

VALPARAISO LAKES AREA CONSERVANCY DISTRICT

MINUTES OF MEETING January 20, 2016

BOARD MEMBERS PRESENT: Bob Garmon,  
Nancy Satterlee, Rolando Chilian  
Christian Anderson  
Thomas Kruse, Don Kareiva, Mickey Koehler

BOARD MEMBERS ABSENT: none

CONSULTANT PRESENT: Dave Hollenbeck, Dale Brewer

Audience: Tom Banaszak, Walt Breitinger

Meeting was called to order by Chairman Bob Garmon at 6:00 pm.

The November 18, 2015 minutes moved by Nancy to accept. Seconded by Rolando. Motion carried 6-0.

The December 16, 2015 minutes moved by Don to accept, seconded by Bob. Motion carried 6-0.

A discussion about a nay vote and if the member's name should be mentioned. It was agreed as a policy that the director's name should be included if they vote "nay".

Nancy brought up that in the finance committee meeting it was recommended that breakdown for payment on the new storage building is as follows. Water \$40,000, CCIF \$26,000, Sewer \$10,100. The original down payment of \$18,000 came from water. Dave will do the additional appropriation of \$26,000 from CCIF. Nancy moved to accept this payment ratio, Don seconded it. Motion carried 7-0.

Nancy moved to approve the budget and claims and the financial statement as presented. Tom seconded it. Motion carried. 7-0.

General Manager's report.

Dish Restaurant was good, 6 foot manhole good.

Called UGPV about the Island Road lift station. They said we still on. They are a man down and catching up.

Cost estimate from JPR about water modeling of our system. That will be discussed with the engineering committee.

LARE grant has been applied for Flint and Long Lake. Should be identical to last years grant.

NISWAG will be in St. John tomorrow.

Working on fixed assets for sewer mains, JPR came up with a spreadsheet I can use.

Got 3 quotes on GIS systems.

Permit for the storage building is downstate. Ended up the County decided that we did need one. Dave expedited that process for us.

MS4 annual report almost done. Due on the 25<sup>th</sup> of January. NIRPC has dropped with MCM1 and 2. Therese with solid waste is offering to pick up the slack.

Will order two rain barrels for our giveaways. Bob M. may order them as needed.  
Tree seedlings need to be ordered. Bob M. recommended the same seedling package as last years.

The copier /fax machine is acting up. Since the copier is up for renewal we can upgrade with a fax machine. Bob G. would like to see three quotes.

HSA is up for renewal. Family \$2000, individual \$1000. Mickey asked where the funds came from.

Meeting arranged with USDA about funds for sewer projects.

#### Insurance Committee Mickey

Health insurance renewal is 4.5% which includes life insurance. Committee recommends we stay with the current plan with a 4.5% increase for 2016. Mickey so moved.

Seconded by Nancy. Motion carried 7-0.

#### Matt's field report.

Lift stations good. Woodland Terrace customer replaced his service with 1" copper as requested by LAC Utilities.

2 samples good.

21 delinquents. 26 located no seasonal turn offs, no meter replacements.

Mickey brought up the bonding issue. State has changed the bonding requirements, \$200 increase for this year. Criminal insurance policy present to cover all employees. Jan. 1<sup>st</sup> start date. Don asked what if we don't pay it and we would be cited by the State and held personally liable. Mickey moved to pay for this additional policy and Resolution is endorsed, Bob G. seconded it. Motion carried. 7-0.

#### Accounts Receivable

Nothing

#### Personnel Committee Thomas Kruse

No report

Bob G. moved to renew the HSA at \$2000 for a family plan and \$1000 for individual.

Tom seconded it. Don brought up the payment schedule. 1/2 in January and 1/2 in July.

To come out of water/sewer accounts 50-50. Dave mentioned that the Board maybe approached by an employee who has high bills and may petition for the seconded half earlier. Bob G. altered the motion to reflect this. Motion carried 7-0.

