

# VALPARAISO LAKES AREA CONSERVANCY DISTRICT

## MINUTES OF MEETING: November 20, 2013

BOARD MEMBERS PRESENT: Don Kareiva, Rolando Chilian,  
Christian Anderson, Bob Garmon  
Mickey Koehler

BOARD MEMBERS ABSENT: Tom Kruse, Nancy Satterlee

CONSULTANT PRESENT: Dave Hollenbeck, Bob Minarich

Audience: Tom Banaszak, Bob Finley

Meeting was called to order by Chairman Bob Garmon at 6:00 pm at the Valparaiso Lakes Area Conservancy District's office's garage.

Don made a motion to approve the minutes. Christian seconded it. Motion carried. Don requested that the additional appropriation public hearing be held at this time. Bob agreed and opened the public hearing.

Dave explained the appropriation totaling \$34,707 for building, liability insurance, buildings, and legal services.

Tom Banazcek asked why it was needed and how much went to legal fees. Dave responded \$9500.

Tom also suggested that consultants be broken down into separate line items.

Bob closed the public hearing.

Don made the motion for the additional appropriation of \$34,707, Christian seconded it. Motion carried.

Financial Report

Don Kareiva

Our reserve status is still at 3 ½ months for both accounts.

Don moved that we accept the current financial statements as they stand. Rolando seconded it. Motion carried.

Don questioned the Haas claim of \$918. It was determined to be from the closing of Valpo-American paperwork. Bob M. will verify.

Don made the motion to pay the claims, Rolando seconded it. Motion carried.

Don brought up the Bob M. was authorized to get Cender to do a rate study. Bob M. corrected that to only seek a quote and Mickey requested a quote from Umbaugh. Dave was authorized to proceed with Cender. Cender's quote was \$2500 each and Umbaugh was \$4000. Mickey made a motion to hire Cender, Christian seconded it. Motion carried. Dave asked the board to give direction to Cender as to what type of study and what projects are to be included and what length of time.

Option A. Just the pass through costs. Option B. Not a full 5 year study but only the impact of \$22,000 each for 5 years on the water side for main improvements and a test bench. On the sewer side, lift stations 210,000 for 5 years or \$42,000 per year.

The new rates should mirror the three step rate increase by the City. Dave hopes to have the reports back by the December meeting.

General Manager's report.

H&G has completed the services. The yards restored and anticipate touching up the yards come spring. Project cost just under \$23,000.

12 manhole inspections, wrapped one, raised two. Got the vector stuck on Robin Road. Tried to jet out a back yard storm sewer.

Spectra had sprayed a manhole on the north end of South Garden Gateway. Looks very good.

A quote was received for about \$400 per chimney manhole.

Sent in a couple more samples for Hoosier Riverwatch.

10 beavers caught to date.

Everyone was again invited to attend the employee's thank you Thanksgiving Dinner.

Audits on our books for the insurance company.

1<sup>st</sup> attempt on the per diems was made.

Matt's field report

Cleaned Island lift station.

No leaks

2 samples passed.

One hydrant being painted.

3 meter change outs. 16 shut offs and 25 locates.

Committees

Personnel

Recommended 3% raise across board.

\$2000 performance award for Dale.

All others get \$750 performance.

Bob made the motion to accept the performance awards, seconded by Mickey. Motion carried.

Bob made a motion for a 3% raise across the board, Mickey seconded it. Motion carried.

Bob M. \$67,829 to \$67,863

Dale \$25/hr to \$25.75/hr.

Matt \$20/hr to \$20.60/hr.

Chris \$19/hr to %19.57/hr

Laura \$15/hr to \$15.45/hr

A discussion ensued concerning the ODS audit. Rolando commented on safety vs policy. Don and Rolando questioned the findings.

Dave strongly recommended that a professional firm versus us write up the employee handbook.

Bob made a motion for the second part of the audit at \$4550. This would cover the performance management system, employee files and handbook.

Don seconded the motion. Motion carried.

Insurance Committee

No report. Health plan in February.

Soil Committee

No report

Engineering Committee

Lift Station on Ostedt.

A new set of pumps are being studied. The lift station will cost between \$60-80,000 and will not require entering the confined area.

Bob made a motion to give Bob M. permission to order a new station up to \$75,000. Electrical work will need to be farmed out. By pass pumping will be installed by us. Seconded by Rolando. Motion carried. Bob M. asked Dave for a legal opinion on spending \$75,000 without proper competitive bidding. Dave will look into it.

Attorney's report

Kettle Lake lawsuit. The plaintiffs and attorney has responded. Next step would be to schedule depositions probably after the 1<sup>st</sup> of next year.

County storm fee. Dave has challenged the fee on the behalf of VLACD. Probably relieving VLACD of the fee.

November 1<sup>st</sup> deadline the 2014 tax levy was filed. The 1782 notice will be the next item.

Property delinquent taxes. 9 properties were still on the list which Dave had them temporarily removed for another year. Dave discussed several options on how to handle this.

Bob closed the meeting at 7:50 pm.

Attest:

Bob Minarich

General Manager

Valparaiso Lakes Area Conservancy District

