

**Minutes of the October 27, 2009
Full Board Meeting of the
Indiana 15 Regional Planning Commission**

CALL TO ORDER

Chair Chester Mathena called the meeting to order at 7:30 p.m.

ROLL CALL

Vice-Chair Larry Vollmer called roll; thirty-one members were present. Also in attendance were Lisa Gehlhausen, Sarah Kinder, Nathan Held and Adam Goepfner of the Commission's staff.

APPROVAL OF MINUTES AND AGENDA

Chair Mathena presented the Minutes of the August 25, 2009 meeting. With no questions or comments, JA Bateman made a motion to approve the minutes and agenda and seconded by James Taylor. Motion carried.

ADDITION TO THE AGENDA

None to report.

TREASURER'S REPORT

With the absence of Treasurer Beverly Schulthise, Lisa Gehlhausen, Executive Director reported that as of August 25, the closing cash balance was \$209,146.44 which includes \$50,000.00 in CDs. The outstanding invoices on the Aging Schedule remained the same at \$37,185.37. Ms. Gehlhausen stated the executive board approved making an additional payment of \$10,000.00 towards the principal amount of the mortgage debt. Ms. Gehlhausen stated that paying \$10,000.00 to the existing loan balance as of September 30 at \$91,395.80 with the maturity date of 2015; we would pay off the loan eight months earlier and save approximately \$2,950.46 in interest cost. Thomas Lamb cautioned with the current economic times using cash flow to buy down debt, due to the banking institutions not having easily available money for lending, and with governments getting tighter with their money, the \$3,000 that is being saved, and if you will need money within six to eight months, you may not be able to get it and it will cost you more than that (\$3,000) in rate and closing costs to do anything. Mr. Lamb continued in the next six to twelve months; he doesn't recommend anyone giving up their cash. It is better to keep the cash on hand than to borrow money these days. With no further questions or comments, Mike Ellis made a motion to approve the Treasurer's Report and paying \$10,000.00 towards the building and Bill Ratliff seconded the motion. Motion carried.

DIRECTORS REPORT

Chair Mathena then turned the meeting over 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):

Nathan Held. Ms. Gehlhausen stated she had asked Nathan Held to come to the meeting tonight to be recognized for receiving the largest grant written by Indiana 15 Regional Planning Commission. Nathan wrote an \$11 million dollar total project to address combined sewer overflows in Tell City. The awarded grant of \$4.4 million plus \$6.6 committed by the State Revolving Loan Fund Program will address this sanitary sewer project. (All in attendance clapped.)

Adam Goepfner. Ms. Gehlhausen was happy to introduce Adam Goepfner as the new Project Assistant. Ms. Gehlhausen stated Adam is currently working on multiple income surveys for different communities. Ms. Gehlhausen asked Adam to stand up and stated Adam is a graduate of Indiana University and asked Adam to say a few words about himself. Adam stated, "I just graduated in May from IU, I majored in Management and I have a minor in Entrepreneurship. I am currently attending an online college to obtain my project manager's degree at Strayer University. I look forward to working more with the company."

Ms. Gehlhausen stated that Adam Goepfner, Mike Cummings, and herself attended CDBG training a week ago. We have not received the test results back but expect them soon. Once certified, Indiana 15 will have four certified community development block grant writers for the district.

Census 2010. Ms. Gehlhausen stated she was in Indianapolis and spoke with the Indiana Data Center. Ms. Gehlhausen passed around the new 2010 census forms to be filled out April 1, 2010. Ms. Gehlhausen explained how to fill out the forms and asked the members to take them home, and encouraged them to encourage others in their respective communities to be counted. Ms. Gehlhausen stated Indiana 15 Regional Planning Commission uses the data for all of our grant applications and it does bring money back to your communities based on population.