#### Environmental Committee Christian

Indiana Lake Coastal program will be offering an seminar septic tanks. No date yet. Still waiting to hear from Hobart storm water dept about funding they received.

#### Public Relations Rolando Chilian

Wendlands never showed up to request funds offered to them

Bob's bits will be included on the monthly bills.

The sewer forgiveness policy has been written. This includes onetime per year for pool filling, hot tub filling, and two months July August for sprinkling credits. Rolando

moved that this policy is accepted. Bob seconded it. Motion carried. 6-1. Mickey voted nay.

VLACD handbook is updated and to be upgraded by the personnel committee occasionally.

Engineering Committee Bob Garmon

Met with Mr. Wagner. New drawings are available to look at. Mickey asked if this can be done in phases. Too complicated. Need to find temporary building for the office. 6 to 8 months down time. \$250,000 at first glance. Does not include furniture.

Still need to fine tune a couple of things. Need to go to finance committee after a cost is determined.

Need to approve 2016 holiday closing. Nancy moved to the schedule as presented by Dale, seconded by Rolando. Motion carried 7-0.

Two meetings in one day, you only get paid for one. This is a clarification.

Short and long term planning Committee. Don Kareiva

Met to approve and discuss projects. Cook property is still open. Dave mentioned we have received official notification from the grant committee and need to do an additional appropriation for the funds from the rainy day fund. Don mentioned the two lots from the Wardells. Dave asked that he be given permission to authorize to proceed with the legal notice and publication so that at the February meeting we could do an appropriation. Don so moved. Tom seconded. Motion carried 7-0.

The Wardell's have not contacted us back.

Don then brought up the Island Road lift station funds through the CCIF for \$50,000 and moved to do so. Rolando seconded it. Motion carried 7-0.

Manhole spraying on the project list and updating. \$20,000 to be funded through the CCIF moved by Don. Bob seconded it. Motion carried. 5-0. Tom and Mickey then also agreed to bring it to 7-0.

1<sup>st</sup> phase of the water main loop. Entire project to be phased. Loop first, Claussen 2<sup>nd</sup> phase and Cardinal 3<sup>rd</sup> phase.

Bob is in favor of the modeling of our system. Bob M. mentioned that the loop is a stand alone project but the modeling program would be used everywhere there is a need for information. Christian brought up the new contractors would need to fund and study.

Mickey feels that the modeling needs to be done later and Tom agreed. Don stated that the committee recommends that the engineering study be done for the loop.

GIS is a number 3.

Claussen is a 2. Cardinal #3. Storm water design, Tom broke in and said that since this is just a report each item does not need to be discussed at this time. Don replied that the #1's should be discussed for planning, such as Hillcrest Lift replacement. Indiana American and Aqua America can be discussed at another time.

Dave spoke up and stated that he is confused and wanted a clarification on appointed work. \$50,000 additional appropriation for the Cook's property from the rainy day fund, \$26,000 additional appropriation for the storage building from CCIF, \$20,000 additional appropriation from CCIF for the spraying and updating of the manholes, \$50,000 additional appropriation from CCIF for the Island Road lift station.

Rolando feels that modeling does need to be revisited. Don stated that this is a number 3. Mickey asked if Bob M. is given the proper direction so he can perform his job. Don thought that Bob M. should give a report on the # 1's each month as to their progress.

Attorney's report

Final distribution of taxes was received.

2016 taxes have been approved. \$189,373 for general fund and \$29,878 for the CCIF.

February meeting is the annual meeting. Reorganized the Board, chairman and vice chairman, and open the floor to public comment. 20 days later file the annual report with the circuit court.

Cook's has been talked about.

The Board thanked Bob for another year of leading the District and a job well done.

Bob adjourned the meeting at 7:14 pm.

Attest:

Bob Minarich

General Manager

Valparaiso Lakes Area Conservancy District