

# VALPARAISO LAKES AREA CONSERVANCY DISTRICT

## MINUTES OF MEETING: December 21, 2011

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

BOARD MEMBERS ABSENT: None

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

Audience: Tom Banaszak, Walt Breitinger

Meeting was called to order by Chairman Dick Brychell at 5:58 pm.  
Tom made a motion to approve the minutes. Seconded by Bob. Motion carried.

### Review of Conservancy District Budget

Payment of Per Diems will be in January to avoid two 1099's.  
\$812.82 in negatives for the year. Motion to move the money from Travel line items to cover the negatives was made by Tom. The motion was expanded to include any additional costs creating a negative will be paid out of Contractual Services line items. Seconded by Bob. Motion carried.  
CCIF no comments.

### Review of the Water Utility

Water was positive \$2600 for the month and \$19,173 for the year.  
Patton's bill for the skid was about \$2000 lower than expected. It was questioned and Patton held firm on the lower cost.  
Bob question the line of credit and the check sent to Patton. Dale explained the differences.

### Review of Sewer Utility

Sewer was positive \$4300 for the month and negative \$21,000 for the year.  
Culy Construction was paid \$7850 for two manholes.

### General Manager's Report

Bob M. mentioned the new branding from NIRPC and handed out an example.  
Northwest Indiana Partnership for Clean Water.  
Working on the LARE grants for 2012.  
Sapphire Lane loop is completed.  
Megan asked if the "Y" could be helped by VLACD in their soil erosion. Bob M. will check into offering help. Start with a letter to the City engineer's and the executive director of the "Y", Bob Wanek.

## Maintenance Report

Matt reported an illegal turn on at 5303 Leisure Lane that resulted in a flooded house. It was roughly calculated at 2000 cubic feet as per a master meter since the home's water meter had been tampered with. Dave asked for the information so he could take it to the prosecutor's office if need be.

Matt gave his report with two water samples taken. 21 locates and a hydrant extension. Gasvoda had received the wrong parts for Ostedt lift.

Bob mentioned a building committee meeting 1/13/2012 7am at the Bow Coffee Shop.

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

Keystone came out with a new Funds Software program for \$600 more. She will proceed with that. Sewer is not in the negative. Laura and Dale are working on the security deposits.

There was an additional \$22 needed to be added to the water/sewer totals for a last minute purchase.

#### Accounts Receivable Report

Laura reported a letter was received from the Murray's requesting relief on the sewer bill for a leak in his sprinkler system. We estimated that this amounted to \$89.32.

Bob reminded the Board of how uncooperative this customer was in the past. It was decided that a letter should be sent to him informing him that this would be the last relief we will offer and he needs to replace his line if this continues or install a separate meter. A motion to approve the credit for \$89.32 was made by Deb and seconded by Tom. Motioned carried.

#### Engineer's Report

Kenn mentioned the manhole lined by Culy Construction is the prettiest manhole in the District.

#### Attorney's report

- 1<sup>st</sup>. Finalization of the 2010 property tax collection. \$86,777.14 in December.
- 2<sup>nd</sup>. The election process. Only one contested election this year. Deb Miller and Mickey Kohlar. Mid-January Dave will hold a candidates' meeting.
- 3<sup>rd</sup>. Roland Chilian wins Jack's directorship. Walden/Kingsridge
- 4<sup>th</sup>. Sewer rates will be re-visited after the 1<sup>st</sup> of the year.
- 5<sup>th</sup>. Promised to get out the IDDE plan.
- 6<sup>th</sup>. HR audit. ODS can be hired for \$2500 to review and design an employee manual report.
- 7<sup>th</sup>. Employee reviews
  - Bob Minarich 2% raise \$67,830
  - Matt Arts \$1.50/hr increase
  - Chris Mekola \$1.00/hr increase plus \$1.40/hr increase for his DSS certification
  - Laura Grayam \$1.75/hr increase

Performance Awards @ \$750 each with the exception of Dale Brewer who had a prior agreement of \$1875 performance award.

Deb made the motion to approve and Tom seconded it. Motion carried.

Misc. matters/public input

Megan mentioned about the Hawthorne Subdivision new culvert under Burlington Beach Road. DLZ is in charge. Dave will get them to get in touch with us.

Tom Banaszak also mentioned the culvert.

Walt Breitinger discussed the silt at the "Y" and their corrections. He also mentioned the standpipe and is hopeful it will be corrected after 20 years. Additionally, the insect study was mentioned. Greg Quartucci was mentioned as a possible candidate for the study.

Bob mentioned that he is a very qualified individual.

Deb asked if Bob M. could put out an insert with the bills showing all the good things the District accomplished this year.

There being no further business the meeting was adjourned at 7:15 pm.

Respectfully submitted,  
Bob Minarich  
General Manager