

**Minutes of the October 27, 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. Also in attendance were Lisa Gehlhausen and Sarah Kinder of the Commission's staff, members Bill Byrd and James Taylor.

APPROVAL OF MINUTES AND AGENDA

The Minutes of the September 22, 2009 Executive Board Meeting were presented by Chair Mathena for approval. Alan Cassidy made a motion to approve the minutes as presented and Mary Gogel seconded the motion. Motion carried.

ADDITION TO THE AGENDA

None.

TREASURER'S REPORT

With the absence of Treasurer Beverly Schulthise, Sarah Kinder, Financial Administrator reported the cash balance as of October 20 with updates up to October 27, 2009 with the closing cash balance at \$209,146.44. The outstanding aging schedule remained the same at \$37,185.37. Ms. Gehlhausen reported there was still \$50,000.00 in CDs. Ms. Gehlhausen commented she would like to seek approval making an additional \$10,000.00 towards the principal amount of the mortgage debt. Ms. Gehlhausen stated by paying down \$10,000.00 to the existing loan balance (as of September 30) of \$91,395.80 with the maturity date in 2015, would pay off the loan eight months earlier and save approximately \$2,950.46 in interest cost. Ms. Gehlhausen stated that at this time the interest rates on CDs are lower than what the mortgage loan rate is at 4.62%. After further discussion, John Stutzman made a motion to approve paying \$10,000.00 on the mortgage principal and seconded by Larry Wehr. Motion carried. With no further questions or discussion, Vice-Chair Vollmer made a motion to approve the Treasurer's Report and Pat Ramsey seconded the motion. Motion carried.

DIRECTOR'S REPORT

Chair Mathena then turned the meeting over to Ms. Gehlhausen for the Director's Report. Ms. Gehlhausen reported what the staff is currently working on (See Director's Report dated 10-27-09 as attached to the minutes):

Tell City Wastewater DR2 Project. Ms. Gehlhausen stated she had asked Nathan Held to come to the meetings tonight to be recognized for receiving the largest grant written by Indiana 15 Regional Planning Commission. Nathan had written an \$11 million dollar total project grant to address combined sewer overflows. The grant sought \$4.4 million with \$6.6 committed by an SRF loan to the City of Tell City. The official grant documents are currently under review by the City and their legal counsel. (All in attendance clapped.)

Census 2010. Ms. Gehlhausen stated she was in Indianapolis and spoke with the Indiana Data Center. Ms. Gehlhausen distributed samples of the new census forms to be completed April 1, 2010. Ms. Gehlhausen explained how to fill out the forms and asked the members to take them home and encourage citizens to fill it out and be counted. Ms. Gehlhausen stated we use the census data for all of our grant applications. This information is vital in bringing money back to your communities.

Water Resources Development Act (WRDA). Ms. Gehlhausen stated she just received an email last week with a due date of October 30. It's a federal notification program for projects through the Army Corp of Engineers. The two projects that come to mind are: Orange County Flood Study and the Floodwall Improvement Project in Cannelton and Tell City. Ms. Gehlhausen stated we submitted appropriation requests for those projects which were denied. We are being encouraged to send in projects that are participating with the Army of Corp of Engineers to the WRDA Act. Ms. Gehlhausen distributed handouts on the program.

Energy.IN.gov. Ms. Gehlhausen stated applications for energy efficiency improvements to public buildings (such as town halls and county courthouses) must be received by December 7, 2009. Ms. Gehlhausen stated that an energy audit is recommended. If the grant is funded the energy audit is covered by the grant program. If the grant is not funded, the community absorbs the cost of the energy audit. Norman Dillon asked, "Did we get our building energy audit done yet?" Ms. Gehlhausen replied, "No, not yet."

New Disaster Recovery². Ms. Gehlhausen stated after the first of year, there will be about \$248 million available through the Indiana Office of Community and Rural Affairs. In July 2009 a portion of these funds were released. Rockport and Tell City received stormwater grants. In September downtown revitalizations grants for Petersburg, Chrisney and Rockport received DR2 funding. Now OCRA is getting ready to release the remainder of DR2 money. Ms. Gehlhausen passed around handouts that show the spending goals. Debris removal projects along with dams and levees are new types of projects eligible for funding. Ms. Gehlhausen stated we are getting communities and counties ready. Income surveys and procurement efforts are underway. Ms. Gehlhausen stated if your community a low-to-moderate community she would recommend you to concentrate on water, sewer and stormwater projects. Ms. Gehlhausen stated eight to nine workshops are being planned for around the State and told the members to watch for OCRA DR2 workshops to be announced. Ms. Gehlhausen stated Indiana 15 has volunteered to host a workshop. Ms. Gehlhausen stated we are currently conducting ten income surveys. Bill Byrd asked, "How many years are those fixed?" Ms. Gehlhausen replied, "The income surveys are good for two years and then can be recertified for another two years. We are hearing through training that the income survey guidelines may be adjusted in 2010."

