

**Cordry-Sweetwater Conservancy District  
Board of Directors Meeting  
“Minutes”**

**February 9, 2013, 9:00 AM, CSLOA Clubhouse**

**Board Members Present:** Larry Kolar, Jim Ray, Anita Wright, Herbie Benshoof, Francis Gantner

**Board Members Absent:** Quinn Hetherington & Cathey Byers

**CSCD Attorney:**

**Managers Present:** Anthoney Haywood, Rod Blasdel, Vernon McGaha

**Managers Absent:** None

**Guests:** Dave Moebs, David Eichelberger

**A. Welcome and Pledge of Allegiance:** Mr. Kolar called the meeting to order at 9:00 AM

**B. Agenda Modifications:**

1. Mr. Gantner made a modification to the agenda to approve David Moebs to the Roads Commission as line item 4-c; Mr. Kolar requested that the approval of a new deputy car engine be added as line item 4-d and the discussion of holiday pay be added as line item 4-e.

**MOTION: Mr. Gantner made a motion to approve the modifications to the agenda, seconded by Mr. Benshoof – motion carried unanimously.**

**C. Freeholder Concerns:**

1. There were no freeholder concerns

**D. New Business:**

1. Mr. Eichelberger from Christopher B. Burke Engineering gave a presentation over the results from the dam inspections on both Sweetwater and Cordry Lakes. He gave the Board suggestions on things that should be monitored and things that should be repaired within the next couple of years. Overall both dams are in “fair” condition which the same rating was given during the June 2012 dam safety inspection. The risk of the dam to fail is “low”. Christopher B. Burke Engineering will be back out in the spring.
2. The Board members discussed what the 2013 goals will be with input from any freeholders. The goals are broken down by commission category; Ecology, Roads, Water & and overall goals. One of the Ecology goals is to address the maintenance issues from the dam

inspection. It was requested that Rod Blasdel have the authority to spend \$5,000 for consultation for solutions on the dam maintenance issues.

**MOTION: Mr. Gantner made the motion to approve the authorization for Rod Blasdel to spend up to \$5,000 in consultation for solutions on the dam maintenance issues, seconded by Mr. Benshoof – motion carried unanimously.**

3. Mr. Gantner requested that Dave Moebis be appointed to the Roads Commission to replace Lanny Rossman.

**MOTION: Mr. Gantner made the motion to approve the appointment of Dave Moebis to the Roads Commission to replace Lanny Rossman, seconded by Mr. Benshoof – motion carried unanimously.**

4. Mr. Kolar requested the Board approve a new engine for the 2002 Ford Explorer used as a deputy car. The engine seized up and Rod Blasdel recommended that it be replaced with a new engine to save cost. The Ford Explorer is in overall good condition. The new engine would have a 3 year unlimited miles warranty and would be performed by Park Garage in Nineveh. The cost of the new engine is \$4,592.81.

**MOTION: Mr. Gantner made the motion to approve the installation of a new engine in the 2002 Ford Explorer performed by Park Garage at the cost of no more than \$4,592.81, seconded by Mr. Benshoof – motion carried unanimously.**

5. Mr. Kolar asked the Board to look over the holiday pay policy for the CSCD employees. There seems to be discrepancies in the policy. Mr. Kolar gave them some examples and possible solutions to the issue. The issue will be readdressed at the next Board meeting.

**E. Board Member Concerns:**



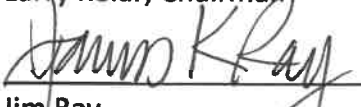


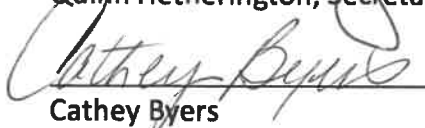
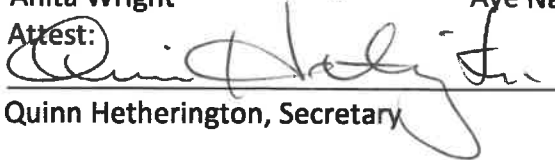
1. The old pole barn will become a new storage building once the new building is built. There have been three quotes received to renovate it into a storage building. The Board will take it under consideration at the February 19<sup>th</sup> Board meeting.
2. Nina Latimer has been looking into the State Unemployment Tax Authority program. The Board has the option to opt out of it. A decision will be made at the February 19<sup>th</sup> Board meeting.
3. A newsletter will be sent out in April.
4. A pre-bid meeting for the new Maintenance/Office building will be on February 27<sup>th</sup> and the opening of the bids will be on March 7<sup>th</sup>.
5. Mr. Ray requested a list of all employees and a brief job description.

