

**Minutes of the October 26, 2010
Executive Board Meeting of the
Indiana 15 Regional Planning Commission**

CALL TO ORDER

Chair Larry Vollmer called the meeting to order at 6:32 p.m.

ROLL CALL

Chair Vollmer performed roll call, with eight members present. 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 August 24, 2010 Executive Board Meeting were presented by Chair Vollmer for approval. Pat Ramsey made a motion to approve the minutes as presented and Mike Ellis seconded the motion. Motion carried.

ADDITION TO THE AGENDA

Ms. Gehlhausen requested that Jasper Energy Efficiency Water Treatment contract be added to the meeting's agenda. John Stutzman made a motion to allow the additional item and Alan Cassidy seconded the motion. Motion carried.

TREASURER'S REPORT

Ms. Gehlhausen presented the Treasurer's Report as of October 26, 2010 due to the absence of Treasurer Bev Schulthise. The closing cash balance is \$311,695.74 which includes \$20,000.00 in CDs. The outstanding aging schedule total is \$59,121.73. Ms. Gehlhausen stated the report of investments used to reflect three CDs now there are two CDs due to cashing in the \$30,000.00 CD and paying \$28,000.00 towards to the principal on the mortgage debt. The balance left on the mortgage is \$38,073.61. By paying down \$28,000.00 this saved approximately \$4,533.00 in interest and pay-off 22 months earlier from November 2014 to January 2013. Ms. Gehlhausen stated she did talk with German American Bank per the board's request in refinancing. The bank told her that a one year arm is at 4% variable rate with the current loan at 4.62% fixed rate. The three year arm is 4.75% fixed rate. There is no real advantage to refinancing. Ms. Gehlhausen stated another CD will be maturing on November 4 in the amount of \$10,000.00 which is earning 2.6% interest. Norman Dillon made a motion to approve the Treasurer's Report and Mike Ellis seconded the motion. Motion carried.

DIRECTOR'S REPORT

Chair Vollmer turned the meeting over to Ms. Gehlhausen for the Director's Report. Ms. Gehlhausen referred the board to the project status report and briefly reported the following:

- **Community Focus Fund (CFF):** Ms. Gehlhausen stated eight CFF applications were submitted on October 22. Those being: Rockport combined sewer, Huntingburg water, Marengo fire truck, Holland wastewater, Pike Co. South Patoka fire station, Petersburg water, Dubois stormwater and Jasper wastewater. Award announcements will be made on December 10. Typically one or two CFF applications are submitted but eight were submitted this round.
- **Planning Grants:** Planning grants are currently being developed for stormwater studies for Richland, Leavenworth, and Dale. Ms. Gehlhausen stated stormwaters seem to be concern for many municipalities.
- **Dale Lake:** Ms. Gehlhausen stated the Dale Lake project application will be submitted tomorrow.
- **EDA Planning Grant:** Ms. Gehlhausen stated the EDA planning grant awarded to Indiana 15 was submitted. The grant is from July 1, 2010 to June 30, 2013. It is a three year planning grant for \$187,884.00 with matching funds of \$187,884.00. The Commission uses the per capita fees to match this grant. The grant was approved. The total EDA planning grant is \$375,768.00. We use these funds to write grant applications within the region at no cost to the community. It is a very wise use of the planning grant dollars to use them to develop projects at no cost to the communities.
- **Newsletter:** Ms. Gehlhausen stated once the board receives the newsletter, they will be pleased and see the many accomplishments and how hard the staff has been working in development and submission of the disaster recovery grant applications submitted in the region. Typically we have a \$3 to \$5 million of state and federal funds, last year it was \$19 million and this year it will surpass last year. It's been an amazing 2010.

OLD BUSINESS

- **Roof.** Ms. Gehlhausen updated the board on the metal roof stating the materials were ordered and are here. We were asked to pay \$11,000.00 for the materials. We did call Frey Construction to let them know the materials were delivered and they stated they will probably be here at the office next week to start.

NEW BUSINESS

Recommendations to the Full Board Resolutions: Ms. Gehlhausen commented that Resolutions 2010-16, 17, and 18 are recommendations to the full board based on the executive board approval.