Water Resources Development Act (WRDA). Ms. Gehlhausen stated she just received an email last week for WRDA with a due date of October 30. It's a federal program for projects dealing with the Army Corp of Engineers. The two projects that come in mind are: Orange County flood study and the floodwall in Cannelton and Tell City. Ms. Gehlhausen stated we have already written special appropriation requests for those projects but they were denied. We are being encouraged to send in projects that team with the Army of Corp of Engineers. Ms. Gehlhausen passed out handouts on the program and stated she was told there is a 50% match. If directed by the community, Ms. Gehlhausen stated she could submit projects by October 30 and pull them back out if the community does not want to go forward or not have the match due to the limited timing of the application due date.

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 by an architect. If the grant is funded the energy audit is covered by the grant program. If the grant is not funded, that community absorbs the cost of the energy audit. Ms. Gehlhausen mentioned Spencer County is the only one she is aware of that has completed an energy audit on their courthouse. A meeting is scheduled next week with the Spencer County Auditor and Architect.

Office of Community and Rural Affairs (OCRA) Workshops. Ms. Gehlhausen passed around a new listing of scheduled workshops provided by OCRA. \$248 million is coming to Indiana for the Disaster Recovery 2 Program due to the disasters in 2008. OCRA will be having many workshops throughout 2010. Debris removal and dams/levees will be new eligible activities. Some of these monies were expended in 2009. Ms. Gehlhausen encouraged the board to attend some of the workshops in particular: water, wastewater, stormwater, dams/levees and waterway debris removal seminars. Ms. Gehlhausen told the board if they have any projects like these, to talk with us. If you go through the open procurement process for grant administration and open procurement for engineering, there will be little to no costs for this particular program. For most programs you will have to be 51% low-to-moderate income to be eligible. Ms. Gehlhausen recommended selecting your grant administrator first through the open procurement selection to help procure the engineering firm. Indiana 15 wants to be your grant administrator.

OLD BUSINESS

None to report.

NEW BUSINESS

2010 Operating Budget. Ms. Gehlhausen directed the board to Resolution 2009-14. According to the projection, revenues for 2010 are projected at \$772,183.00 with Expenditures projected at \$752,303.00, leaving a projected agency balance of \$19,880.00. Ms. Gehlhausen mentioned the budget is the same budget projection as presented at the August meeting and mentioned some of the highlights that include: salary compensations, new roof and furnace, new scanner and vehicle improvements. Other elements of the budget similarly reflect last year's expenses in overall. Ms. Gehlhausen then referred the board to the projected cash flow statement stating we started the cash flow statement with the cash balance as of December 31, 2008 at \$201,571.22. This does not reflect the cash balance as of December 31, 2009 due to not knowing what that balance will be. If the 2009 budget goes as projected, the anticipated cash balance at year end for 2009 should reflect an additional \$71,456.00, leaving the 2010 projected cash balance of \$292,916.00 in which this amount reflects the CDs and petty cash as well.

Promotion. Ms. Gehlhausen referred the board to Resolution #2009-15 to promote Nathan Held from the position of Project Assistant to Senior Project Administrator. (Mr. Held was asked to leave the room.) The reason for the separate Resolution is because of the title change plus it is going to a salaried position instead of hourly. This Resolution will take his salary to \$41,000 based on salary at 45 hours per week and will include three extra vacation days per year as well. The proposed difference was computed to consider over his normal work week plus being in line with the previous Senior Project Administrator's pay.

Adjustments in Salaries for Fiscal 2010. 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 was a Flood Coordinator position in 2009 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 Flood Recovery grant ending. 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.

Schedule of Fees for Fiscal 2010. Ms. Gehlhausen referred the board to 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 fee schedule 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 the flood recovery grant being completed.

Chair Mathena stated the Executive Board approved and recommended these Resolutions to the Full Board and asked for approval to combine all four resolutions into one motion. With no objections and no further questions, James Taylor made a motion to combine and approve **Resolutions 2009-14, 2009-15, 2009-16, and 2009-17** and Mike Ellis seconded the motion. Motion carried by roll call.

Before adjournment, Ms. Gehlhausen thanked everyone for serving in 2009. With no further business to discuss, the meeting was adjourned at 8:15 p.m. on a motion made by JA Bateman and seconded by James Taylor. Motion carried.

Respectfully submitted,

Paul A. Lake, Secretary

PAL/sk

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.