

# VALPARAISO LAKES AREA CONSERVANCY DISTRICT

## MINUTES OF MEETING: January 18, 2012

BOARD MEMBERS PRESENT: Tom Kruse, Bob Garmon  
John Steffen, Deb Miller  
Don Karieva, Dick Brychell, Megan Summers

BOARD MEMBERS ABSENT: None

CONSULTANT PRESENT: Dave Hollenbeck, Bob Minarich, Kenn Kraus, Dale Brewer

Audience: Tom Banaszak, Phil Doolittle, Rolando Chilian

Meeting was called to order by Chairman Dick Brychell at 7:05 pm.  
Bob made a motion to approve the minutes. Seconded by Don. Motion carried.

Year end report.  
Review of Conservancy District Budget  
Rainy day stands at \$33194.31 For 2011, 10% can be moved.

CCIF no comments.

Review of the Water Utility  
Water main work and skid steer share.  
Negative \$32,000 for year end.  
Some materials have been already purchased for Flamingo Lane job. CCIF should help pay for this work. This should be brought to the finance committee.

Review of Sewer Utility  
Rates need to be looked at.  
Carl Cenders' report is the basis for decision, published notice and meeting.  
Aug. 2011 report recommended a 9.86% increase for sewer and 19% for water. This is a 5 year projection. This should also go to finance committee.  
Re-visiting an opt-out from the regulatory commission may also need discussion.

General Manager's Report  
Ostedt lift station's pump was replaced along with both pump's discharge valves. The second pump was pulled.  
A tablet was purchased for the field men and Laura will assist uploading the company's data.  
Billing inserts went out.  
Cumberland Crossing letter sent to Bob Wanek offering assistance. Megan recommended sending to chief financial officer at the "Y".  
LARE grant application sent out.

Laura raise was approved at \$2.00/hr. Motion by Megan seconded by Deb. Motion carried.

LARE grant is now at 80/20%. The grant is for the entire watershed not just a couple lakes.

Don mentioned that he did get several positive comments on the mailing flyer. Megan and Deb suggested that quarterly flyers should be put out. Don mentioned that the bills do not have the Board meeting times are not on there.

#### Maintenance Report

Matt reported about the improvements to Ostedt lift station.

2 samples taken and passed. 14 meter change outs and 26 delinquent shut offs.

Discussion about the County not following up on soil erosion. Lisa Alred had been told about two violations in Wild Rose. Dick asked about our delinquency number versus the City's number and 3% is about average.

Claim forms were signed. Tom made a motion to approve them. Deb seconded. Motion carried.

#### Strategic Plan Reports

##### Conservancy

*\*Wetland Program (Dick, Debbie and Megan)*

*\*Annexation Policy (Don and Dick)*

*\*Office and Meeting space (Debbie, Tom and Bob)*

Bob reported that the committee did meet and agreed not to agree. They are investigating adjoining properties.

*\*Public and Customer Education*

*\*Grantor policies (Jack)*

##### Water Utilities

*\*Meter conversion (Jack and Debbie)*

Deb reported the Utility Supply offered the same cost as last year for our new meters.

*\*Outsource water billing (Megan and Tom)*

*\*Rate making control. (Dick, Dave and Jack)*

*\*Replacing underground pipes. (Bob M. and Don)*

## **SEWER**

*\*Sewer service extensions. (Dick and Don).*

*\*Infiltration and Inflow reduction (Megan)*

*\*Sewer rates (Jack)*

*\*Work with the city towards mutual best interests*

### Financial Report

W2's and 1099's are done. IURC report coming up.

### Accounts Receivable Report

Nothing to report.

### Engineer's Report

Kenn mentioned talking to Adam McAlpine about the Burlington Beach Road project and the culvert upgrade with a 50% safety factor. He gave a detailed report on the project and the various other upgrade and detention plans. The increase in size is 2 and ½ times the existing culvert.

Haas contract for 2012 and new rates were received by the Board. Tom made a motion to continue with Haas as the District's engineers for 2012. Megan seconded. Motion carried.

### Attorney's report

Dave mentioned his new attorney fees for 2012. He has not changed his rates since 2007 and will be handing them out at the next meeting.

Dave passed out the performance and raise documents for 2012 to be signed.

Bill Pauley notified Dave that his is packing it in on the sewer and water expansions plans for west Long Lake. Mr. Pauley cited lack of cooperation by area residents.

Election news. 1st election under new rules. There are 73 freeholds and 90 freeholders. Ballots will be mailed out with Board approval. A one page information sheet by each candidate could be included with the ballots. Self addressed return envelopes and a cover letter will be included. Tom made the motion and Jack seconded it. Motion carried.

Dave reminded the Board about the election judges. A picture ID will be required if voting occurs at the office along with the certification envelope also.

During the meeting an additional hour of voting will be allowed at a desk set up at the front door.

The letter written to the homeowner on Leisure who had the flooded basement came in and paid. The Board agreed to not press charges for theft of services. Dick suggested a stern letter would serve the purpose better. Dave will issue this.

The office sign procedure is underway. The February plan commission meeting will be notified of the error.

Dick closed the meeting at 8:10 pm.

Respectfully submitted,  
Bob Minarich  
General Manager