

SOUTH-WEST LAKE MAXINKUCKEE CONSERVANCY DISTRICT
Quarterly Board Meeting
Culver Public Library
Culver, IN

Meeting Date: Saturday May 30, 2015

Members Present: Chair John Crist, Vice Chair Jane Grund, Secretary John Stimson, and member Kathryn Densborn. Also in attendance was District Coordinator Kathy Clark.

The meeting was called to order at 9:00 a.m. It was acknowledged that the posting of the agenda was in accordance with the Indiana Open Door Law and that a quorum was present.

Minutes: The February 28th, 2015 minutes were approved by a motion from Kathryn Densborn and a second by John Stimson. Motion passed unanimously.

The minutes from the special meeting held April 18th, 2015 were then approved by a motion from Kathryn Densborn and a second by John Stimson. Motion passed unanimously.

Approval of Claims: The District Coordinator presented the Board with the claims register totaling \$25,003.12. The Claims Register was approved by a motion from Kathryn Densborn and a second by John Stimson. Motion passed unanimously.

District Coordinator's Report: Ms. Clark asked if the Board would like to charge a small fee to anyone who must be sent a certified letter more than one time within a one year period regarding past due bills.

- The Board asked Clark to send an email to legal counsel regarding this issue to determine if this will become part of a revised Rate Resolution or if it can be done at the next meeting by a Board motion.
- The Board will be required to determine the fee amount.

Ms. Clark presented the first draft of the 2016 District Budget to the Board for their review. After some discussion, the Board directed Ms. Clark to send an email to the accountant as well as legal counsel concerning the following matters:

- Change 'Odor Control Costs' to 'H2S Control Costs' in the Expense line items.
- Add \$10,000 estimated cost of the chemical required to treat the H2S to the 'H2S Control Costs' line item.
- Remove 'charcoal filter' from line item 'H2S Control Costs' and include the costs for a land survey and appraisals that might be required in order to purchase land on which a chemical pumping station will be installed. Ask Mr. Hux to estimate what he feels these items might cost.

- Check with Mr. Hux to get an estimate of his fees for handling the land purchase and increase line item 'Professional Fees and Expenses' to meet this need.
- Increase the 'Meter Reading and Maintenance' line item to \$15,000 annually to cover projected operations and maintenance fees.

New Business:

Land Purchase – John Crist reported to the Board that he had received no response to repeated phone calls, letters, and emails sent to the owners of Site A and so progressed to Site B. Negotiations faltered and he contacted Mr. Hux to assist the District with this purchase. Mr. Crist will report back to the Board as this progresses.

Capital Depreciation Fund line item – The Board discussed adding a Capital Depreciation Fund as part of the on-going budget process. The Board instructed Ms. Clark to include discussion of this in her email to the accountant and legal counsel, perhaps adding a budget line item for this purpose.

Review RFP document for O & M contract – Ms. Clark explained to the Board that an RFP had been sent to three vendors requesting they provide cost proposals to the District based on the the scope of work in the existing O & M contract, plus the additional task of regular chemical treatment for the H2S issue.

Because Thomas Excavaing;

- Has experience in the area of H2S solutions and, in particular, experience with a sulfur treatment system nearby which is similar to that being considered by the District, and
- Has associates who live in Culver who installed the majority of the pumps within the District's system, and have proven to be timely, reliable, and fair, and
- Has the capability to provide locating services.

Kathryn Densborn moved to accept the Thomas Excavating proposal, subject to a mutually agreed upon contract negotiation that may or may not include additional services. The Densborn motion was seconded by Jane Grund. Motion passed unanimously.

Old Business:

H2S Issue, change in Pump Station Construction RFP timeline - John Crist informed the Board due to circumstances regarding the land acquisition that would impact a contractor's ability to effectively determine the cost to build the pump station, he was now requesting that this matter be tabled until further notice. He also requested he be given the ability to move forward with the RFP and publishing of the plans and specifications as soon as it becomes possible.

Kathryn Densborn made a motion to give John Crist the authority to set a new date for plans and specifications to be available and issue an RFP. This motion was seconded by John Stimson. Motion passed unanimously.

Mr. Crist further explained to the Board that he has been in communication with the town manager (Mr. Jonathan Leist) and the Utilities Manager, (Mr. Bob Porter) regarding the actions being taken by the Board regarding the H2S issue.

Meeting Date: Ms. Clark was instructed to issue an email to the full Board requesting a reply from the members regarding their plans to attend the next scheduled Board meeting on July 25, 2015 to be held here at the library beginning at 9:00 a.m. It was noted that Mrs. Grund would be unable to attend due to a scheduling conflict and that Mrs. Densborn has a possible conflict.

The meeting was adjourned at 10:17 a.m.

Respectfully submitted,

Kathy J. Clark, District Coordinator
Acting as Secretary to the Board by direction of
Secretary Stimson

June 5, 2015

An **Executive Session** was called to order at 10:17 a.m. by the Board. A discussion occurred concerning a review of the quality of service provided by the Independent Contractor acting as District Coordinator for the District. The session adjourned at 10:43 a.m.