

WEST CENTRAL CONSERVANCY DISTRICT  
REGULAR MEETING MINUTES  
JANUARY 16, 2012

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

Board Members Absent: None

3 WCCD Non-Board Members 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 K. Buetow, vote unanimous, to approve the Minutes of the December 19, 2011 Regular 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) 22135 – 22242, (Exp) 11006 – 11008, (Depr) 11005 – 11011, BPR121611, PR121611, PR123011, DC12142011, WIRE12272011. Chairman requested a detailed breakdown of the aged account status be presented at the February 20, 2012 Board Meeting.

Business Manager presented the December 2011 Cash Activity Statement.

First Merchants Bank Representative Jim Dimitroff presented information to the Board about District options regarding the future investment strategy and policy of the District based upon the present state of the economy, the current investment rates of return and state limitations for fund diversification of governmental entities. The discussion also included the classification by short, medium and long term District needs. Chairman requested the District Manager prepare an investment policy to be presented to the Board for approval to provide diversification and protection of District assets while maximizing the rate of return.

Plant Operation Report by District Manager.

District Manager presented to the Board the Annual Meeting Notice and sample ballot for Area 4 for Board review and approval. Ballot information has been placed on the January billing card, will be placed on the website and in the Flyer. Motion by W. Holland, second by C. Dorton, vote unanimous, approving the election notice of the Annual Meeting and sample ballot for Area 4.

Chairman opened discussion with the Board on current election status of the secretary supervising this year's election while running for re-election. Chairman requested to the Board

that C. Dorton be appointed to oversee and supervise this year's election. Since there was no objection, Board Member C. Dorton agreed with the Chairman.

Chairman opened discussion with the Board on the past practice of the Chairman voting for the District with a recommendation to the Board that no Board Member would vote for the District. Motion by C. Dorton, second by W. Holland to stop the practice of the Chairman casting a vote for the District in this and all future elections. Chairman announced Ruth Johnson be the election clerk for absentee balloting/election night and Jennifer Turner and Sara Sever will also serve as election clerks for election night. Vice Chairman requested that during the absentee voting, voters please include the date when signing the freeholder list. The Chairman informed, due to the fact on an upcoming surgery, the Vice Chairman will conduct the February 15<sup>th</sup> annual/election meeting.

Chairman presented the proposed budget reporting format to the Board for review and final approval. Chairman requested upon Board final review that the proposed budgeting format be utilized for Calendar Year 2012. Motion by W. Holland, second by J. Webb, vote unanimous, to approve the Chairman's recommendation to adopt this budget reporting format.

District Manager opened discussion with the Board on the Clay Tile Project. A homeowners/golf course information meeting is scheduled for Wednesday January 18, 2012 at 6:00 P.M. at the District office. Representatives of the District, V S Engineering and Insituform Technologies USA will utilize a power point presentation and then conclude with a question and answer period. The contract has been prepared by V S Engineering and signed by the District Manager. Discussion included that the project schedule timeline had not yet been received by the District for review. The Board expressed concern with the lack of preparation on the part of Insituform to have the project timeline ready for Board review at tonight's meeting. The District Manager will meet with V S Engineering and Insituform Technologies to review and approve the power point presentation and all distribution material and express the Board's concerns on the information timeliness on Wednesday at 1:00 P.M. in preparation for the Wednesday night meeting.

Chairman updated the Board on the District salary schedule research and presented his results with a recommendation to the Board to utilize Flashpoint Corporation to conduct the salary schedule with the bid not to exceed the project fee of \$4,455.00. Board Member K. Buetow expressed his concerns of District liability and commitment regarding the results of the study. Chairman included that a formal review should be completed periodically by outside sources and then internally on a more frequent basis to monitor that employees are being fairly compensated for many factors including job knowledge, job duties, education and tenure. Motion by C. Dorton, second by J. Webb, vote unanimous, to enter into agreement with Flashpoint Corporation to conduct a salary schedule review for the District not to exceed \$4,455.00. The Board authorized the District Manager to sign and return the contract to begin the process.

Chairman opened discussion on the Line-of-Credit with First Merchants Bank. Discussion included the expanding the scope of the Line of Credit to include other capital projects beyond neighborhood sewer projects. Discussion included the added stipulation by First Merchants Bank regarding required information under the Small Business Jobs Act Certification. Legal Counsel advised the classification stipulation considers the District a small business and list the Board Members as principals instead of the proper classification of the District as a governmental entity. The Board by consensus, agreed to table this discussion because of the Board disapproval of the required documentation and to allow the bank representatives time for further review and will revisit this topic at the February 20, 2012 Board Meeting.

Business Manager presented to the Board the 2011 Billing account write-offs for review and approval. Motion by J. Webb, second by C. Dorton, vote unanimous, to approve the 2011 billing account write-offs of 18 individual accounts totaling \$2,295.05.

District Manager updated the Board on the Manager's committee to review legal proposals. P. Allen and W. Holland will assist the District Manager on the committee.

Chairman opened discussion with the Board and presented a public comment policy for review and read the proposed the policy in the meeting. Motion by C. Dorton, second by W. Holland to approve the Chairman's recommendation of the District Public Policy that states each freeholder will be given up to four (4) minutes to express their views on issues and that each issue cannot exceed thirty (30) minutes. The Chairman does have the authority to extend or minimize these time constraints. For P. Allen, W. Holland, J. Webb, C. Dorton. Against K. Buetow. Motion passed.

Chairman opened discussion with the Board on a letter received from the Avon Town Council to the District Board of Directors. The Board, by consensus, agreed that no written response was needed at this time.

Board Member C. Dorton commended the District Manager for the timeliness of Board information to allow for Board review prior to Board meetings.

Public comment time provided.

Avon Town Council Member Marcus Turner approached the Board as the Avon Town Council Liaison and thanked the Board and looked forward to both entities working together.

Motion by W. Holland, second by C. Dorton, vote unanimous, to adjourn the meeting at 6:40 P.M.

P. Allen, Chairman

K. Buetow, Secretary

