

SOUTH-WEST LAKE MAXINKUCKEE CONSERVANCY DISTRICT

Minutes of Regular Meeting

February 9, 2019

The Annual Meeting was called to order by Chairman Crist at 10:00 a.m. with recognition of the posting of the agenda in accordance with the Indiana Open Door law and there was a quorum present. Present were Mr. Crist, Mr. Stimson, Mr. Damore, Mr. Purucker, and Mr. Demaree. Ms. Clark was present and acted as secretary to the Board.

The Chair acknowledged that Damore was accepted for a one-year appointment as representative for Area 6. Stimson and George were both successful in obtaining the requisite number of petitions to retain their status for the next four years as representatives of Area 2 (Stimson) and Area 3 (George) respectively. Stimson and Damore signed their swearing-in statements, George will be sworn in and complete his form at the June 1 meeting.

Annual meeting was closed at 10:03.

Regular meeting was opened at 10:03.

New Business:

Election of Officers: Crist was appointed as Chair, Stimson as Vice Chair, and Demaree as Secretary by a motion from Purucker and a second from Damore. Motion passed unanimously.

Cumulative Maintenance & Improvement Fund: A motion was made by Stimson and seconded by Purucker to allow transfer of \$50,000 from the general fund into the CMI fund. Motion passed unanimously.

Capital Asset Threshold: A motion was made to set the SWLMCD's capital asset threshold at \$5,000 before anything can be considered a capital asset. This motion was made by Stimson and seconded by Purucker. Motion passed unanimously.

Rate Resolution update: The motion was passed on first reading at the October 20th meeting that alters the definition of the word Dwelling to have it align exactly with that of the Town of Culver. A date is now needed to hold a public hearing, then final decision on this change. The Board feels that a public hearing can be held immediately ahead of their regular meeting set for June 1, at 9:00 a.m. and have instructed Clark to inform Hux to publish at the appropriate time.

Travel Policy: A brief discussion was held as to a request by Crowe, who handled the 2015, 2016, 2017 SBOA audit, that a written policy be put in place as it regards all travel expenses that may be incurred by the District's Board. Hux feels that it is already done as per old minutes, that the District is one of the few political subdivisions that cannot adopt a different expense reimbursement policy that what is in the statute now. The Board confirmed through a new motion that receipts for meals, hotels, parking, etc. must have receipts before they are accepted for payment and mileage can only be paid at the same rate as approved for State officeholders, that its policy will remain the exact same as is in the state statute. The motion was made by Stimson and seconded by Demaree. Motion passed unanimously.

Internal Controls Resolution: Resolution #2019-0209-1 was read and passed by a motion from Purucker and a second by Stimson. Motion passed unanimously.

Policy & Procedures Manual: Clark relayed to the Board that she would update the existing manual sections that are currently on-line the beginning of 2020 so that the Board can vote to approve them at their annual meeting that year. Policy and procedures will be laid out to follow all requests from the SBOAs.

Approval of Minutes: The minutes for the October 20th, 2018 regular meeting were approved by a motion from Demaree and a second from Purucker. Motion passed unanimously.

Operations Manager Report:

Claims: Claims for year ending 2018 in the amount of \$56,135.01 were approved by a motion from Purucker and a second from Stimson. Motion passed unanimously. Claims were then presented by Clark for 2019 in the amount of \$16,112.20. A motion to approve was made by Stimson and seconded by Damore. Motion passed unanimously.

Bond Principal & Interest: A motion was made by Stimson and seconded by Damore to allow Clark to pay the June P&I payment to BONY. Motion passed unanimously.

Report Details discussed but not covered elsewhere in these minutes:

Audit: Clark reported on the cost of the initial state audit versus the one just ended. The first audit covered four years (2011/2012/2013/2014) and had state auditors present in the office for eight weeks. The cost was \$19,801.75 total with \$16,358 of that stemming from SBOAs. The County Auditor removed that amount prior to disbursing the District's capital costs captured from specific taxpayers.

The audit just completed was performed using email and is projected to cost a total of \$22,160 with \$12,000 going to the SBOA's payment to Crowe. This amount will be removed from the spring 2019 disbursements before being sent to the District. This audit covered 2015/2016/2017. Clark reports that from this point on an audit can be expected ever two year, i.e. 2018/2019 will happen in 2020. She questioned the expense, lack of one point of response, lack of follow-through on what had appeared to be agreed-upon terms at the exist interview, even though they were small, non-reportable issues.

Internal Control Standards - certificate of learning: SBOA asks that political subdivisions be certified through their on-line learning program. <https://www.in.gov/sboa/> and follow the directions provided in Clark's report. Watch the videos, print out a certificate or ask Clark for a blank, fill it out and send her a copy for the District's files. Purucker made a motion to have the Board do this and it was seconded by Stimson. Motion passed unanimously.

Past Due Bills: A brief discussion took place on the repetitive nature of some customers who appear to be letting their payments skip for several months at a time, then settling up. No funds can be charged to account for the fees paid by Clark for notarizing liens, paying Hux to write up the liens, filing the liens at the County. She asked for the Board's thoughts on this matter so future discussions can be had.

Contractor: A discussion took place regarding a contracted service and Clark was asked to send the Board the total expenses for this service over the last three years and a copy of the contract or letter of agreement made originally.

Financial Reports: A motion was made by Purucker to approve the 2018 Year End reports and it was seconded by Stimson. Motion passed unanimously. A second motion was made by Purucker to approve the January 2019 report and it was second again by Stimson. Motion passed unanimously.

It was confirmed to the Board that they had received their 1782.

The Board Calendar for 2019 was again reviewed and agreed upon. The next meeting will be held on June 1st at 9:00 a.m. at the Library.

Meeting adjourned at 11:29 a.m.

Kathy J. Clark, Acting Secretary to the Board