



Annual Meeting  
Minutes 2-15-2017.c

# Valparaiso Lakes Area Conservancy District

## Minutes of Meeting January 17, 2018

Board Members Present: Thomas Kruse, Mickey Koehler, Nancy Satterlee, Connie Hughes  
Christian Anderson, Rolando Chilian, Robert Garmon

Board Members Absent: None

Consultants Present: Dale Brewer, David Hollenbeck, Robert Minarich

Audience: Tom Banaszak

Tom called the meeting to order at 5:30 pm

Rolando moved to accept the minutes. Bob seconded it. Motion carried 7-0.

Mickey then moved to approve the claims and accept the financial reports. Tom seconded it.  
Motion carried 7-0.

### General Manager's Report

Manholes in good shape.

No news from Brett on mapping.

The MS4 audit for construction and post construction will be happening soon. NISWAG is  
talking about their experiences. No news.

New computers tomorrow.

Web site. Has been ordered and in a few days a rough site was sent, and Nicole and I went  
through a couple hours of training online while Matt handled the front desk. Still looking for a  
pay button.

Nicole and I had a days training on Neptune meters. Lot of features we did not know about.  
Day and a half training with Keystone software.

Working on collections from the landlords. Dave gave me a form letter to use.

Bob G. questioned about Krueger. Bob M. will talk to Dave in morning.

### Maintenance Report

Island Road lift station's generator is coming tomorrow as well. The compound has been  
cleared of snow for the company to move around in.

Home on Summer Lane had a broken pipe and water was flowing out the basement window.

Matt had gotten a high reading at the Burlington Beach Road vault that morning. 11000 cubic  
feet.

2 water samples taken and passed.

5 meter change outs

19 Delinquents

32 [Locates](#)  
0 [Seasonals](#)

### [Committee Reports](#)

Personnel – Tom Nicole Michalowski was introduced to the Board.

### [Insurance Report](#)

[Rolando – nothing](#) New Insurance rep from Anton Paul Sciarra

### [Environmental Committee](#)

Christian - Nothing

### [Liaison Committee](#)

[Connie](#) – Talked about pay button contacts. Keystone, PSN and Pro Pay.

Getting free trees was mentioned from NIRPC. Bob M. sent the information to Connie and Christian. Will look back into again very small window to register.

### [Short and Long Range Committee](#)

[Nancy](#) – Every sub committee needs to document their purpose. Tom suggested a notebook be given to each committee.

### [Engineering Committee](#)

[Bob – will work with Bob M. on some things.](#) Been a great 8 years, last official meeting. Will attend February's meeting.

### [No accounts receivable report](#)

No engineer's report

### [Attorney's report](#)

Talked about the empty position and how to properly fill it.

3 candidates for the employee's handbook. One too busy during tax season and the other claimed that we were too small. Dave recommends we hire Rosetti. ODS. Mickey moved to hire her. Rolando seconded it. Nancy was concerned about the price. Never officially approved last handbook. Motion carried 7-0.

Annual meeting next month. Dave will put out a legal notice.

More conversation about the upcoming vacancy. A corporate sponsor can be appointed.

2018 taxes. 1782 has been granted. Next is the final budget order.

The Cook property paperwork is done. Needs to be put into metes and bounds. Walden project is ready for the same.

HSA need to be approved \$750 for a single employee and \$1500 for a family. January and July 50% dispersments. Tom made the motion and Mickey seconded it. Motion carried 7-0.

Tom read a list of issues that had not been done by the accounts receivable person. There was a discussion about what each item meant.

Tom mentioned the South Shore storm water poster the district paid \$300 for. 4 large and 7 small. Suggested we raffle them off at customer appreciation day and other events.

Tom turned the floor over to Tom. He asked about the Walden looping project. Dave explained the project and need to survey. Talked about water testing again.

[Tom closed the meeting at 6:30 pm.](#)