

VALPARAISO LAKES AREA CONSERVANCY DISTRICT

MINUTES OF MEETING: March 14, 2012

BOARD MEMBERS PRESENT: Tom Kruse, Bob Garmon
Rolando Chilian, Mickey Koehler
Don Karieva, Megan Summers

BOARD MEMBERS ABSENT: None

CONSULTANT PRESENT: Dave Hollenbeck, Bob Minarich, Tim Haas

Audience: Tom Banaszak, Walt Breitinger,

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

Tom made a motion to approve the minutes. Seconded by Don. Motion carried.

Don also made a motion to approve the annual meeting minutes. Seconded by Bob. Motion carried. Dave made mention that the annual minutes should be approved at the next annual meeting and should be included in the annual meetings packet next February.

Review of Conservancy District Budget

No comments except the timing when budget entries are shown.

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CCIF

No comments.

Bob M. mentioned that Dale and he have been thinking about adding line items for water/sewer projects for easier tracking by project numbers and to avoid having to appropriate each time. Dave explained the procedures pro and cons and that historically we just did an additional appropriation. Don suggested that this should go to the finance committee.

Review of the Water Utility

A question on blank checks numbers were explained as an expenditure from other fund – sewer which shares a common checking account.

Review of Sewer Utility

No comments.

Megan made a motion to approve the claims. Seconded by Don. Motion carried.

General Manager's Report

Bob M. mention that the last two lift stations to look at are Island and Ridgewood Creek in getting the pumps/motors rebuilt.

Don and Laura are researching the logos. Megan questioned the cost of logos. Laura explained it's a friend doing the work and no charges have occurred. The plug installed at the standpipe near the YMCA is secure and has now created a pond about two feet deep. This should allow some settling of dirt to occur. Walt had reported some rivulets on the banks and reported that to IDEM. Bob M. mentioned a seminar in Chicago concerning integrated planning for municipalities. Best projects from all departments to send monies on.

Maintenance Report

Matt reported that he had a couple circuit boards at Ridgewood Creek had to be replaced along with a transfer switch. The transmission on the truck was replaced. Bob questioned the mileage of the truck and Matt stated about 6000 mile. The rear brakes were replaced at the same time. Water samples were good. Garage door was repaired and an automatic door opener was added. 13 meter change outs and 12 shut offs.

Megan asked about Rich Hudson's report and Dave will look into it.

Strategic Plan Reports

Conservancy

**Wetland Program (Megan)*

**Annexation Policy (Don)*

**Office and Meeting space (Tom and Bob)*

**Public and Customer Education*

**Grantor policies ()*

Water Utilities

**Meter conversion ()*

**Outsource water billing (Megan and Tom)*

**Rate making control. (Dave)*

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

SEWER

**Sewer service extensions. (Don).*

**Infiltration and Inflow reduction (Megan)*

**Sewer rates*

**Work with the city towards mutual best interests*

Financial Report

Dale mentioned an incorrect date on one check. 1/19/2012 should have been 2/19/2012. The computer software has started and Dale is building the files. Hopefully the first week in April she can run payroll.

Dale asked for a resolution stating that Bob M's allowance of \$2000 is put on paper for the State Board of Accounts. Dave will write something up. Bob asked Dale that when the Board has a finance committee meeting that she would attend.

Accounts Receivable Report

Laura mentioned 4416 Watzke Road, a Mr. Sunil Dhoot, had arrears for his home. He explained that his empty home never used the sewers and asked for us to forgive his bill. Bob explained that he ran into the similar problem and had to pay a minimum charge for sewer and hydrants. A discussion occurred and it was decided he had to pay the minimum but late charges can be taken off. Tom made a motion to remove the penalties but all other charges remain. Megan seconded it. Motion carried.

The logo was mentioned again. Megan asked for pricing and it was suggested that an informal committee be created. Rolando, Megan, Don and Laura volunteered to work on it.

Attorney's report

2012 Budget order was approved by IDGF.

Mickey asked about the rate. The assessed valuation for the District went up, therefore the real estate rate went down.

Dave received Brychell's resignation and explained the procedure for re-election and appointment for the remaining time until the next annual meeting in 2013.

Bob considered a notice in the paper to fill the appointment and Bob M. offered to put a flyer in the next billing.

Mickey suggested that Bob Finley was in the audience and did express an interest in the position. Tom stated that he did know others who are interested. After a discussion, interested parties should attend month's meeting to be reviewed by the Board. A flyer will be sent out after a draft is reviewed by the Board. Mickey suggested a two month wait. Tom agreed. Bob and Don hoped for one month.

Family Express wants to expand their business. The Board wants to see a drainage plan, a separating fence and given an offer to purchase our property.

A final version of a meter change out request will be coming.
Dave owes Bob a revised IDDE Plan from the 1988 plan.
Dave also offered to have a Lawyer 101 class for the new members.

Dave and Bob M. left for a rezoning of the District's office at the plan commission meeting.

Engineering Report

Tim Haas brought up the hydrologic study from the Burlington Beach Road project undertaken by the City. Copies of the DLZ report will be forwarded in about two weeks.

The next meeting of the Board will be April 11, 2012 at 6 pm at the pole barn again. Laura will call the YMCA to see if it is open. Don made that motion, Rolando seconded it. Motion carried.

Mickey asked if we could include the web site address on the bills.
Bob expressed some ideas on committees and altering the focus of each. He suggested waiting until Dave has some input on legalities.

Bob turned the floor over to Walt concerning some additional silt issues. Megan mentioned that IDEM was reasonably satisfied with the improvement that the YMCA has been making.

Tom Banaszak was given a minute to speak since he had not asked to be on the agenda. Topic was roads again. It was explained to Tom again that VLACD is not in charge of roads and it is not part of our charter.

Bob closed the meeting at 7:22 pm.

Respectfully submitted,
Bob Minarich
General Manager