

**Minutes of the August 25, 2009
Executive Board Meeting of the
Indiana 15 Regional Planning Commission**

CALL TO ORDER

Chair Chester Mathena called the meeting to order at 6:30 p.m.

ROLL CALL

Vice-Chair Larry Vollmer performed roll call, nine members were present plus one additional member, Secretary Paul Lake, who arrived after roll call. Also in attendance were Lisa Gehlhausen and Sarah Kinder of the Commission's staff and Bill Byrd.

APPROVAL OF MINUTES AND AGENDA

The Minutes of the July 28, 2009 Executive Board Meeting were presented by Chair Mathena for approval. Norman Dillon asked for approval to amend his remarks on page 3 and would ask under New Business, Project Assistant last sentence to read as follows: Things can change. When money is there, we need people here to try and get it. With the correction as noted by Norman Dillon, John Stutzman made a motion to approve the minutes as corrected, seconded by Mary Gogel. Motion carried.

ADDITION TO THE AGENDA

None.

TREASURER'S REPORT

Treasurer Beverly Schulthise reported that as of August 25, 2009, the closing cash balance was \$236,102.37 which includes the \$50,000.00 in CDs. The outstanding aging schedule reflects \$43,320.28. With no further questions or discussion, Larry Wehr a motion to approve the Treasurer's Report and Patricia Ramsey seconded the motion. Motion carried.

DIRECTOR'S REPORT

Before turning the meeting over to Ms. Gehlhausen for the Director's Report, Chair Mathena thanked Ms. Gehlhausen for her professionalism at the Perry County Council meeting and then turned the meeting over for the Director's Report. Ms. Gehlhausen briefly reported the following:

Council Meetings. Ms. Gehlhausen told the board that she had attended four county council meetings thus far for the 2010 budgets. Ms. Gehlhausen stated she described county projects and stated there was no change to the counties per capita fees for 2010. It will remain at \$0.45 per capita.

Disaster Recovery II. Ms. Gehlhausen was happy to report that Tell City was awarded \$483,352 Disaster Recovery 2 funds for stormwater drainage improvements. Rockport will receive \$973,000 Disaster Recovery 2 for stormwater improvements and sidewalks. Ms. Gehlhausen mentioned that an application was submitted on behalf of Huntingburg for wastewater improvements for \$119,725. These applications were completed by Nathan Held and herself.

Economic Development Administration. Ms. Gehlhausen mentioned that an EDA application was submitted for the City of Jasper seeking \$1.2 million dollars to repair the Dam to Beaver Lake.

Transportation Enhancement. Ms. Gehlhausen stated Michael Cummings and herself developed a \$439,920 grant application for the Town of Ferdinand for walking/bicycling paths at 18th Street Park.

Community Focus Funds Proposals. Ms. Gehlhausen stated between herself and Nathan Held, four CFF proposals were submitted on August 14 for the communities of: Dale stormwater improvements for \$600,000, Rockport stormwater improvements for \$600,000, Cannelton Stormwater improvements for \$254,700 and for the construction of Dubois Library for \$500,000. The applications will be submitted by October 2.

Tom Mosley has made much progress with the Brownfield's Phase I and II Assessments working with the consultant, ATC. Tom is also finishing up the Santa Claus Zone Map and working on the Pike County Multi-Hazard Mitigation Plan.

Ms. Gehlhausen stated that Michael Cummings is drafting a flood recovery strategy for Pike, Posey and Gibson Counties. Michael will be going to CFF training in the middle of October and has taken over the revolving loan fund administration with training from Theresa Criss-Hartwig on an as needed basis. Michael also submitted a first draw on the Pike County Disaster Recovery 1.

Sarah Kinder has prepared the budgets for tonight and helped get items ready for the board meeting and continues to do payroll.

Ms. Gehlhausen stated that Linda Lau is working on the English, Santa Claus and Leavenworth code books. Also Chrisney, French Lick and Petersburg have asked for estimates to update their code books.

Ms. Gehlhausen stated the staff is busy and told the board that typically \$30 million is available annually for water, sewer and other CDBG improvements from the Indiana Office of Community and Rural Affairs. \$253 million is expected to be available after the first of the year through OCRA. Much more than what they are used too. Ms. Gehlhausen stated Indiana 15 is trying to get as many projects through preliminary engineering and environmental reviews so if the money becomes available, we have projects in development.

Ms. Gehlhausen mentioned she went through training with Indiana Office of Energy Development. A program for local governments to make buildings energy efficient is available. We are not yet aware of the due date. A local government can apply up to \$100,000 with no match. Energy audits are not required but recommended. If the grant is funded, the energy audit can be reimbursed. If the grant is not funded then the local government absorbs the cost of the energy audit.

Ms. Gehlhausen stated she would like to apply for improvements to Indiana 15's building, but would need a sponsor. Vice-Chair Vollmer stated Dubois County could be Indiana 15's sponsor. Ms. Gehlhausen stated she will be contacting an architect to do an energy audit on the building. The only requirement to be aware of with the grant is whoever gets selected as the contractor to do the improvements must get paid the Davis-Bacon wage rates. Ms. Gehlhausen stated to the board to think about this grant and for further information, go to their website at www.energy.IN.gov.