**F. Adjourn**

**MOTION: Mr. Gantner moved to adjourn, seconded by Mr. Benshoof – motion carried unanimously.**

Respectfully submitted by Kristi Putnam.

**Approved this 19th day of February, 2013, at Nineveh, IN**

 Larry Kolar, Chairman	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Nay	 Francis Gantner, Vice Chairman	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Nay
 Jim Ray	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Nay	Herbert Benshoof	<input type="checkbox"/> Aye <input type="checkbox"/> Nay
 Quinn Hetherington, Secretary	Absent <input type="checkbox"/> Aye <input type="checkbox"/> Nay	 Anita Wright	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Nay
 Cathey Byers	<input type="checkbox"/> Aye <input type="checkbox"/> Nay	Attest:  Quinn Hetherington, Secretary	

February 19, 2013 Minutes  
**Cordry-Sweetwater Conservancy District**  
**Board of Directors Meeting**  
**"Minutes"**

February 19, 2013, 7:00 PM, CSLOA Clubhouse

**Board Members Present:** Larry Kolar, Jim Ray, Cathey Byers, Anita Wright, Herbie Benshoof, Francis Gantner

**Board Members Absent:** Quinn Hetherington

**CSCD Attorney:** Roger Young

**Managers Present:** Anthony Haywood, Rod Blasdel, Nina Latimer, Vernon McGaha

**Managers Absent:** None

**Guests:** Dave Moebs, Margaret Bruce, Al Taylor, Chuck Robinson, Dave Jarrett, Shawn Micheal, David A. Wallace, Rick Normington

**A. Welcome and Pledge of Allegiance:** Mr. Kolar called the meeting to order at 7:00 PM

**B. Announcements:**

1. Mr. Kolar introduced Nina Latimer as the new CSCD Financial Clerk and Rod Blasdel as the new CSCD Manager.

**C. Agenda Modifications:**

1. There were no agenda modifications

**D. Freeholder Concerns:**

1. Mr. Robinson announced that the Church of the Lakes is starting a farmers market. It will be located in the church parking lot and there is no cost to the space. It will be every other Saturday morning starting in June. More information will be in the CSCD April newsletter.
2. David Walter stated his concern about the appearances of houses located on Centerlake Road near Chipmuck. Mr. Kolar said that Mr. Blasdel will look into the issue.

**E. Approval of Minutes:**

1. January 12, 2013 CSCD Board Meeting Minutes  
Mr. Benshoof requested that an attended guest's last name be corrected. Mr. Ray requested that Mr. Benshoof and his name be switched in the motion to nominate Mr. Gantner as Board Vice President.

**MOTION: Mr. Benshoof made a motion to approve the January 12, 2013 Board meeting minutes with the correction to correct an attendee's last name and to switch Mr. Benshoof and Mr. Ray's names in the motion to nominate Mr. Gantner as Board Vice President, seconded by Mr. Ray— motion carried unanimously.**

**F. Management Reports:**

**1. Conservancy Manager: Mr. Blasdel**

- a. Looking into possible change in providers for employee health insurance. Looking into comparisons in carriers and will be presenting a recommendation at the March Board meeting.
- b. Responded to recommendations resulting from an audit designed to reduce or mitigate potential liability exposures. All items in the audit report will be completed or mitigated by the end of July.
- c. We are looking into breaking down some budget accounts in order to be more specific in tracking expenses.
- d. Began reviewing the Employee Handbook for needed updates/changes.
- e. Worked with several of the Commission's on various projects.
- f. Received a contract from Premiere Ag for 5,000 gallons of fuel. The Board advised Rod to look into different vendors before proceeding.

**2. Financial Clerk: Mrs. Latimer**

- a. Mrs. Latimer read the financial report.

**MOTION: Mr. Gantner made a motion to approve the financial report subject to audit, seconded by Mr. Benshoof— motion passed unanimously.**

- b. The Board reviewed the claims for the month. Mr. Kolar had questions in which both Mr. McGaha and Mr. Haywood addressed.

**MOTION: Mr. Benshoof made a motion to approve the claims subject to audit, seconded by Mr. Ray— motion passed unanimously.**

**3. Roads/Water Supervisor: Mr. Haywood**

- a. Getting ready for ME Simpson
- b. Starting to plan and get ready for the construction of the new maintenance/office building.
- c. Received the shipment of road signs. Will start installing them.
- d. Working on pump station maintenance.