Ms. Gehlhausen told the members that their community may be approached by others. "If you have a \$500,000 project and you want to go after a \$500,000 in grant funds, you really want to make sure you go through the open selection process for grant administration and engineering so that you have little to no match. If you sign an agreement with a grant administrator or an engineering firm prior to this, and you didn't go through the open selection process, that is okay, but if you want little or no match, make sure you go through the open selection process. For open selection process, what you would want to do first is select your grant administrator in which you would have to send to five different grant administrators, certified mailed, two has to be minority and women business owned, and hopefully, Indiana 15 would be one of those five. The community would base their decision on costs and performance. The grant administrator would help the community go through the selection of the engineering firm by asking who you want to solicit for engineering and would have to add minority firms on top of that. Ms. Gehlhausen suggested selecting your grant administrator first to help with the second process. Quality Based Selection is what it is usually called. Larry Wehr asked, "Is there is list of grant administrators we can get a copy of?" Ms. Gehlhausen replied, "Yes. There is a listing of all the regional planning commissions and a list on OCRA's website of certified administrators."

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

OLD BUSINESS

None to report.

NEW BUSINESS

Recommendations to the Full Board Resolutions: Ms. Gehlhausen commented that Resolutions 2009-14, 15, 16 and 17 are recommendations to the full board based on the executive board approval.

- Ms. Gehlhausen referred the board to Resolution #2009-14 to adopt the fiscal year 2010 annual operating budget. Ms. Gehlhausen reported projected revenues at \$772,183.00 and projected expenditures at \$752,303.00, leaving a projected agency balance of \$19,880.00 for 2010. Ms. Gehlhausen mentioned this is the same budget projection as presented at the August meeting and she has not received any comments back but stated within the budget is \$600 for vehicle transmission and was told it would probably cost more than that, so this may be a change later. Ms. Gehlhausen reminded the board of some of the highlights which includes: salary compensations, new roof projected at \$20,000 & furnace projected at \$8,000, and a new color scanner projected at \$300. A motion was made by Norman Dillon to recommend and approve **Resolution 2009-14** to the full board and was seconded by Larry Wehr. Motion carried.
- Ms. Gehlhausen referred the board to Resolution #2009-15 to promote Nathan Held from the position of Project Assistant to Senior Project Administrator. The reason for the separate Resolution is because of the title change plus it is going to a salaried position instead of hourly. The proposed difference was computed to consider over his normal work weeks plus being in line with the previous Senior Project Administrator's pay. This Resolution will take his salary from \$33,343.50 to \$41,000.00 based on 45 hours per week and will include three extra vacation days per year as well. Ms. Gehlhausen stated wages are performance based and adjusted by who is actually bringing in the dollars into the communities. After asking Mr. Held to leave the room and after further discussions, a motion was made by Norman Dillon to recommend and approve **Resolution 2009-15** to the full board and was seconded by Larry Wehr. Motion carried.

- Ms. Gehlhausen referred the board to Resolution #2009-16 to increase the salaries of the rest of the staff as follows: Executive Director from \$58,830.00 to \$61,000.00, Financial Administrator from \$37,343.68 to \$37,800.00, Project Administration from \$35,100.00 to \$33,000.00. Ms. Gehlhausen stated this position in 2009 was Flood Coordinator and will be changed to Project Administrator in 2010 due to the flood recovery grant being completed in 2009. A reduction in salary is due to the grant ending and the Flood Coordinator understands the reduction. The Technical Services Assistant from \$31,129.02 to \$31,600.00, Project Assistant remains the same in 2010 as in 2009 at \$30,000.00, Office Assistant from \$22,555.46 to \$23,000.00 plus a \$2.00 per hour increase for returning interns at \$10.00 per hour. A motion was made by Norman Dillon to recommend and approve **Resolution 2009-16** to the full board and was seconded by Larry Wehr. Motion carried.
- Ms. Gehlhausen asked for board approval and recommendation of Resolution #2009-17 to establish the fiscal year 2010 schedule of fees. Ms. Gehlhausen told the board the schedule of fees is how we charge to the different contracts. The only difference from the 2009 to 2010 schedule of fees is changing the Flood Coordinator \$60.00 per hour to Project Administrator at \$55.00 per hour due to no longer the flood recovery grant. A motion was made by Pat Ramsey to recommend and approve **Resolution 2009-17** to the full board and was seconded by Larry Wehr. Motion carried.

