

WEST CENTRAL CONSERVANCY DISTRICT  
REGULAR MEETING MINUTES  
FEBRUARY 25, 2013

Board Members Present: K. Buetow, C. Dorton, W. Holland, V. Underwood, J. Webb  
Board Members Absent: None

WCCD District Manager, Assistant District Manager, Business Manager, Legal Counsel,  
Accountant, Engineer Present  
WCCD Guests as per sign-in log

The Meeting was held in the WCCD Board Room at 5:00 P.M.

Chairman convened the meeting after recognizing that the agenda was posted pursuant to the Indiana Open Door Law and that a quorum was present.

Motion by J. Webb, second by C. Dorton, vote unanimous, to approve the Minutes of the January 21, 2013 Regular Meeting as presented.

Motion by C. Dorton, second by J. Webb, vote unanimous, to approve the Minutes of the February 18, 2013 Special Meeting as presented.

Motion by C. Dorton, second by V. Underwood, vote unanimous, to approve the Minutes of the February 20, 2013 Annual Meeting as amended.

Motion by C. Dorton, second by V. Underwood, vote unanimous, to approve the Minutes of the February 20, 2013 Board of Finance Meeting as presented.

Financial Secretary V. Underwood presented a review of the claims. Motion by V. Underwood, second by J. Webb, vote unanimous, to approve (REV) 23447 – 23544, (EXP) 11020-11021, (DEPR) 11040 – 11041, BPR011813, PR012513, PR020813, DC01152013.

District Manager presented the January 2013 Cash Activity Statement.

Plant Operation Report by the District Manager. District Manager announced the WCCD Plant had received the 2012 Aqua-Aerobics Plant Performance Award.

V S Engineering Representative Amy Moore presented the Board the monthly engineering report. Discussion included the possible renovation or replacement and associated costs of the Canterbury Drive lift station due to recent discussions with developers of potential growth in that area of the District. The Board requested the staff meet with these potential developers of the anticipated growth to review District projected costs and to determine their financial commitment to the District.

Agresta and Associates Representative Phil Agresta presented the Board the 2012 year end financials.

Chairman opened discussion on the Audio Recording Procedures. Motion by C. Dorton, second by W. Holland, vote unanimous, to approve the WCCD Audio Recording of Board Meetings Procedures. Motion included the effective date of February 25, 2013, to be added to the policy.

Chairman opened discussion with the Board on the Revised Access to Public Record Request Form. Board, by consensus, approved the revised form which now includes both the cost of a written request and an audio request.

Chairman opened discussion with the Board on the 2012 Billing Account Write-Offs. Discussion included potentially notifying credit reporting agencies of delinquent accounts and reviewing the list of title companies that fail to report property assessments to the District. Chairman requested District Manager and the Financial Secretary investigate the potential of notifying credit reporting agencies of delinquent accounts. Motion by W. Holland, second by J. Webb, vote unanimous, to approve the 2012 Billing Accounts Write-Offs in the amount of \$2077.97 as presented and investigate the use of new tools to decrease future write-off amounts.

District Manager opened discussion with the Board on the proposed Manhole Rehab Policy. Legal Counsel can add this policy to modify the current District Rate Resolution. After discussion, the Board, by consensus, requested Legal Counsel prepare the documents for the proposed Policy to be incorporated into the current District rate resolution.

District Manager opened discussion with the Board on the employee certification policy. Discussion included pay raises upon completion of each certification level and requested that this policy be incorporated into the current employee handbook. Board requested the upcoming handbook revisions also include an employee election policy. The Employee Handbook Committee is currently reviewing the handbook and is expected to present an update to the Board at the March 18, 2013 Regular Board Meeting.

District Manager opened discussion with the Board on the trade-in of non-utilized/outdated equipment towards the purchase of new equipment. Per Indiana Code 36-1-11-9 the District is permitted to trade-in outdated/non-utilized equipment towards the purchase of needed equipment without SBOA approval.

Board opened discussion into the investigation into a voluntary lateral repair policy utilizing a monthly cost to customers to cover future repairs to lateral lines. Chairman will assist Legal Counsel and District Manager in the investigation on this proposal.

District Manager recommended the Board accept the sewers of The Parks of Prestwick, Phase VI, and Winton Meadows, Section V, as presented.

Motion by C. Dorton, second by J. Webb, vote unanimous, to accept Parks of Prestwick, Phase VI, and Winton Meadows, Section V, as presented.

Public comment time provided.

Motion by J. Webb, second by C. Dorton, vote unanimous, to adjourn the meeting at 6:30 P.M.

K. Buetow, Chairman

W. Holland, Secretary