- Ms. Gehlhausen referred the board to Resolution #2010-16 to adopt the fiscal year 2011 annual operating budget. Alan Cassidy asked if the salary adjustments were based on percentages. Ms. Gehlhausen replied, "No, I went by performance based. Who is and putting in the extra effort and extra hours." Ms. Gehlhausen told the members of the total actual hours worked over by staff in 2009 and currently for 2010 with the donated hours for the salaried positions and stated the following salary adjustments for 2011: Executive Director from \$61,000.00 to \$63,400.00, Sr. Project Administrator from \$41,000.00 to \$43,000.00, Financial Administrator from \$37,800.00 to \$38,800.00, Project Administrator from \$33,000.00 to \$33,800.00, Technical Services Assistant from \$31,600.00 to \$32,600.00, Project Assistant from \$30,000.00 to \$32,000.00, Office Assistant from \$23,000.00 to \$23,800.00, and for returning interns at \$10.00 per hour. Ms. Gehlhausen stated the staff has been phenomenal and are working really hard and meeting deadlines. After some discussion as how the Commission is different from the counties, as there are many night meetings and giving samples of other regional planning commission executive directors salaries, board members are stating how the counties don't have the money at this time but to keep in mind that if the efforts are made in bringing in the money the staff need to be compensated but once the grant monies are gone and no longer hours are needed to be worked then the staff need to understand that their salary may not be increased in the future. Ms. Gehlhausen stated she fully agreed with that statement. Ms. Gehlhausen stated the workload may start slowing down now once the disaster funds are gone. The Commission is different from the counties as far as the Commission has to work to generate its income whereas the counties do not. Ms. Gehlhausen reported projected revenues at \$891,791.00 and projected expenditures at \$613,549.00, leaving a projected agency balance of \$278,242.00 for 2011. Ms. Gehlhausen mentioned this is the same budget projection as presented at the August meeting. A motion was made by Norman Dillon to recommend and approve **Resolution 2010-16** to the full board and was seconded by Mike Ellis. Motion carried.
- Ms. Gehlhausen referred the board to Resolution #2010-17 to increase the salaries of the staff for 2011 as presented earlier. A motion was made by Ron Smith to recommend and approve **Resolution 2010-17** to the full board and was seconded by Mike Ellis. Motion carried.
- Ms. Gehlhausen asked for board approval and recommendation of Resolution #2010-18 to establish the fiscal year 2011 schedule of fees. Ms. Gehlhausen told the board the schedule of fees is how we charge to the different contracts. There were no changes from 2010 to 2011. A motion was made by John Stutzman to recommend and approve **Resolution 2010-18** to the full board and was seconded by Pat Ramsey. Motion carried.

Resolutions for Approval:

- Ms. Gehlhausen asked for board approval of Resolution 2010-15 for permission to remove from the fixed asset inventory, a APC smart-ups (surge protector) (#277) and a HP Laserjet printer (#52) purchased with local and grant funds due to non-repairable breakdowns. With no further questions, a motion was made by Mike Ellis to approve **Resolution 2010-15** and seconded by Rudy Freeman. Motion carried.

Contracts for Approval:

After discussing the following nine contracts, a motion was made by Mike Ellis and seconded by Alan Cassidy to approve as a group. Motion carried. With no further questions or comments, Mike Ellis made a motion to approve all nine contracts and seconded by Alan Cassidy. Motion carried.

- Luce Township Regional Sewer District (DR2-09-086); sum of \$147,000
- Crawford County Revolving Loan Fund; Fee Schedule, estimated at \$4,300
- Crawford County Rural Business Enterprise Grant (RBEG); Fee Schedule, estimated at \$1,500
- Dale Stormwater (DR2-09-096); sum of \$38,000
- Grandview Stormwater (DR2-09-099); sum of \$38,000
- Marengo Stormwater (DR2-09-105); sum of \$36,488
- Petersburg Feasibility Study (PL-08-031); sum of \$5,000
- Pike County Commissioners EPA/Brownfield (BF-00E00382); sum of \$36,000
- Jasper Energy Efficiency Water Treatment; sum of \$1,000

ADJOURN

Before adjournment, Chair Vollmer reminded the board the next meeting is scheduled for November 23, 2010. There being no further business to come before the board, a motion was made by Norman Dillon and seconded by Mike Ellis to adjourn the meeting at 7:25 p.m. Motion carried.

Respectfully submitted,

Barbara A. Gilliatt, Secretary

BAG/sk/lg