.5	18.00	225.00			0.00	
Reg. Pay-6115			0.00			0.00			0.00			0.00	
Reg. Pay-6116			0.00			0.00		18.00	0.00			0.00	
Total Gross Pay	12		126.00			7,592.31	12.5		225.00	11		121.00	
Deductions from Gross Pay													
Insurance			0.00			0.00			0.00			0.00	
Retirement			0.00			-455.55			0.00			0.00	
Total Deductions from Gross Pay			0.00			-455.55			0.00			0.00	
Adjusted Gross Pay	12		126.00			7,136.76	12.5		225.00	11		121.00	
Taxes Withheld													
Federal Withholding			0.00			-1,095.00			0.00			0.00	
Medicare Employee			-1.83			-110.09			-3.26			-1.75	
Social Security Employee			-7.81			-470.73			-13.95			-7.50	
IN - Withholding			-4.07			-230.52			-7.27			-3.91	
Medicare Employee Addl Tax			0.00			0.00			0.00			0.00	
Monroe Co.			-1.69			-78.15			-3.03			-1.63	
Total Taxes Withheld			-15.40			-1,984.49			-27.51			-14.79	
Net Pay	12		110.60			5,152.27	12.5		197.49	11		106.21	
Employer Taxes and Contributions													
Federal Unemployment			0.76			0.00			1.35			0.73	
Medicare Company			1.83			110.09			3.26			1.75	
Social Security Company			7.81			470.73			13.95			7.50	
IN - Unemployment Company			0.63			9.54			1.13			0.61	
Total Employer Taxes and Contributions			11.03			590.36			19.69			10.59	

LAKE LEMON CONSERVANCY DISTRICT

Payroll Summary

March 2019

	Snooks, Franklin A		Warthan, Levi R			TOTAL		
	Rate	Mar 19	Hours	Rate	Mar 19	Hours	Rate	Mar 19
Employee Wages, Taxes and Adjustments								
Gross Pay								
Salary-6000		0.00			0.00			7,592.31
Salary-6001		3,923.07			0.00			3,923.07
Reg. Pay-6070	11.50	0.00			0.00	23.00		247.00
Reg.Pay-6110	11.50	0.00			0.00			0.00
Reg.Pay-6111		0.00		39.00	0.00			0.00
Reg.Pay-6112		0.00	103	39.00	4,017.00	103.00		4,017.00
Reg.Pay-6114		0.00			0.00	12.50		225.00
Reg.Pay-6115		0.00		39.00	0.00			0.00
Reg.Pay-6116		0.00			0.00			0.00
Total Gross Pay		3,923.07	103		4,017.00	138.50		16,004.38
Deductions from Gross Pay								
Insurance		0.00			0.00			0.00
Retirement		-117.69			0.00			-573.24
Total Deductions from Gross Pay		-117.69			0.00			-573.24
Adjusted Gross Pay		3,805.38	103		4,017.00	138.50		15,431.14
Taxes Withheld								
Federal Withholding		-396.00			-466.00			-1,957.00
Medicare Employee		-56.88			-58.24			-232.05
Social Security Employee		-243.23			-249.05			-992.27
IN - Withholding		-122.91			-129.75			-498.43
Medicare Employee Addl Tax		0.00			0.00			0.00
Monroe Co.		-41.67			-41.89			-168.06
Total Taxes Withheld		-860.69			-944.93			-3,847.81
Net Pay		2,944.69	103		3,072.07	138.50		11,583.33
Employer Taxes and Contributions								
Federal Unemployment		17.70			24.10			44.64
Medicare Company		56.88			58.24			232.05
Social Security Company		243.23			249.05			992.27
IN - Unemployment Company		19.61			20.08			51.60
Total Employer Taxes and Contributions		337.42			351.47			1,320.56

Lake Lemon Conservancy District
Board Meeting Agenda Item

Presenter	Mike Blackwell, Treasurer
Action Requested	Approval
Item/Subject	Budget Timeline for 2020 Budget
Dollar Amount	N/A
Meeting Date	April 25, 2019
Summary	Schedule of Key dates for the 2020 budget planning process
Staff Recommendation	Acceptance of budget planning timeline; assignment of 2020 budget preparation committee

