

**PORTER COUNTY  
STORM WATER BOARD MEETING  
TUESDAY, FEBRUARY 16, 2016  
2:00 P.M.**

The regular meeting of the Porter County Storm Water Board convened at 2:00 p.m. on Tuesday, February 16, 2016 in the Commissioners' Chambers of the Administration Center.

Those present were: Commissioners John Evans, Laura Blaney and Jeff Good; County Attorney Scott McClure; Administrative Assistant Michelle Strader and Recording Secretary Kathy Merle.

**Call to Order/Pledge**

President Evans called the meeting to order with the Pledge of Allegiance.

**REORGANIZATION**

Com. Evans moved to approve Jeff Good as President of the Storm Water Board. Com. Blaney seconded. motion carried.

Com. Evans moved to approve Laura Blaney as Vice President of the Storm Water Board. Com. Good seconded. motion carried.

Com. Evans moved to approve Kevin Breitzke as Recording Secretary of the Storm Water Board. Com. Good seconded. motion carried.

**STORM WATER BUDGET APPROVAL**

Com. Good, Bob why don't you take us through the proposed budgets.

Bob Thompson, The proposed budgets I sent it out to everybody 144 Form and looking at the other ones it is set up just like every other department budget with personal services, supplies, other services and charges and then capital (Inaudible). To explain it real quickly the 144 with the employees we're looking at an Engineer that has a P.E. requirement a Project Manager, GIS CAT Tech, Clerical Specialist, Director, Asst. Director, GIS Coordinator Director, and Asst. Director. The GIS Coordinator will also be shared with Plan Commission as far as budgets. So the top four would be the new employees for the divisions however, I put GIS CAT Tech, but we don't know until we know exactly what the Engineer wants to do. We're looking at total personal services including salaries the board fees of \$100.00, board meeting for the advisory board with the benefits and everything like that we're probably looking at roughly \$480,000.00. In personal services I don't expect to pay that with some of the salaries being gone. Supplies we're mostly looking at gas and fuel, other office supplies (Inaudible) \$58,000.00 there. Other personal services this is the big one we're possibly looking at \$300,000.00 for consultants. We're also paying our attorney out of this line item, so miscellaneous costs for travel, telephones, printing. And then another very large line item is contractual service, this is going to be for the actual work out in the field. Capital Outlays for the first year is going to be a fairly large item just to get us started, because we're going to need some surveying equipment possibly on this, were looking at redoing this with the office and also purchasing trucks or vehicles for the new employees coming in and also computer equipment to service these new divisions.

Atty. McClure, And Bob not to interrupt you, but basically I know you spent a lot of time putting this budget together and one of the difficulties is that this is kind of a startup. This is kind of the first try at it and some of these things are not going to be as honed in as we'd like them to be at this point, but we're not necessarily going to be buying surveying equipment every year or trucks every year, but we have to get the department up and going at this point. This budget may look quite a bit different when we go into 2017.

Bob Thompson, My opinion is it will look considerably different in 2017 we may have more money towards contractual services and that's actually (Inaudible).

Atty. McClure, And then also one of the things is if we hire the Engineer P.E. that we may not have as much in the consulting line item that we have as right now. So just to be clear this is kind of a startup budget and to get the department up, running, supplied, getting some

employees going and get some projects started. And basically what you're asking the board to approve the proposed budget to be sent and I believe it is on the Council's agenda for the 23rd. That also dove tails into the \$500,000.00 loan, because obviously the Auditor doesn't want have us approving budget line items that there is no money to populate within the actual line item so that is kind of why we did the \$500,000.00 loan.

Com. Good, And just so everybody else understands we have not marketed for these positions yet. We have not done anything until these budgets and all of this gets approved by the Commissioners and the Council. So right where we're at today is where we're at.

Atty. McClure, I think the other thing that should be brought up, benefits and insurance are included in this budget that is not provided through the General Fund. So that also somewhat inflates the number.

Com. Blaney, That is a very good point.

Atty. McClure, That's the standard practice that we've been doing with the other departments in this budget here I think we have almost \$150,000.00 of PERF, FICA, health insurance etc. and that number may change drastically depending on who is hired at what rate and whether they have insurance or not.

Com. Evans moved to approve the Storm Water budget. Surveyor Breitzke seconded. motion carried.

Com. Blaney, Is this going to be on the next Council agenda?

Bob Thompson, Yes I have that set for next Tuesday.

### **New Job Descriptions for Department**

Com. Good, The next thing on the agenda is the new job descriptions for the departments, which will also go to the County Council as well. Would you like to take us through that Bob?

Bob Thompson, I have been working on this with Pam Courtney of Human Resources on how she would like to see these set up. I've done a number of these and for all of the positions you see with budgets they are done, I've even included a few others to go into the Plan Commission on that, but the main ones are Clerical/Field Asst. this is going to be more of a bookkeeper working with all of the different accounts. Overseeing the invoicing and everything and doing clerical within the division. The CAT GIS Technician that depends on what the Engineer. Engineer Director Position this is a position that will transfer back and forth between the Plan Commission and Storm Water and the hiring is between Plan Commission and Storm Water or the County Commissioners I should say in this position I'm hoping you'll look favorably upon myself.

Kevin Breitzke, That was my first question to Bob, does he have himself in mind.

Bob Thompson, Engineer Director this is the P.E. requirement that we're looking at that will overlook the whole division of Storm Water and start looking over the projects and hopefully do in house projects on this. Here again bachelors, civil engineering or engineering required, professional engineer a license is required for the State of Indiana and driver's license within the State of Indiana. GIS Coordinator this is Chuck's position. This is split between Plan Commission and Storm Water I just redid a whole job description for it. MS4 Coordinator the job description one of the things I wanted to point out in the budget, I did not have an MS4 Coordinator because I'm assuming we're still go to go forward with that being contractual.