#### **4. Security Manager: Mr. McGaha**

- a. Working on boat prices for 2013. Mr. Ray asked about how they are priced. Mr. McGaha said that it was budgeted for this year. Mr. Gantner asked why we are looking into another boat when they spent money on repairing the two boats in prior years. Also, it was asked why we are purchasing a speed boat and not a pontoon boat for injury reasons.
- b. Police officers attended a street survival seminar. It was an excellent class.
- c. All three security cameras are up and running. They are being recorded at the District offices to a hard drive.
- d. The 2002 Ford Explorer received a new engine.
- e. Working on a sign survey for the roads. Working on a map that shows the sign locations. It will be put on a disk.
- f. The Security Commission discussed the deer reduction issue.
- g. Mr. Kolar requested that Mr. McGaha look at speeders within the area.

#### **g. Commission Reports:**

##### **1. Building: Mrs. Wright**

- a. There were 6 permits issued to freeholders.
- b. There have been several written complaints about the unkept and debris strewn property at 8321 Centerlake Road. Mr. Lee has made several attempts in engaging the residents and will try to engage the landlord.
- c. The owner of a vacated foundation on Grouper is planning on building on it in 2013.
- d. The vacated foundation at 6222 Black Bear has recently passed and the property is in the process of being signed over to the two sons. They will be attending to the property.
- e. The property on Kingnut is awaiting trial on June 18<sup>th</sup>, 2013.
- f. There is a sign violation/business violation on 6990 Drum Dr. Lakeside. Mr. Lee has sent a letter to the property owner notifying them of the violation. The sign has been removed.
- g. Mr. Lee sent out packets in the mail to freeholders from Group 1, notifying them that there septic tank inspection and pumped is due.
- h. Mr. Lee reported that there were three new homes going up so far in 2013.

##### **2. Ecology: Mr. Ray**

- a. Efforts are underway to finalize specifications for replacement of Sweetwater boat ramp and repair Cordry boat ramp. Trying to get apples to apples comparison for the bid specifications. The goal is to have the boat ramps replaced and repaired by early spring.
- b. Bid solicitation is underway for the sediment removal in the north end of Cordry Lake. Approximately 8,500 cubic yards of sediment will be removed from various coves. Two property owners at the north end of the lake have been contacted about utilizing there land to gain access to the lake by the contractors. Mr. Young is working on a written agreement between CSCD and the landowners.
- c. Mr. Blasdel is creating bid specifications for an aluminum Sweetwater Lake gasoline pump dock.

- d. Due to some difficulties with the person who had been granted permission to trap muskrats and beavers on the two lakes for the past several years, the District has sought out to have a more reliable person to do the trapping. Jason Sneed was elected to become the trapper on the two lakes during the 2013-2014 season. He will provide the Board a monthly report of his trapping activity. The Board is not paying Mr. Sneed for the trapping. Mr. Blasdel is sending a termination letter to the prior trapper.

**MOTION: Mr. Ray made a motion to approve Mr. Sneed to become the trapper for muskrat and beaver on both lakes during the 2013-2014 season, seconded by Mr. Benshoof; there was discussion – motion passed unanimously.**

- e. Mr. Haywood contacted the aquatic control company to discuss issues and solutions to the vegetation control at the beach area. The Commission received two bids from Aquatic Control for vegetation management for the 2013 season. Aquatic Control has done the vegetation control for the lakes in past years. There was a bid for a cost no more than \$28,250 for general vegetation management and a bid of no more than \$10,565 for survey and treatment of American pondweed. The general vegetation would include the treatment of up to 50 acres and 2 treatments at the beach and northern part of Sweetwater Lake. This is the same cost as last year. The survey and treatment of American pondweed would include a survey of both lakes and evaluate the amount of vegetation and to rank it on a scale of 1-5. We would treat the most severe area up to 3,000 linear feet. The cost would be an increase of \$200 than last year.

**MOTION: Mr. Gantner made a motion to approve the written proposal from Aquatic Control for vegetation management for the 2013 season at a cost not to exceed \$28,250 and to approve the written proposal from Aquatic Control for survey and treatment of American pondweed for the 2013 season at a cost not to exceed \$10,565, seconded by Mr. Benshoof; there was discussion – motion passed unanimously.**

- f. The Commission looked into a company in Arkansas that manufactures Mossback fish attractors. The attractors would be placed in groups of 5 in both the lakes. They would be attached to cement blocks using cable wire. There would be 36 installed in Sweetwater Lake and 24 installed in Cordry Lake. The cost would be \$3,500 including the base.