LLCD BUDGET PLANNER/KEY DATES FOR 2019 BUDGET

April 25, 2019	Budget Time-Line Calendar – Selection of Board Budget Committee
April 26 – June 22, 2018	Prepare 2020 Budget
June 22, 2019	Presentation of 2020 Budget (10:00 A.M., Riddle Point Park Shelter House)
July 20, 2019	First Public Discussion on 2020 Budget (10:00 A.M., Riddle Point Park Shelter House)
August 24, 2019	Second Public Discussion on 2020 Budget (10:00 A.M., Riddle Point Park Shelter House) *All Budget adjustments must be made by the conclusion of the August 24, 2019 Meeting.
September 26, 2019	Public Hearing on 2020 Budget
October 24, 2019 (But no later than November 1, 2018)	Board Adoption of 2020 Budget (Minimum 15 days after Monroe County Council Review)

Lake Lemon Conservancy District
Board Meeting Agenda Item

Presenter	Adam Casey, District Manager
Action Requested	Approval
Item/Subject	Sediment transport Study- Addendum to Christopher Burke Contract
Dollar Amount	N/A
Meeting Date	April 25, 2019
Summary	Addendum Proposing change to sediment transport study. Utilizing bathymetric data instead of in stream sampling for model calibration
Staff Recommendation	Approval of methodology addendum



Adam Casey
Lake Lemon Conservancy District
7599 N. Tunnel Rd.
Unionville, IN 47468

Subject: **Beanblossom Creek Sediment Transport Study
Professional Services Proposal**

Dear Mr. Casey:

In accordance with our contract, we are notifying you of a change in the scope of work for this project that will result in additional work that was not included in our original contract. These additional scope items were presented by CBBEL in an email on April 11, 2019 and a subsequent conference call on April 16, 2019. The specific scope changes and resulting additional fees are outlined below.

BACKGROUND

CBBEL was retained by the Lake Lemon Conservancy District (LLCD) to determine an annualized sediment load entering the reservoir from Beanblossom Creek. The study included flow and sediment sampling that was to be obtained during five flow events of varying severity. A site visit was conducted to evaluate the logistics of collecting the flow and sediment data. Several limitations were identified with regard to the planned sampling site and an alternative site. Alternative methods for collecting the flow and sediment data were considered and summarized in the April 11, 2019 email. An alternative method that does not require collecting flow and sediment data from the stream during flow events was also proposed as an option for calibrating the hydrologic model and sediment rating curve which are used to determine the annualized sediment load. After considering the three alternatives provided and discussing them with CBBEL during the April 16, 2019 conference call, LLCD elected to pursue Option 3, which excludes in-stream sampling of flow and sediment. The following paragraphs outline the changes in the work required for CBBEL to implement Alternative 3.

ADDITIONAL SCOPE OF WORK ITEMS

The scope of the services provided by CBBEL for this work have been amended as follows:

Task 1 - Bathymetric Mapping: CBBEL will retain Aquatic Control, Inc to obtain a bathymetric study of Lake Lemon. The bathymetric study will be used to determine the lake bed elevations and the depth of the sediment that has accumulated below the water surface. The information from the bathymetric study will be used in conjunction with previous bathymetric studies to determine the accumulation of sediment over time. The sediment accumulation data will then be used to calibrate the sediment rating curve for Beanblossom Creek, as described in Task 3.

Task 2 - Hydrologic and Hydraulic Analysis (Option 3): The event-based flow and sediment observations are eliminated from the project scope. A pressure transducer will be installed near the Lake Lemon spillway to monitor the lake level for a 1 – 3 month period to facilitate calibration of the hydrologic model. The hydrologic analysis will be expanded to include the entirety of the watershed contributing to Lake Lemon, the reservoir, and the lake spillway. The model will be calibrated using the lake level information and observed rainfall data. The calibrated model will then be used to simulate the runoff from many years of rainfall data collected at a nearby rain gage, as well as the 2-, 10-, 100-, and 500-year rainfall events.

Option 1: Monitoring at Mouth of Bean Blossom Creek

- Set up cable system at the mouth of Bean Blossom Creek and use an ADCP to collect the channel shape and flow rate. Suspended sediment samples would be taken from a boat.
- The timing of the monitoring events would have to be established a day in advance in order to allow for us to get the equipment.

Pros:

1. We would capture event specific data to calibrate the hydrologic and hydraulic model, as well as observed sediment flow to calibrate the sediment rating curve.
2. No change in project cost

Cons:

1. We would not be able to respond to large events and get closer to the peak of the storm, making it less likely that we would capture large flows. We would have to monitor the weather to determine what day to do monitoring.
2. The collection of smaller flows (even smaller than originally anticipated) will cause us to extrapolate more. The extrapolation may result in the modeled sediment inflow not matching the observed sedimentation in the lake based on the bathymetry.

