

## **SOUTH-WEST LAKE MAXINKUCKEE CONSERVANCY DISTRICT**

### **Minutes of Regular Meeting**

**June 1, 2019**

**The Public Hearing on updates to the Rate Resolution was opened** by Chairman Crist at 9:00 a.m.

No members of the public were in attendance.

**The Public Hearing was closed** at 9:15 a.m.

**The Regular Board Meeting was called to order at 9:15 a.m.** by Mr. Crist. Recognition of the posting of agenda in accordance with the Indiana Open Door Law was given and a quorum was present as Mr. Crist, Mr. Stimson, Mr. Purucker, Mr. Demaree, and Mr. George were all in attendance. Ms. Clark attended in the positions of the Acting Secretary to the Board and as Operations Manager for the District.

Mr. George was sworn in as representative of Area 3 and signed his oath of office. A copy of his signed oath will be sent to Mr. Hux for his files.

**Approval of Minutes of February 9<sup>th</sup>**: The minutes were presented prior to the meeting and were approved by a motion from Purucker and a second by Stimson with notes. After some discussion concerning a few late paying customers the Board requested that Clark review with Hux adding to the current policy of charging all late payments 10% after thirty (30) days, with a new policy of increasing the late payment penalty to 50% after ninety (90) days. The Board also requested that Clark become a Notary Public to eliminate that fee when liens and lien releases are filed. Clark agreed to report back to the Board at their August 10<sup>th</sup> meeting on both requests.

#### **New Business:**

**Rate Resolution No. 2018-1020-3** was reviewed by the Board once more after the public hearing and passed unanimously by a motion from George and a second by Stimson. Two signed copies will be sent to Hux for his files.

**Payment Options** - Clark handed out notes taken during a meeting she had with Tabitha Williamson of Lake City Bank and Rosy Oshry of O.W. Krohn & Associates. Board members related that their banks and other organizations operate as ACH entities for no charge to their "customers" and charged Clark with going back and trying to find out how to make this work. The District today still provides the following two options to its customers:

- 1) have customers who do on-line banking advise their banks to write a check each month and mail it to meet the due date; or
- 2) pay ahead, by quarter, semi-annually, or annually to avoid having to write a check each month for the sewer service.

Clark will keep investigating this issue and report back at the August 10<sup>th</sup> meeting.

### **Operations Manager Report:**

**Claims** were presented for a total amount of \$26,505.96. Payment was approved by a motion from Stimson with a second from George. Motion passed with all ayes.

**Changes to Billing Service** - Clark had informed the Board that RP&L had finalized their decision to stop outside billing services effective September 1, 2019. They'd sent a letter to Clark dated March 29<sup>th</sup>, 2019 that no new contract would be written. Clay Carmen, who currently works as head of IT for RP&L, opened discussions with Clark about taking over the billing service. He wrote the program for them and would like to work for a year with us directly so he can upgrade the program. Clay would then consider licensing his software to the District so they could do their own billing in-house. His first estimate for this service would be a monthly service fee of \$486.28. Annual cost under this scenario would be \$5,835.36. Clark will confirm this if his company is chosen to move ahead.

The second company that showed interest is Aspire CPA and has sent in an estimate that includes a one-time set-up fee of \$3,425 plus a monthly fee of \$849 that includes postage for a total annual fee of \$10,188.

The Board requested that Clark continue to search other options and provide them in a list via email before the deadline while allowing for set-up time.

### **Financial Reports:**

**A motion to approve the April 30<sup>th</sup> Financial reports** was made by Purucker and seconded by Stimson. Motion passed with all ayes.

**CD interest earned** - Clark informed the Board of interest earned on two of the three CD's they'd opened and that she had extended the six-month CD for another six months.

**2020 Budget Review** – The Board had a good discussion about the budget numbers and its format. Stimson requested that it be made more readable as it was hard to compare the proposed numbers against the Profit & Loss columns provided. Questions about why the budget was running a deficit were also put forth. Clark agreed to set up a telephone conference with Crist, Stimpson, herself and Rosy Oshry of O.W. Krohn & Associates to review the issues for Monday, June 3<sup>rd</sup>.

The first budget draft provided each year during the June meetings are for the Board to review. No approvals are required as they are information gathering presentations only. The final draft will be presented at the August 10<sup>th</sup> meeting for the Board to accept if they so desire, then it will proceed to the public hearing in early October (October 5<sup>th</sup>, 2019) with final motion to adopt required by the Board at their October 19<sup>th</sup> meeting.

**The Board Calendar for 2019** was again reviewed and agreed upon. The next meeting will be held on August 10th at 9:00 a.m. at the Library.

Meeting adjourned at 10:29 a.m. with a motion by George and a second by Purucker.

Kathy J. Clark, Acting Secretary to the Board  
July 10, 2019