Resolution for Approval:

- Ms. Gehlhausen asked for board approval of Resolution 2009-18 approving the expenditure of \$5,575.00 from the Commission's INDOT Planning 09-10 grant for a HP Z3200 44" PS Model Plotter. Ms. Gehlhausen also asked for permission to take off within the fixed asset inventory an HP Designjet 5000 PS 42" Printer that was traded in with a \$750.00 value towards the purchase of the new Plotter. With no further questions, a motion was made by Norman Dillon to approve **Resolution 2009-18** and seconded by Larry Wehr. Motion carried.

Contracts for Approval:

After discussing the following contracts, a motion was made by Norman Dillon and seconded by Vice-Chair Vollmer to approve as a group. Motion carried. With no further questions or comments, Pat Ramsey made a motion to approve all four contracts and seconded by Larry Wehr. Motion carried:

- Dubois County Commissioners Storm Drainage System Analysis within the community of Dubois (PL-08-025); sum of \$5,000.00
- Paoli Combined Wastewater System (DR2-09-034); sum of \$40,000.00
- Petersburg Code Book Update; fee schedule, estimated at \$2,500.00
- Chrisney Code Book Update; fee schedule, estimated at \$1,800.00

ADJOURN

Before adjournment, Chair Mathena stated to the board that the next scheduled meeting of the Executive Board will be November 24 at 6:30 p.m. Ms. Gehlhausen reminded the board that the next scheduled meeting of the Executive Board would be the last meeting in 2009 with no meeting in December. 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 7:25 p.m. Motion carried.

Respectfully submitted,

Beverly A. Schulthise, Treasurer

Directors Report 10-27-2009 Lisa Gehlhausen

Linda Completed Santa Claus Code Book.
Beginning the December 2009 newsletter.

Sarah Tracks Contracts and Work Orders
Financials and Payroll
Board meeting preparation

Tom Delivered new base maps to Petersburg and Spurgeon
Conducting traffic counts in Orange County
Rockport Base Mapping
Received a new 44" plotter to print large mapping projects
Applied for an EPA Cleanup grant for a property in Pike County
Pike County Mitigation Plan
Dubois County Mitigation Plan

Mike Completing the Flood Recovery Strategy for Pike, Posey and Gibson Counties
Administration of Crawford County Revolving Loan Fund
Administration of Dubois County Enterprise Loan Fund

Nathan **Current Projects**

Tell City Drainage DR2 grant just awarded \$483,352 with \$17,918 in local funds.
Troy Master Utility Study \$40,000
Spencer County Christian Resource Center \$50,000
Dubois Stormwater Planning Grant \$30,000
Marengo Sewer and English Water in close-out
Gentryville Old School Clearance \$171,700
Grandview Fire Truck \$150,000
Jasper Sidewalk/Stormwater \$226,588
Milltown Comprehensive Plan \$49,050
Paoli CSO just awarded a grant of \$1,024,595 with local funds of \$668,405.
Chrisney and Petersburg Downtown Planning Grants were just awarded.
Tell City Wastewater Project DR2 project. This is an \$11 million dollar total project to address Combined Sewer Overflows. The grant written by Nathan sought \$4.4 million with \$6.6 committed by an SRF loan to the City of Tell City. I ask Nathan to attend this board meeting to recognize him for receiving the largest grant written by Indiana 15 Regional Planning Commission. The official grant documents are currently under review by the City and their legal counsel.

Under development

Cannelton Storm Drainage CFF just submitted
Dubois Library CFF just submitted
Grandview Water
Petersburg Sewer

Lisa EDA Comprehensive Economic Development Strategy (CEDS)
Huntingburg Wastewater DR2, EDA and SRF submitted \$1,819,725 in grant funds and \$1.2 million in loan funds.
Spencer County Shelter/Emergency Operations Center Grant
Perry County Port Authority just received word of approval of \$380,000 in Special Appropriation funding
Getting Ready to bid \$4.9 million dollar project for rail and bridge improvements for Hoosier Southern Railroad
Submitted at \$21 Million dollar TIGER grant on Sept 15, 2009.

Construction is 60% complete on the \$7 million Santa Claus Water Treatment Plant and water line project.

Submitted and EDA application for \$1.2 million for Beaver Lake Dam Improvements
On behalf of Dale and Rockport two CFF's were written seeking \$600,000 each for stormwater improvements. We should hear on 4 pending CFF's on Nov. 25.

Tentatively working with OCRA to host DR2 meetings to discuss new DR2 funding

Adam Just mailed Patoka Water Company and Chrisney Income Surveys and working with approximately 8 other communities to get projects ready for the new DR2 funding.
Adam is also assisting with financial ledgers and wage rate verification for various projects.