Option 2: Monitoring at SR 45 Bridge (not recommended, Option 1 is the preferred option that includes collecting observed data)

- Use an ADCP downstream of the bridge to collect the channel shape and flow rate. Suspended sediment samples would be taken from the bridge.
- The timing of the monitoring events would have to be established a day in advance in order to allow for us to get the equipment.

Pros:

1. We would capture event specific data to calibrate the hydrologic and hydraulic model, as well as observed sediment flow to calibrate the sediment rating curve.
2. No change in project cost

Cons:

1. We would not be able to respond to large events and get closer to the peak of the storm, making it less likely that we would capture large flows. We would have to monitor the weather to determine what day to do monitoring.
2. The collection of smaller flows (even smaller than originally anticipated) will cause us to extrapolate more. The extrapolation may result in the modeled sediment inflow not matching the observed sedimentation in the lake based on the bathymetry.
3. The monitoring location would miss the influence of Bear Creek and Plum Creek, which is likely significant. We could approximate their contribution, but the approximation will likely make it even more difficult for the monitoring to result in a good correlation to the observed sediment accumulation.

Option 3: No Monitoring – Utilize Bathymetry Data

- Utilize all available years of bathymetry to determine the inflow of sediment over time.
- Utilize rainfall data that covers the same time period and calibrate the hydrologic/hydraulic/sediment rating to match the observed inflow.
- Use stage gage at reservoir outlet to help calibrate the modeling

Pros:

1. The modeling will be calibrated to match the observed sediment inflow, rather than to event specific data that might not be reflective of the range of conditions that can affect sediment delivery.

2. Likely to result in a cost savings by omitting the sediment monitoring. There is additional effort with regard to the modeling and bathymetry analysis that will require the use of some of the original sediment monitoring budget.
3. Time savings due to lack of waiting for observed data to calibrate the models.

Cons:

1. No collection of event specific data to calibrate the models. Event specific data allows us to be more accurate in our calibration for the conditions present at the time of collection.



PROJECT UNDERSTANDING AND SCOPE OF SERVICES

Since its construction in 1953, Lake Lemon has experienced significant sediment deposition originating from its primary tributary, Bean Blossom Creek. The continued accumulation of sediment in the lake has taken a toll on the lake's utility and accessibility for the residents, as well as the lake's overall health.

In September 2018 Shrewsberry and Associates completed the 2018 Lake Lemon Sediment Mitigation Conceptual Design Report on behalf of the Lake Lemon Conservancy District (District). The plan provided various project elements that could be implemented to manage the sediment currently in the reservoir and future sediment inflow from Bean Blossom Creek.

It is our understanding that the District would like to complete a sediment transport study for Bean Blossom Creek to quantify the anticipated sediment loading from the stream. The sediment loading information will then be used to verify and/or enhance the preliminary design of the project elements.

To assist you with meeting project objectives, making prudent decisions, and being cost efficient, CBBEL proposes that our services be divided into the following successive phases:

Phase 1 – Sediment Loading Evaluation

Phase 2 – Sediment Management Design Evaluation and Enhancement

Please note that the scope and fee provided for Phase 2 is provided for planning purposes only. A new proposal with updated scope and fee for this subsequent phase will be prepared following the completion of Phase 1.

Phase 1: Sediment Loading Evaluation

Task 1 – Data Gathering and Project Management: CBBEL staff will conduct an initial site visit to verify field conditions and gather additional information needed to support the sediment loading evaluation. CBBEL will enter into a subcontract with a qualified fluvial geomorphologist to obtain flow data and sediment samples from Bean Blossom Creek. A monitoring location will be established by measuring the dimensions of the channel, analyzing the bed and sub-pavement material, and installing a stream gage that measures the depth of the flow continuously. Field measurements of flow velocity will be taken during storm events to develop a relationship between the depth of flow and the flow rate. The bedload and suspended sediment load (i.e. sediment being transported and not yet deposited) will be also sampled to gain an understanding of the current sediment loading from Bean Blossom Creek. The flow measurements and sediment sampling will be collected during a minimum of five storm events of varying severity to gain a firm understanding of how much, and under what conditions sediment is entering the lake. The collected samples will be tested to determine the quantity and composition of the material moved by the stream for each of the flow events. A sampling location map is shown in Exhibit A.

