

# VALPARAISO LAKES AREA CONSERVANCY DISTRICT

## MINUTES OF ANNUAL MEETING: February 16, 2011

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

BOARD MEMBERS ABSENT: NONE

CONSULTANT PRESENT: Dave Hollenbeck Stu Summers Bob Minarich Kenn Kraus

Annual Meeting called to order by Chairman Dick Brychell at 6:06 pm. Gavel was handed over to Dave to chair the meeting.

Since there were no contested elections, Dave swore in Dick Brychell to a 4 year term as a director. Tom Kruse was not in attendance at this time. Next is to organize the Board starting with the Chairman. Deb nominated Dick Brychell, seconded by Don. There were no other nominations. A motion to close the nominations was made by Jack, seconded by Don. By closing the nominations Dick is elected as Chairman.

Next nominations for Vice Chairman were asked for. Jack nominated Don, seconded by Bob and Deb nominated Tom seconded by Megan.

At this point, Tom Kruse entered the meeting and was sworn in to his directorship for another 4 years.

Don withdrew his nomination. Jack and Bob had no issues with Don's withdrawal. Jack moved the nominations be closed and Deb seconded the motion. By doing so Tom Kruse became the Vice Chairman.

Dave then opened the floor to the public for comments.  
Tom Baniczek questioned the issue of public participation, Lippman properties and pulling out of the IURC.

Dave then closed the public portion of the meeting and closed the annual meeting at 6:28 pm.

Respectfully submitted,

Bob Minarich  
General Manager

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The regular meeting was called to order by chairman Dick Brychell at 6:28 pm.

No corrections to Minutes of January 19, 2011

Deb Miller moved to approve the minutes, seconded by Jack Steffen. Motion carried.

Conservancy Analysis Budget

Questions/issues:

Beaver eradication is under contractual services.

Manager's salary needs to be corrected.

Information on CD's should be available next meeting.

Claim forms and checks were brought for the Board to approve before they are issued.

Water financials were reviewed.

How the ACH's are handled was discussed.

A question on voided checks was discussed. Payroll checks were printed upside down and then issued properly.

Megan asked about Dave's collections on the delinquent accounts and Dave responded that \$621 has come in.

Sewer financials were reviewed.

Question on sewage processed for the month. Bob Minarich mentioned that he believes that it was paid in the previous month. After checking the claim it seems that is the case. The City reads on the 15<sup>th</sup> to the 25<sup>th</sup> of each month. They send us the billing on the 5<sup>th</sup> of the next month and not due until the end of that month.

Matt's report:

Service line leak on Waiola.

A mower cost was brought up and it was decided to allow Bob M. to purchase as he sees the need.

Several meters were replaced.

Bob's report

Indiana Watershed Academy will be having a second face to face meeting March 30-31.

Indiana Lakes Management Society will be having their annual meeting March 25-26.

I will represent the District at both.

The per diems are ready.

The water meters will be coming in next month.

The copier has been delivered. Faster and should save money on billing printing.

Brought to the Board's attention that a bar code scanner, receipt writer and cash drawer is available for \$929.

Dale wanted to get the check reconciliation software also. \$325. Helps to eliminate errors. I'll order it tomorrow.

A motion to approve the claims was made by Megan and seconded by Deb. Motion carried.

### **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)*

*\*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)*

Don reported that he knocked on doors for the RCAP approach with limited success.

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*\*Infiltration and Inflow reduction (Megan)*

*\*Sewer rates (Jack)*

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

Bob M. brought up that the HSA account schedule for employer contributions will be different this year.

Dale's report

Kenn Kraus's report.

ARRA request had come into the office. Kenn is checking into it.

Dave Hollenbeck's report.

Dave requested the Board to approve Carl Cender's quote for the water and sewer rate study. Each utility's study will cost \$3750.

A motion was made by Deb and seconded by Jack for the studies. Motion carried.

A response to the audit which was 9 pages in length was sent to the auditor's office.

Dave has filed a petition with the Circuit Court and we will have a hearing on May 9<sup>th</sup> on the election procedures.

Dave indicated that Dale may be willing to stay on after the emergency catch up work is done on a part time basis.

Engineering proposals will be sent out shortly.

Dick plans on having the committee's rosters in place by next meeting with an emphasis on continuity.

Audience:

Tom Baniczek mentioned the he had seen signs referring to The Lake Michigan watershed. Since we are in the Kankakee watershed, signage is not available as the same magnitudes of monies are not available.

Dick mentioned the water loss audit the City is currently undergoing shows that they are at roughly 10% loss. Bob M. reported that the last 5 years we are at 95.36% to the good. Over 11 years we were at 103% to the good.

There being no further business, the meeting adjourned at 7:28 P.M.

Respectfully submitted,

Bob Minarich  
General Manager