

# VALPARAISO LAKES AREA CONSERVANCY DISTRICT

## MINUTES OF MEETING: January 26, 2011

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

BOARD MEMBERS ABSENT: None

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

Meeting called to order by Chairman Dick Brychell at 5:30 pm.

Tom Banazciak, Chris Mekola, Sue Gustafson, Phil Doolittle, Walt Breitinger, R. Tegt and Tina Max were in attendance.

A motion to approve the minutes of December 15, 2010 by made by Tom and seconded by Megan. Motion carried.

Claim form signature pages were passed around for signatures. (Water, sewer and conservancy.)

In addition a sign in sheets were passed around. One for the Board members and another for the audience.

No financial or budget was available. Bank balances for the end of the year was available. This did not include the CD's.

Matt Arts gave the maintenance report. A circuit board for Cardinal lift was replaced. Meter change outs were reported on.

A motion to approve buying 12 meters a month for 12 months was made at \$200 each was made by Deb. Seconded by Don. Motion carried.

Bob Minarich gave the miscellaneous report.

The objectives and champions reports are as follows:

### Conservancy

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

*\*Annexation Policy (Don and Dick)*

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

*\*Public and Customer Education*

*\*Grantor policies (Jack )*

**Water Utilities**

*\*Meter conversion (Jack and Debbie)*

A contract was awarded earlier.

*\*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*

Stu Summers gave a report on placeholder numbers.  
A tri-fold report on the strategic plan was handed out. Don was left off the list and Stu will fix the report and bring it to next month's meeting.

**Miscellaneous reports.**

Dale's report – 941's corrected. W2's done and working on 1099's.

Check reconciliation is nearly finished. W9's will be needed for everyone that is paid. 1099's will not be available for 2010 per diems. Requested internet training from Frey Software for Chips. (Accounts payable) Estimated \$1400. Motion by Deb. Seconded by Don. Motion carried. A motion was made by Tom seconded by Deb to pay for bank fees on bad checks NFS's and ACH's. This will be split 50/50 from water and sewer. Motion carried.

### **Engineering report.**

Ken reported that the Phares Lane project's notice of intent (NOI) has passed the 30 day wait period and is ready to move forward.

### **Insurance Committee.**

Jack Steffen reported that the committee recommends United Health's Plan NCY W/2B quote through Anton Insurance Company. The vision and dental portion of the policy should not be paid for and that the HSA contribution by the district has yet to be determined. This is to become effective March 1<sup>st</sup>. This change saves \$14-15,000 a year. The HSA contribution can be used for the dental/vision portion. Jack made a motion for this plan. Don seconded it. Motion carried.

### **Attorney's report.**

On unemployment claims all three have been denied.

On taxation, we received our 2010 final settlement.

The 1782 form has been received and does not need to be challenged.

The tax rate for the general fund will be 7.5 cents per \$100 of assessed valuation.

The CIF fund which does not have a budget will be 1.36 cents per \$100 of assessed valuation and generates \$30,167.

The annual meeting is in February. The contested election between Dick Brychell and Bob Finley has been stopped due to Mr. Finley withdrawing from the contest.

Two reports from Carl Cender have been distributed for the 2009 Financial Management of the Water and Sewer Utilities. The last general rate increase for the sewer was 2002 and water was 1984.

Dave will now approach the Circuit Court to alter our election procedures so that only freeholders would be voting within their own directorship instead of at-large and also Dave intends to move forward with the withdraw process from the Utility Regulatory Commission.

Finally, the exit audit from the State Board of Account was not pretty. Dale's efforts were appreciated by the auditors. Dave asked for the Board's authority to respond to the audit. Don made the motion and Tom seconded it. Motion carried.

Dave asked for permission to handle the overdue collections of LAC once it reaches \$150 in arrears. Motion to that effect was made by Tom seconded by Don. Motion carried.

Bob Garmon inquired about the LGS suit. Dave recommended that we go through the mediation process and stated so to the attorney for LGS.

### **Bob's report on the Watershed Leadership Academy.**

The 1<sup>st</sup> of three meeting and 9 homework sessions. The first meeting was to introduce member to each other. One topic was the River Watch Monitoring. They also touched on the proper method of surveys.

**Tina's report.**

The bills were estimated due to the large snow cover making it dangerous for the meter readers. The radio reads were done just not the touch reads. Also, we priced several copiers and had one brought to the office to use as a free demo from IKON Industries. We will check into options of using the copier for billing and see if there is a savings. Tom stated that we should choose the machine we felt would do the best job and there is no need to bring it to the Board except for final approval.

Question by Jack on the backflow testing which was explained we have to backflow our metering points with the City and another question on carpet rental in the office with Cintas. Cintas may bill us as cleaning or rental. It's the same thing.

Bob Garmon asked about engineering firm proposals. We will look into the renewal date.

**Audience.**

Tom Banizcek asked about questioning items brought before the Board. Questions must be brought to the Board 48 hours before the meeting. Also, Tom asked about the Lippmann properties. Dave responded that the estate must be investigated and other properties in the District are being identified.

Phil Doolittle's comment was questioning Lippmann's property ownership. Dave replied that we are looking into ownership of all our properties.

Finally, Dick brought up the Holiday closings for the office. Megan made a motion to approve. Tom seconded it. Motion carried.

Meeting adjourned at 7:00 p.m.

Respectfully submitted,

Bob Minarich  
General Manager