

EAST SHORE CONSERVANCY DISTRICT
MINUTES: REGULAR MEETING
February 8, 2024, 1 p.m.
Culver Union Township Library/Zoom

OPEN ANNUAL MEETING: Chairman Fritz opened the regular meeting immediately following the annual meeting at approximately 1:20 p.m. Attending in person was Fritz Steck, Chairman. Peter Cleveland, Jim Bremner, and Vice Chairman, Brad Wilson attended online via Zoom. Steve Carter (Krohn & Associates) and Ginny Munroe were also present.

ELCTION OF OFFICERS: Fritz presented the proposed slate of officers as follows:

Fritz Steck, Chairman
Jim Bremner, Vice Chair-Treasurer
Brian Welch, Secretary

Brad motioned to approve the slate of officers, and Pete seconded the motion. The motion passed 4-0.

REPORTS

Minutes were presented from the regular meeting held on December 28, 2023, online via Zoom. The minutes were reviewed. Pete motioned to approve the minutes. Jim seconded the motion. The motion passed 4-0.

Claims Register: Ginny and Steve presented the claims register for the period of **12/28/23 – 2/8/2023** for the Board's approval for \$24,470.79. Ginny explained that after leaving the December 28 meeting, she and Steve had to write a check for Nipsco that had come in after the last meeting of the year, thus, this claims report still covered December 28 of 2023. She also wanted the Board to notice that they had to void a check, and it was included in the claims just so the Board would be able to see why a check number was skipped. Ginny noted the transfer of funds from the escrow account, so that they could make the SRF payment in January. She said that Steve thought it would be good practice to note transfers, so it was on the claims as a transfer. Finally, she pointed out that the Wet Well invoice had come in, which was the large claim. Fritz asked that we follow up with the Town to get the gallons for the last sewer bill. Ginny said their new software did not include it, but she can get that number for a report, so that the Board can see year to year what the flow amounts are. Steve said Ginny could get a history of the flow amount. Fritz said if they give us the monthly flow amount, we can see if there are any issues. Ginny said she has a hard copy for Fritz to sign. Pete motioned to approve the claims. Jim seconded the motion. The motion passed 4-0.

Administration Report: Ginny presented the administrative report. Ginny thanked Steve, Kathy, and the Board for helping her learn throughout the past year. Ginny said she made a note in the report about the disposal field in the report. She gave the Board an update about the Dunes housing project. She said that Town had completed making the Dunes development a TIF area, which involved public hearings and legal work. She said that the Town had also completed a development agreement with the builder. She said the developer had a phased development agreement with Phase 1 having 200 units, and if those sold, they would do another 100 units. Ginny said that she must travel to Indianapolis more, so she will try to connect with Brad to work

on the digital files. Fritz motioned to accept the report. Brad seconded the motion. The motion passed 4-0.

Board members asked some questions about the Dunes project, such as how many of the units were houses, how many were rentals, and so on. Ginny let the Board know that the Town's web site has posted information on the project and regular updates. Jim asked how many were affordable and Ginny explained that none of them were like the Paddocks or Sandhill (IHCDA, subsidized housing). Fritz motioned to accept the report. Pete seconded the motion. The motions passed 4-0.

Financial Reports: Steve Carter presented the financial report. He explained that he was close to completing the Annual Report submission to Gateway. He was looking at internal control policies and a Capital Asset Report, which should be uploaded with the annual report. Jim explained we do not have a Capital Asset Report. He asked Steve to send examples of these reports to him and Pete, so that they could work on them. Steve said he would send examples. Steve said he answered no to these on the Gateway report to complete it in the meantime, but if they wanted to try to complete them before the March deadline, they could do that. Jim said to hold the report until he and Pete could look at the examples. Steve said aside from these issues, all else is ready to go with the annual report. Steve also noted for the Board that for the Capital Asset Management Plan, the Board will need to get an itemized list of assets. Jim said that they would have as-builts, an asset management drawing, and so on. Steve is going to dig into these and connect with Mark Sullivan if necessary. Jim said he thinks the report will have 3-inch and 6-inch piping as well as new equipment like the lift station equipment. It would also include all the curb boxes. Pete said, "So the essential assets are those things that could shut the system down if we didn't have them." Fritz said this could also include miscellaneous things. Steve said that we should complete the plan that was started in 2021 and he would talk to Mark Sullivan to get it completed. He believes they (Krohn) started it and it is substantially complete, so he will work on that. Pete said that these types of digital reports and files would be important when filing these in the digital asset storage process.

Pete asked Steve if there was a pure balance sheet. Jim asked Steve to generate a balance sheet for him and Pete to review. Jim also asked that they work on the plans and policies before submitting the Annual Report for now. Steve noted that part of the Internal Control Policy consists of training through the State Board of Accounts web site. Steve said that it involves all the Board members. Steve said they can click Yes to having that policy if everyone gets the training done by the time an audit occurs. Jim said he would be okay with them doing it before the March deadline. All agreed that Steve would send a training link out to the Board as well as examples of the reports.

[PLEASE NOTE THAT THE LIBRARY LOST POWER NUMEROUS TIMES.]

Jim moved to accept the Financial Report. Brad seconded the motion. Motion passed unanimously.

OLD BUSINESS

Fritz said he asked Dave McGimpsey to advise them on the disposal field. Brian had also asked bond counsel to ensure they did not affect the bond with decisions about the disposal field. The Board should have those reports from the attorneys. Fritz explained that Mr. McGimpsey circulated a memo with some due diligence points about it. The Board discussed long-term revenue potential, appraisals from those interested, and land usage as it relates to the appraisals. Jim pointed out that it might be better long-term to achieve commercial revenue over time. Pete agreed that this might be a good option (boosting revenue). Jim pointed out that it would depend on usage. Jim suggested they consider a process that would help them justify whether to sell. After some discussion about it, the Board discussed having interested parties put together offers based on usage.

NEW BUSINESS

INDOT SR 10 Project: As he did during the Annual meeting, Fritze reported in this meeting that INDOT wanted to do a project on SR 10 to replace some culverts. He and our engineer Mark Sullivan (Midwestern) were communicating with INDOT about a solution for keeping the lines protected during the project and after.

Transfer of Bond Interest to BONY: Ginny requested approval to transfer funds when it comes time to pay the bond interest to BONY. Once the County makes the disbursement, she would transfer funds to the Bank of New York. Pete made the motion. Jim seconded the motion. The motion passed 4-0.

PUBLIC COMMENTS

Mr. Neubauer thanked the Board for their work.

ADJOURNMENT: Jim made a motion to adjourn. Brad seconded. Motion passed unanimously, 4-0.

Brian Welch, Board Secretary
Ginny Munroe, acting secretary to the ESCD Board

6/21/2024