Task 1 also includes project coordination, management, and administration throughout this phase the project. A monthly progress report will be provided to update the District on the status of the tasks outlined in this scope of work, with particular focus on events captured in the flow and sediment observations.





PROJECT UNDERSTANDING AND SCOPE OF SERVICES

Task 2 – Hydrologic and Hydraulic Analysis: CBBEL will develop a hydrologic model for Bean Blossom Creek using HEC-HMS. The hydrologic model will be calibrated to the observed events from Task 1. The calibrated model to simulate the runoff from many years of rainfall data collected at a nearby rain gage, as well as the 2-, 10-, 100-, and 500-year events.

A hydraulic model will be created for the downstream portion of Bean Blossom Creek to evaluate the flow characteristics during various wet-weather events using HEC-RAS. The hydraulic model will be calibrated using the observations from Task 1. The sediment transport module of the software will be used to evaluate the sediment capacity of the stream for flows ranging from baseflow to the 500-year flow. The sediment transport parameters will be calibrated to the observed sediment load for each storm event from Task 1.

Task 3 – Sediment Load Analysis: The results from the calibrated hydrologic model will be used to develop a flow-duration curve. A flow-duration curve provides the relationship between the magnitude of flow and the probability that it occurs in a given year. A sediment rating curve will be developed for the stream reach using the results of the field observations and the output from the calibrated HEC-RAS sediment transport model. The flow-duration curve and the sediment rating curve will be combined to produce a statistical relationship that describes the amount of sediment conveyed to the reservoir for the full range of flows over a given year, which is also referred to as the effective discharge curve. The annualized sediment load to Lake Lemon will be determined by calculating the cumulative sediment contribution using the effective discharge curve.

Task 4 – Summary Report: CBBEL will prepare a brief written report that documents the data gathering, hydrologic and hydraulic analysis, and sediment load evaluation. The key findings and information that will be helpful for completing a detailed design of the sediment management elements proposed in the 2018 Lake Lemon Sediment Mitigation Conceptual Design Report. The report will be the final deliverable for this phase of the project. A meeting with the District and Shrewsbury and Associates will be held to review the findings of the sediment transport study and the implications for the project element design process.

Phase 1 Estimated Fee: \$42,000

Phase 2: Sediment Management Design Evaluation and Enhancement

The scope and estimated fees associated with the tasks in Phase 2 represent work that may be necessary to fully support the sediment management element design process. The work and deliverables are not included in the current phase of the work. An updated scope of work and estimated fees will be developed under and amendment to the contract to cover the work described below, should the services become necessary:

Task 1 – Additional Flow and Sediment Monitoring: CBBEL will amend the fluvial geomorphologist subconsultant agreement to include additional event observations. Additional observations will be provided on an a-la-carte basis for \$2,000 per event. The measurements and observation location will be the same as that described in Phase 1, Task 1. It is estimated that up to 5 additional events would be collected.



The HEC-RAS model described in Phase 1, Task 2 of the original contract will be retained; however, the model will only be calibrated to observed flow levels based on data collected from a second pressure transducer installed near the mouth of Beanblossom Creek (approximately 500 ft upstream of Dorthy Lane). The HEC-RAS model will be used to develop a preliminary sediment rating curve for the channel for the full range of flows evaluated in the hydrologic model.

Task 3 - Sediment Load Analysis (Option 3): The 1974, 2004, 2014, and 2019 bathymetry data will be analyzed to determine the amount of sediment that accumulated (and annualized sediment load) during each of the 3 intervening periods. The calibrated hydrologic model results and accumulated sediment data will be used to calibrate the sediment rating curve developed in Task 2 so that the sediment accumulation predicted by the model matches the observed accumulation for each period.

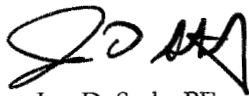
The revised sediment load analysis methodology will allow for the same output data and capability to evaluate the anticipated performance of the proposed sediment management elements included in the future Phase 2 work described in the original contract.

ESTIMATED FEE

We have estimated that the cost for the additional tasks and the work eliminated from the scope, as outlined above, are offsetting and require no adjustment in the contract price. This amendment maintains the total estimated fee for this project at \$42,000 and remains subject to the general terms and conditions included in the original contract dated March 5, 2019.

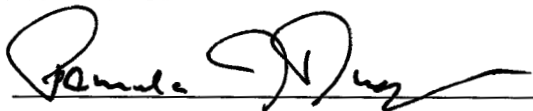
We appreciate your consideration to this matter and look forward to working with you towards successful completion of this project. Please contact me or Brian Meunier at the number listed above if you have any questions.