**MOTION: Mr. Gantner made a motion to approve the purchase of 60 MB-1 fish attractors, 12 bases and including the shipping for a total cost not to exceed \$3,500, seconded by Mr. Benshoof; there was discussion – motion passed unanimously.**

- g. Mr. Haywood is in the process of obtaining a Canada goose egg oiling permit.

3. **Security: Mr. Hetherington**

- a. Mr. McGaha went over the meeting minutes since Mr. Hetherington was absent. He stated that the Commission had discussed the deer reduction issue during the last meeting.

4. **Roads: Mr. Gantner**

- a. The Commission recommends to the Board that the Board direct the Conservancy Manager to immediately proceed to: (1) solicit bids for pavement stripping for Sweetwater Drive, Centerlake Drive and Cordry Drive. The work will be completed as soon as possible in 2013. The Conservancy Manager will work with Mr. Haywood and Mr. Gantner to develop appropriate bid specifications. In addition to any other contractors deemed qualified by the Conservancy Manager, the Conservancy Manager will solicit bids from each of the three contractors that demonstrated interest in the fall of 2012, i.e., Roadscape, Gridlock, and Indiana Sign and Barricade.

**MOTION: Mr. Gantner made a motion to approve the Conservancy Manager to immediately proceed to solicit bids for pavement stripping for Sweetwater Drive, Centerlake Drive and Cordry Drive, seconded by Mr. Benshoof; there was discussion – motion passed unanimously.**

- b. The Commission recommends to the Board that the Board direct the Conservancy Manager: (1) to immediately proceed to develop appropriate specifications and to solicit bids to repave Cordry Drive over the Cordry Dam and to patch or repave asphalt drives in accordance with a priority list to be prepared by Anthony Haywood and David Moebs no later than March 1, 2013. The Conservancy Manager will work with Mr. Haywood and Mr. Gantner with respect to the preparation of appropriate specifications. The work will be completed as soon as possible in 2013; and (2) solicit bids for re-graveling the remaining gravel drives that were not re-graveled in 2012. The scope of re-graveling program will only be limited by the availability of budgeted funds.

**MOTION: Mr. Gantner made a motion to approve the Conservancy Manager to immediately proceed to develop appropriate specifications and to solicit bids to repave Cordry Drive over the Cordry Dam and to patch or repave asphalt drives in accordance with a priority list no later than March 1, 2013 and to solicit bids for re-graveling the remaining gravel drives that were not re-graveled in 2012, seconded by Mr. Benshoof; there was discussion – motion passed unanimously.**

- c. The Commission recommends to the Board that the Board direct the Conservancy Manager to prepare appropriate specifications and solicit bids for the purchase of road materials, consisting of aggregates, sand and rip-rap for 2013. The Conservancy Manager will work with Mr. Haywood and Mr. Gantner to prepare the specifications.



**MOTION: Mr. Gantner made a motion to approve the Conservancy Manager to prepare appropriate specifications and solicit bids for the purchase of road materials, consisting of aggregates, sand and rip-rap for 2013, seconded by Mr. Benshoof; there was discussion – motion passed unanimously.**

- d. Mr. Kolar stated that Mr. Haywood looked at a new location for the gravel stockpile. The new location will be where the basketball court is currently. It would use the concrete pad as a base and the stockpile separated by using retaining blocks. The retaining blocks would be linked together. There are 48 blocks needed at a cost of \$35.00 per block. The total cost would be \$3,000 including delivery at \$100 per hour.

**MOTION: Mr. Gantner made a motion to approve the purchase of 48 blocks including delivery charge for a total cost not to exceed \$3,000, seconded by Mr. Benshoof; there was discussion – motion passed unanimously.**

**5. WATER: Mr. Benshoof**

- a. Received a quote for the purchase of the vacuum excavation machine. It was the same machine that was rented last month for repairing leaks. The total cost of the vacuum would be \$38,000.

**MOTION: Mr. Benshoof made a motion to approve the purchase of a vacuum excavation machine for a total cost not to exceed \$38,000, seconded by Mr. Gantner; there was discussion – motion carried unanimously.**

- b. Received a quote for a leak detection tuner to help detect water leaks. The total cost of the tuner would be \$4,370. ME Simpson found a total of 32-35 leaks during their audit.

