

WEST CENTRAL CONSERVANCY DISTRICT
REGULAR MEETING MINUTES
DECEMBER 19, 2011

Board Members Present: P. Allen, W. Holland, K. Buetow, J. Webb, C. Dorton

Board Members Absent: None

7 WCCD Non-Board Representatives Present

WCCD Guests as per sign-in log

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

Chairman P. Allen 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 C. Dorton, second by J. Webb, vote unanimous, to approve the Minutes of the November 21, 2011 Regular Meeting and the November 30, 2011 Special Meeting as presented.

Financial Clerk J. Webb presented a review of the claims. Motion by J. Webb, second by K. Buetow, vote unanimous, to approve (Rev) 22040 – 22134, (Exp) 11002 – 11005, (Depr) 11001 – 11004, BPR111811, PR111811, PR120211, DC11142011.

District Manager presented the November 2011 Cash Activity Statement. Travis Caulk, First Merchants Bank was present to explain account interest rate and fee structure to the Board.

Plant Operation Report presented by the District Manager, discussion included update on the Plant Oxidation Ditch and two Clarifiers going off-line for winter cleanup and maintenance. Merrill Brothers will begin the grit removal from the Oxidation Ditch the week of December 19, 2011.

Legal Counsel updated the Board on the 2012 rate charge structure to the District. The rates will remain at the 2011 rate for 2012.

Chairman updated the Board on the Annual Meeting Election Procedures which included revisions to the election procedures and change of meeting dates. The District will again utilize SOCO Corporation to monitor the election and tabulate the votes with their voting machines. The Annual Meeting will be held Wednesday February 15, 2012 for the election and Board of Finance report. The Regular Meeting will be held Monday February 20, 2012 for all other District business.

Motion by W. Holland, second by J. Webb, vote unanimous, to request the election ballot contain the printed names of each candidate for election.

District Manager presented to the Board the absentee voting dates and times which are Friday February 10, 2012 11:00-6:00, Saturday February 11, 2012 10:00-2:00, Monday February 13, 2012 11:00-6:00 with final voting on Wednesday February 15, 2012 4:00-7:00. Board Member C. Dorton requested a press release be submitted to the local media with all District election information. District Manager stated that in addition to the press release, election information will also be placed on the billing cards and the website.

Motion by W. Holland, second by C. Dorton, vote unanimous, to accept the District Manager's recommendation of the voting dates and times.

Chairman opened discussion with the Board on the updated budget reporting format. P. Agresta, Agresta and Associates was present to explain the new format to the Board. Chairman solicited Board Member input by December 26, 2011 to allow for finalization and preparation for the 2012 calendar year.

Chairman opened discussion with the Board on the recent public access requests and announced there will be a Special Board Meeting January 11, 2012 at 4:00 P.M. held at the District office with the Public Access Counselor present for a Board presentation and Board Member question and answer period regarding Public Access Law and the Open Door Law.

Chairman updated the Board on his continued investigation into the use of an independent outside firm to review the current District pay structure and will update the Board as information is received.

District Manager opened discussion on the bid award for the Clay Tile Project. VS Engineering representatives Sanjay Patel and Amy Moore were present to discuss the bid award. VS Engineering recommended the bid be awarded to Insituform Technologies USA in the amount of \$770,392.50 being the lowest and most responsive bidder for the project.

Motion by W. Holland second by J. Webb, vote unanimous, to approve the VS Engineering recommendation of Insituform Technologies USA at the awarded bid price of \$770,392.50 for Phase 1 of the Clay Tile Project. The Board authorized the District Manager to sign all relevant documents for project commencement. The Board, by consensus, recommended the District also notify each effected homeowner in addition to contractor notification. The project is scheduled for a January start-up and the projected timeline is 150 days for substantial completion. VS Engineering will provide monthly project meetings and updated progress reports to the District Manager. District Manager recommended VS Engineering as the project inspectors.

Motion by W. Holland, second by J. Webb, to accept the recommendation of the District Manager of VS Engineering as the inspectors of Phase 1 of the Clay Tile Project. For P. Allen, W. Holland, K. Buetow, J. Webb. Against C. Dorton. Motion passed 4-1.

Board Members P. Allen and C. Dorton requested all Board material be presented in advance of the Board Meeting to allow for maximum study and review for Board decision.

Gary Padgett, System Operations Supervisor, presented the Board issues in the collection system involving high levels of inflow and infiltration and its effect on the plant operation efficiency. District Manager requested the Board allow VS Engineering to aid in estimating and preparing a recommendation study of a potential manhole project using a grade system to repair effected areas based on greatest levels of I and I. Board, by consensus, agreed to allow VS Engineering to present their preliminary findings at the January 16, 2012 Board Meeting.

Chairman opened discussion with the Board concerning the WCCD Redact Policy for public access requests which included discussion of the potential costs incurred to the District. Motion by W. Holland, second by C. Dorton, not to redact all attorney bills. For P. Allen, W. Holland, J. Webb, C. Dorton, abstain K. Buetow. Motion passed. The Board, by consensus, did not make a decision concerning the e-mail Redact Policy.

Chairman opened discussion with the Board concerning the WCCD Public Comment Policy which included topics of public comment time limits by individuals and by topic. The January 11, 2012 Special Board Meeting will have the Public Access Counselor present to cover such topics as this.

Board Member W. Holland opened discussion with the Board concerning the amount being funded monthly into the Depreciation Account from the Revenue Account. Motion by W. Holland, second by C. Dorton, vote unanimous, to transfer \$600,000.00 from the Revenue Trust account to the Depreciation Account. This transfer is being done in addition to the monthly \$75,000.00 December payment.

District Manager recommended the Board accept sewers of Mapleton at Wynne Farms, Section 2, Northfield at Wynne Farms, Section 2C, and Bersot Crossing, Section 3B as presented.

Motion by W. Holland, second by C. Dorton, vote unanimous, to accept the sewers of Mapleton at Wynne Farms, Section 2, Northfield at Wynne Farms, Section 2C and Bersot Crossing, Section 3B as presented.

First Merchants Bank Representative Travis Caulk opened discussion with the Board concerning the WCCD Line-of Credit. Discussion included expanding the current parameters of the Line-of Credit to include projects in addition to unsewered neighborhoods. The Board, by consensus, asked for the bank to review and expand the existing Line-of-Credit to include projects such as plant/facility updates.

Chairman stated there were many challenges of 2011 and expressed his thanks to the other Board Members, Debbie, Gary and WCCD staff for all their hard work and dedication.

Board Member C. Dorton asked for an explanation into the computation of the current EDU rate structure. Amy Moore of VS Engineering explained the computation.

Public comment time provided.

Jim Tygrett 6749 Romeo Drive, Avon approached the Board complimenting the District Manager on his requests for public access information; the public comment time limits; the cover letter that accompanies District year-end financial reports and his concerns of K. Buetow, as Board Secretary overseeing the upcoming elections. Chairman stated Mr. Tygrett's election concerns will be addressed prior to the election.

Motion by W. Holland, second by C. Dorton, vote unanimous, to adjourn the meeting at 7:16 P.M.

P. Allen, Chairman

K. Buetow, Secretary