

VALPARAISO LAKES AREA CONSERVANCY DISTRICT

MINUTES OF MEETING: November 16, 2011

BOARD MEMBERS PRESENT: Tom Kruse, Bob Garmon
John Steffen, Deb Miller
Don Karieva

BOARD MEMBERS ABSENT: Dick Brychell, Megan Summers

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

Audience: Tom Banaszak

Meeting was called to order by Vice Chairman Tom Kruse at 5:59 pm.
Deb made a motion to approve the minutes. Seconded by Bob. Motion carried.

Review of Conservancy District Budget

Remind Dave, December meeting to balance the accounts.

Deb moves to reimburse Conservancy District General Fund from CCIF pursuant to an additional appropriation being made in the amount of \$7000 for the driveway project. This includes \$350 for sealing. Don seconded. Motion carried.

Review of the Water Utility

Discussion of the outstanding loans. Cardinal and Edgewater.

Insurance, salaries and Cender reports caused a \$8000 deficit for the month.

Review of Sewer Utility

Sewer billing from the City was not in this month's financials.

Bob moved Kim Construction be given the manhole job unless a lower quote (\$10,375) can be received from a company currently working for the City doing similar work. Seconded by Don. Motion carried.

General Manager's Report

Sapphire Lane water main loop was started.

4 gas monitor was purchased.

Tom asked about the 4th detention pond at Cumberland Crossing. Bob M. explained that the City engineers are shooting the elevations before presenting a study.

Maintenance Report

Matt gave his report with two water samples taken, 13 shut offs.

2 injector pumps were replaced.

Price for a sign was handed out.

The Office was determined to be in a residential area and not commercial. Dave will check into the zoning.

Claim forms were signed. Deb made a motion to approve them. Bob 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)

Matt reported that the old grocery store was too small to serve as a meeting room. The current office is very difficult to alter.

**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).

**Infiltration and Inflow reduction* (Megan)

**Sewer rates* (Jack)

**Work with the city towards mutual best interests*

Financial Report

Dale reported that we have new checks for all three departments. Just enough to get us through until the new software is in place.

Don made a motion to approve \$16,505 for the new software from Keystone. Deb seconded. Motion carried. Tom will be authorized to sign the contract. It does not appear the software will be installed for 4 – 12 weeks.

Accounts Receivable Report

Laura presented a letter from the Killeens. They were not properly billed in the past for their sprinkler in the amount of \$625.33 and since they now live out of the country in Siberia they asked for their account to be forgiven. Deb made a motion to do so. Bob seconded. Motion carried.

Laura presented a quick demonstration of the Ipad that Bob M. had won. She showed how she was able to load in many of the sewer/water maps for the district and how portable this unit is. The field men could have a complete set in their trucks at all times. Bob M. stated at the start of the new year he'll purchase a off brand name for the guys to have.

Engineer's Report

Kenn reported the IDEM permit for Flamingo work was received.

Attorney's report

Dave reported the new electronic budget is in place. Dick was required to push the button to file our budget.

On the tax sale, we had our properties taken off that sale. Rich Hudson and the auditors are working to identify the legal descriptions

The 2012 Board election has Tom Brown and Roland Chilian in a contested election for Jack's directorship. Deb has filed her petition. Tom and Roland sat down and talked it out. Tom backed out and Roland is going to continue with the election.

Misc. matters/public input

Deb report that there was a personnel committee meeting this morning and will report on it next month. Also, a concern was brought up concerning Edgewater Beach and run off eroding sand into the lake.

Don made a motion to pay off the new used skid steer. Bob seconded. Motion failed 3 to 2.

A second motion by Deb to extend our line of credit with Horizon Bank to include the skid steer and increase the length of months and 1/3 to come out of each department.

Seconded by Jack. Motion carried.

Dale asked if the software payment also be 1/3, 1/3, 1/3.

Bob asked if we could schedule a financial committee meeting to discuss the Cender reports.

Bob M. went out to 5 banks to get quotes on a CD. It will be left up to Dale to chose the best rate or service.

There being no further business the meeting was adjourned at 7:18 pm.

Respectfully submitted,

Bob Minarich
General Manager