

# VALPARAISO LAKES AREA CONSERVANCY DISTRICT

## MINUTES OF MEETING: December 15, 2010

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 6:04 pm.

Tom Banizek, Chris Mekola, Sue Gustafson, and Tina Max were in attendance.

A motion to approve the minutes of November 17, 2010 by made by Bob and seconded by Megan. Motion carried.

No financial or budget was available.

Chris Mekola gave the maintenance report. Including a leak on Smilax Lane. Bob Garmon requested meter changes out numbers be added to the maintenance report. Minarich reported that meters could be purchased \$35 cheaper than before but requires an annual total purchase of 144 meters. Dick wants to hold off on purchases as much as possible until the financial picture clears up.

Bob Minarich gave the miscellaneous report. Still working on survey to send to customers/freeholders. Dave wants to make sure that claims are brought to the next meeting for approval by the Board.

The objectives and champions reports are as follows:

### **Conservancy**

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

Dick and Megan came up with plans for an inventory of the wetlands, surveyed and staked and an appraised if needed. A biologist may be hired to assess the quality of the wetlands and make recommendations for enhancements. All properties should be covered by an environmental deed restrictions. If any property is sold it should be by a District freeholder and contiguous to the land. Monies received in sales would be used to purchase other properties important to the district that would improve the water retention, water flow and qualities goals.

*\*Annexation Policy* (Don and Dick)

Don mentioned Betsy Rosser sent out 89 letters to homes with a response of 25.

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

No report.

*\*Public and Customer Education*

No report.

*\*Grantor policies (Jack )*

No report.

### **Water Utilities**

*\*Meter conversion (Jack and Debbie)*

Deb reported that we can purchase 12 meters a month at a savings of \$35 per meter with a total buy in of 144 meters per year.

*\*Outsource water billing (Megan and Tom)*

No report.

*\*Rate making control. (Dick, Dave and Jack)*

Dave reported that progress has been made to at least look at the possibility to withdrawing with some restrictions. Public notice to all customers and that 5% must be in attendance of the withdraw meeting and that 51% must vote for it. Dave recommends that the Board wait until after the contested election before proceeding.

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

Ken Kraus reported that Valpo Water dept. did provide the necessary information for the NOI and that it has been sent down state for approval. If no response is heard within 30 days it is considered approved.. It is necessary to send the NOI because of an increase in pipe size and an additional hydrant is to be added.

### **SEWER**

*\*Sewer service extensions. (Dick and Don)*

No report.

*\*Infiltration and Inflow reduction (Megan)*

No report.

*\*Sewer rates (Jack)*

No report.

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

No report. Will start moving on meetings with key people after the holidays and election.

Miscellaneous reports.

Personnel Committee.

Deb reported on the employee reviews. Matt Arts is to receive a raise of \$0.50 of the \$2.00 DSS water certification license raise. If he passes he will receive the additional \$1.50. The \$0.50 increases his hourly rate to \$18.50.

Chris Mekola is to receive \$0.40 of the \$2.00 DSS water certification license raise. If he passes he will receive the additional \$1.60. The \$0.40 increases his hourly rate to \$16.40.

Christina Max is to receive a \$0.25 per hour and that will take her to \$11.25 per hour.

A motion by Deb and seconded by Bob. Motion carried.

Bob Minarich was to remain the same as last year. \$66,500

Performance awards.

Bob Minarich	\$2000
Matt Arts	\$ 750
Chris Mekola	\$ 750
Christina Max	\$ 500

Deb made the motion and was seconded by Megan. Motion carried.

A resolution was signed.

A financial update was given by Dale Brewer. State sales taxes had not been paid since November 2009. Checks were cut and this is now up to date. Same thing for the State withholding on the payroll. Checks cut and this is also caught up. W-2's were not sent down state either and that is now cleared up. Reports on the federal taxes had not been sent in. Spreadsheets on payments, penalties and interest will be sent to Dave to be sent to the Board members indicting what Dale has worked on. Don asked if a total amount was available. Dale states we are looking at payroll interest at \$580.09 and sales tax penalties were \$2500. Dave stated that we may be required to go after the employee for penalties and fees as required by State Board of Accounts. Dave again recommends that financial reports are needed by the Board and that claim forms need to be approved and signed.

Engineering report

Ken has nothing beyond the Phares Lane project.

Attorney's report.

Joe Mitol's case was reported on that he was denied unemployment.

Ellen McMeans case will be appealed. She is currently receiving benefits.

Dave handed out for signatures and approval an employment agreement for Dale.

A motion was made by Don and seconded by Tom. Motion carried.

A motion for an extension agreement was also made by Don and seconded by Bob. Motion carried.

Election information. Tom will be unopposed and Dick will be opposed by Robert Finley. The election procedures will be unchanged for 2011.

Absentee ballots will be available from the office as was done last year when Dave provides the template by Jan. 17<sup>th</sup>. The election will be Feb. 17<sup>th</sup>. A candidate's meeting will also be held before Jan. 17<sup>th</sup>.

Concerning the budget line item for attorney's fee a transfer will be needed. Dave recommends that \$10,000 be transferred from engineering to attorney fee. A motion was made by Tom and seconded by Don. Motion carried.

Tom asked about LGS and Dave reported that he will get with Bob and authorize the remaining uncontested payment to LGS. The balance will go through mediation.

Audience

Tom Banizek asked about an accounting service. We use a financial clerk and also an accounting firm for annual reports. The State Board of Accounts also verifies the numbers. Another concern was the rate making process which was explained by Dave.

Meeting adjourned at 7:13 p.m.

Respectfully submitted,

Bob Minarich  
General Manager