**MOTION: Mr. Benshoof made a motion to approve the purchase of a leak detection tuner for a cost not to exceed \$4,370, seconded by Mr. Gantner; there was discussion – motion carried unanimously.**

**H. Other Governmental Interface Meeting Reports:**

**1. Brown County Solid Waste: Mrs. Byers**

- a. The district director resigned and the Board elected Phil Stevens as the new district director after a special meeting to interview the final two candidates.
- b. The budget was reduced by \$4525 because of local commodity prices.
- c. The spring recycling dates are coming up. Recycling of electronics is on April 20<sup>th</sup> and shredding and drug take-back is on April 27<sup>th</sup>.

**I. Status from CSCD Attorney: Roger Young**

1. There is nothing new this month.

**J. Unfinished Business:**

1. Mr. Kolar updated on the Interlocal Agreement. We are waiting for the county to respond.
2. We are moving forward on the new maintenance/office building. Advertised the bids for 2 weeks. There is a pre-bid meeting on February 27<sup>th</sup> with the bid opening date on March 7<sup>th</sup> at 1:30pm. We will be accepting bid up until the time of the opening.

**K. New Business:**

1. In the past practices of the Holiday Policy have not been coinciding with what it says in the Employee Handbook. Mr. Kolar recommended a new wording for the policy in the Employee Handbook. The new wording would apply to all employees. Mrs. Byers asked the Board to table the motion until the next meeting. Mr. Gantner will be re-writing the Holiday Policy to make it clearer. It was tabled until next Board meeting.
2. Bids were solicited to three bidders to remodel the open pole barn with respect to the bid requirements. Two of the bidders resubmitted a bid proposal. It was recommended that the Board accept G-P Construction. They were the lowest bidder.

**MOTION: Mr. Ray made a motion to approve G-P Construction to remodel the open pole barn at a cost not to exceed \$24,200 and contingent on the bid language. Seconded by Mrs. Wright – motion carried unanimously.**

Due to state law the Board can't put ½ down. We pay once the job is complete. Mr. Gantner asked that the last sentence in G-P Construction's bid proposal state that it will apply to all concrete and that Mr. Gunter sign the bid proposal. The construction will be complete within 30 days of start date. The start date will be April 15<sup>th</sup> with a completion date of May 15<sup>th</sup>. Concrete will be poured on May 1<sup>st</sup>.

**MOTION: Mr. Gantner made a motion to amend the previous motion to include that G-P Construction will resubmit there bid proposal with the following changes: delete the payment section, include that they will meet engineer specs on all concrete, and that Mr. Gunter will sign the bid proposal. Seconded by Mr. Benshoof – motion carried unanimously.**

3. Mrs. Latimer updated the Board on the State Unemployment Tax Act (SUTA). Currently the Board is using the contribution method of payment under SUTA. Mrs. Latimer suggested that the Board continue with this form of payment for this year but to file proper forms to become a reimbursable employer effective January 1, 2014 if the Board decided to become

a reimbursable employer it would have to remain in place for a minimum of two calendar years.

**L. Board Member Concerns:**



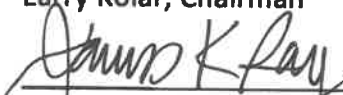
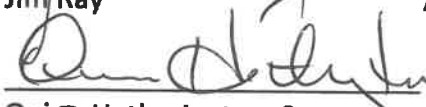

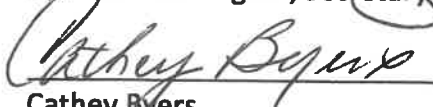

1. Mr. Kolar stated that the Commissions start working on budgets for the 2014 calendar year. He mentioned that Kristi Putnam received permission to start updating the website. There will be an April newsletter going out to the property owners. Spring taxes looks to be less this year.

**M. Adjourn**

**MOTION: Mr. Gantner moved to adjourn, seconded by Mr. Benshoof – motion carried unanimously.**

Respectfully submitted by Kristi Putnam.

Approved this 19th day of March, 2013, at Nineveh, IN

 Larry Kolar, Chairman	Aye	Nay	 Francis Gantner, Vice Chairman	X	
 Jim Ray		✓			
 Quinn Hetherington, Secretary		Absent	 Anita Wright		✓
 Cathey Byers			Attest.  Quinn Hetherington, Secretary		