Sincerely,



Jon D. Stolz, PE
Managing Vice President

THIS AMENDMENT AND ESTIMATED FEE ARE ACCEPTED BY THE LAKE LEMON CONSERVANCY DISTRICT:

Signature: 
Name (Printed): PAMELA J. DUGAN
Title: BOARD CHAIR
Date: 4/25/19

Lake Lemon Conservancy District
Board Meeting Agenda Item

Presenter	Mary Jane Brown, Vice-Chairman
Action Requested	Discussion
Item/Subject	Board Meeting Structure "straw man" discussion
Dollar Amount	N/A
Meeting Date	April 28, 2019
Summary	Document for discussion of Board Meeting format and the potential integration of subcommittees
Staff Recommendation	Discussion

To: LLCB Board of Directors
From: Mary Jane Brown
Subject: Board Structure Straw Man

I present the following for your review and discussion at the April Board meeting.

LLCB Board
Proposed Meeting Structure & Potential Types of Committees

Following the March board meeting I felt that people would generally prefer fewer meetings, not more. When I was investigating various types of board committee structures, I realized the SPC already uses “task groups”. Task group members meet in person or by conference call as necessary and report back to the full committee. I checked with Adam and he confirmed they do not have to post formal notice of their meetings and invite the public to attend.

The other issue I wanted to address is how to increase individual board member participation in the total process without violating quorum rules, etc. Combined with the use of a consent agenda, it occurred to me that the SPC meeting could become part of the regular board meeting. The format would allow all board members to engage in planning and discussion of all topics without worrying about violating any governance rules.

For this to work, we will have to be much more disciplined in planning what will be on each board meeting agenda. The board packet will need to be more robust and the board will need to come fully prepared. If people have routine questions on consent agenda items, they will need to reach out to one another or to Adam in advance of meetings. There shouldn't be items on the agenda that don't have some summary report, or description in the board packet. The SPC task groups will have to be better defined than they are today and there will be less time allocated to brainstorming or off-topic discussion. We need to discuss how the task groups will be managed or if they need to be led by an individual board member. It may be ok for them to operate as they do today, reporting to the full board. I believe that board members will want to join specific task groups. Before we address the specifics of that we need to determine if we agree on the structure described below.

Board Meeting Operation

Board meetings should be a place for discussion, debate and consideration that cannot take place in a written report and be intentionally structured to make that happen. Use of a consent agenda to expedite routine matters will mean meeting time can be focused on discussing critical issues, concerns and making decisions. Designating a set amount of time will help keep discussions focused and ensure all topics are covered.

For this kind of format to be successful, more pre-meeting planning will be necessary. The following agenda is a revision of the topics discussed at the March 28 meeting minus the discussion of using committees

March 28, 2019 Revised Agenda

I. Call to Order 6:00

II. Pollution Liability Insurance Clarification & Approval 6:05

This item could have taken less time, if Lance's handout had been available for inclusion in the board packet.

III. Consent Agenda Approval 6:20

- a. February 28, 2019 Meeting Minutes
- b. Report of Claims for February 2019
- c. Professional Service Agreement: Ken Mullis – Debris Removal
- d. Stone Hauling Agreement & Quotes

Timing for consent agenda assumes board members have thoroughly reviewed items prior to the meeting.

IV. Cumulative Maintenance Fund Increase 6:25

Timing assumes there was a brief explanation of this item included in the board packet.

V. Manager's Report 6:35

- a. 2019 Fireworks Display determine date and approve contract
- b. Annual Board Conflict of Interest Policy and Signatures
- c. Resolution 03-19-01 DNR LARE Grant Aquatic Vegetation Management

The fireworks discussion should include 3 minutes of public comment and prior review of the board packet by board members.

VI. Committee/Task Group Updates 6:50

- a. Lake Health – Sediment Transport Update
- b. Finance – Umbaugh Meeting Update
- c. Communications & Development – Lemon-Aid Days July event

Task group/committee members should join the board at the table and be included in discussion of these items. Public comment on any item may also be included, as appropriate.

VII. Additional Public Comment 7:25

If this agenda format works, there should be little or no additional public comment at this point in the meeting.

VIII. New Business/Adjournment 7:30

Types of Committees

- Standing – are permanent committees and are used on a continual basis.
- Ad hoc – are formed for a limited time period to address a specific need.
- Task Forces - are designed to bring people together to solve a problem. They are short in duration and specific in focus.