Ms. Gehlhausen stated there is another new program called, "TIGER" through the US Department of Transportation with applications due September 15. It is discretionary funds. It's for projects that are \$20 to \$100 million in range. If under \$20 million, the applicant would have to seek a waiver. It's really for bigger projects like rail, bridges, overpasses, etc. It has to be of national significance.

With no questions, a motion was made by Norman Dillon to approve the Director's Report and seconded by Larry Wehr. Motion carried.

OLD BUSINESS
None to report.

NEW BUSINESS

Project Assistant Status. Ms. Gehlhausen stated she received numerous resumes but has not had the chance to look through them all and to conduct interviews. Ms. Gehlhausen stated she is considering a salary range between \$28,000-\$35,000 dependent upon qualifications but had put within the 2009 and 2010 budgets a \$30,000 range. Ms. Gehlhausen stated she is hoping to fill this position in September.

2009 Mid-Year Budget Revision. Ms. Gehlhausen referred the board to Resolution 2009-11 detailing the 2009 mid-year budget reflecting those line items to be revised. Ms. Gehlhausen stated the mid-year revision to the budget is required each year in order to compensate for revenues projected for the budget from the prior year until July of the current year. The proposed revisions for 2009 budget are directly related to project revenues not realized as projected. The 2009 approved budget revenues of \$986,094 would be revised to the mid-year budget total of \$779,992. This will leave the Commission with a projected agency balance of \$71,465 instead of the \$62,700. The 2009 total Expenditures would be revised from \$923,394 to \$708,527. Ms. Gehlhausen stated the primary reasons for the decrease in revenue is due to not seeking the Micro-enterprise grant with Orange County at this time; Huntingburg Wastewater CEDF is being replaced with funding from Disaster Recovery 2 and State Revolving Funds for the 2010 budget; plus realistic work schedule on the EPA/Brownfield's Assessment grant in regards to the contractual work. The expenditures were adjusted to decrease the loan payouts that will not happen due to not seeking the Micro-enterprise grant, decreasing the contractual line item to be more realistic to the scope of work with the consultant on the EPA/Brownfield's project; moving the furnace to the 2010 budget; an increase in the contractual line item to cover consultant and training fees on the revolving loan funds. Ms. Gehlhausen asked the board for their approval and to recommend this 2009 mid-year budget revision to the Full Board. John Stutzman motioned to approve and recommend **Resolution 2009-11** to the Full Board and seconded by Patricia Ramsey. Motion carried.

2010 "Draft" Budget. Ms. Gehlhausen directed the board to the Profit & Loss Report on the yellow sheets and asked the members to review and comment on the 2010 "Draft" Budget. According to the Draft Budget, revenues for 2010 are projected at \$772,183 with Expenditures projected at \$752,303, leaving a projected agency balance of \$19,880. Ms. Gehlhausen noted that within the budget, it includes approximate \$0.25 per hour raise for all staff except for the director and Nathan. The Flood Coordinator position will change to Project Administrator due to the flood recovery grant being completed and his salary will decrease by \$1.08 per hour. Other hi-lights include a new roof and furnace, (even though we may apply for the energy money) new scanner, and a vehicle transmission.

Alan Cassidy asked, "Do the revenues pretty well look like the sure thing for all of them?" Ms. Gehlhausen replied, "Yes, in fact, I'm a little conservative on them." With no further questions or discussions, Ms. Gehlhausen requested the board to recommend approval to the Full Board with final adoption at the October Full Board Meeting. Treasurer Schulthise made a motion to recommend the proposed Draft Fiscal 2010 Budget to the Full Board and seconded by Norman Dillon. Motion carried.

Salary Adjustments. Ms. Gehlhausen referred the board to Resolution 2009-12 asking for approval to increase a one-time \$1,500 salary adjustment each for the Executive Director and Project Assistant for 2009 as discussed at earlier meetings.

Chair Mathena asked, "Those two positions are excluded from the \$0.25 an hour increase, right?" Ms. Gehlhausen replied, "Right, they are not in that one." Norman Dillon stated, "This \$1,500 is for performance, correct?" Ms. Gehlhausen replied, "Yes, this is for only the 2009 budget. These \$1,500 will be added into the 2009 budget, so on the mid-year budget revision for 2009, they are included. So when you see that agency balance of \$71,465, it does include these two \$1,500 salary adjustments." Mary Gogel made a motion to approve **Resolution 2009-12** and seconded by Larry Wehr. Motion carried.

Contracts for Approval:

- Jasper Program Income (PI-09-003); sum of \$30,000.00. A motion to approve was made by Patricia Ramsey and seconded by Treasurer Schulthise. Motion carried.

ADJOURN

Before adjournment, Chair Mathena stated to the board that the next scheduled meeting of the Executive Board will be September 22 at 6:30 p.m. There being no further business to come before the Executive Board, a motion was made by Norman Dillon and seconded by Larry Wehr to adjourn the meeting at 7:16 p.m. Motion carried.

Respectfully submitted,

Paul A. Lake, Secretary