Atty. McClure, Correct.

Bob Thompson, So I went ahead and did an MS4 Coordinator in case we should ever go forward with listing some day. Project Manager this position is going to be the one that is going to be doing all of the inspections out in the field whether it is our own projects that we have within this board that is overseeing whether it's a ditch cleaning or if it's a piping replacement project and it could also be with the development plans that are approved going through the County. Going to out a subdivision and see to it that the storm water is correct, that is the intent of the Project Manager position. Asst. Director Position that goes back and forth between the Plan Commission and the Storm Water the intent here is my assistant to help me. As far as that goes they will oversee the counter. One of the main functions that I was looking at is we were talking about how this was going to be a one stop shop for permitting and developing. This

position would be overlooking that plus a lot of the functions with bookkeeping. So those are the positions that we have.

Com. Good, I'd also like to point out too that as you look at this budget and you look at the dollar amounts that are in there the County is already paying some of these fees already. Not fees but we're already paying some of these salaries already. All they are doing is moving over to the new budget. So when you see the numbers on the new budget it's not all new, the County has been paying for some of this for some time it's just reflected on the new budget, but it has been in CEDIT for a long time. When you look at that number just make sure that you understand that some of that we're already paying out I just want to clarify that.

Atty. McClure, I think another thing I want to point out is the decision was made early on at the beginning of this process was we did want to have an in house fee and attempt to have control and be able to do some of our own projects and obviously in the long term to be able to design some of our own stuff as much as possible in house to save us on some of those consulting line items depending on the day if they are very favorable or not very favorable. I think this is a way of trying to address that cost.

Kevin Breitzke, Historically we've been doing that, but we're overwhelmed. I've been very clear about the volume of work we've contributed through our office and other offices likewise have contributed service and things and I hate to say it may short change in the other responsibilities in our offices. We try very hard and drainage is a major part of working for the citizens of Porter County so that's what brings us to this point today, but the substantial savings we've had because of the in house we have done I'm even impressed.

Com. Good, Yes, me too.

Com. Evans moved to approve the job positions as submitted. Surveyor Breitzke seconded. motion carried.

Com. Good, The other thing I wanted to point out too. Those of you who come to the meetings a lot you've been noticing dragging a lot of job descriptions through our meetings and revisiting job descriptions. Not only here but in a lot of other departments, that will be on going over the next few years. We are moving towards more job descriptions, it's part of the H.R. function that Pam Courtney has implemented here at the County, so that is moving forward as well. You will be seeing more and more job descriptions coming up. Where it's identifying who does what.

## **ADOPT RULES AND PROCEDURES**

Bob Thompson, Those familiar with Plan Commission rules and procedures will notice immediately that this is pretty much the same as what we have up here with the Plan Commission. It just goes through the procedure of how meetings are to be conducted, who's on the boards, how many and what is a quorum, officers and employees to the board, how the Storm Water Advisory Board is established which today is part of the County Commissioners, what they're looking at and their function. Filing a petition, permits and fees the biggest thing in here is how we go about doing the appeals process (Inaudible). To do a quick explanation to what we're proposing with the fee appeal is that it comes in to our office, we review it, the staff gives a recommendation that it goes to the Advisory Board and the Advisory Board then looks over the staff recommendation they forward the recommendation and then it goes forward to this board. When it gets to this board it's on a consented agenda, meaning there has been plenty of recommendations all of the way up for it. I'm sure you don't want to hear it all a public hearing but if you do you have the opportunity to pull this out at your decision. If not it's on a consent agenda if there are 10 appeals there you can approve based off of the recommendations.

Atty. McClure, There is also a process that the staff can just clearly identify something that has been wrong on the records and take of the issue right out of the gate without necessarily going to Advisory Board is that correct Bob?

Bob Thompson, Correct.

Atty. McClure, So if for some reason the property card has it listed as 100 acres and it's really 10 acres and it's pretty clear to see we can go ahead and fix it at that stage and not move it through the appeal process.

Bob Thompson, We'll forward it down to the Auditor's for correction. It talks about who is an interested party and notices shall be done and how the conduct of the hearing shall be

moved forward in the docket and how we're going to list and number the cases and the dockets as they go forward, the final disposition and miscellaneous provisions. So there are your rules and procedures. Any questions?

Com. Good, For the record a lot of the construction of putting this whole department together so everybody can sort of assimilate it to something it's basically the same structure that we use on the Plan Commission. It works in the same process, so the whole process that has been put together is very similar to the Plan Commission. To give a good comparison this is really how this whole thing is set up.

Kevin Breitzke, I just have a quick question, as you're taking on the appeals, the easier appeals such as acreage are you going to have some kind of book or some kind of reference, a file so if a neighbor comes to us we can at least answer the questions or have some kind of history. If they argue that they are worthy of the same consideration, because of a misunderstanding that is are we going to have a record in order to send them to you to say look this was a miscalculation.

Bob Thompson, Yes every application that gets filed will be given a docket number and file.

Kevin Breitzke, This is a little something different then what we do at Plan Commission on the appeals. We're going to still put people on notice?

Bob Thompson, No not if it's a correction on error on our part.

Com. Good, There will also be yard signs posted just like a BZA hearing. So if someone is coming in for an appeal they're going to get a yard sign on that piece of property so the property owners adjacent are going to be able to see that.

Kevin Breitzke, We've been doing that for Plan Commission and rezoning as well. We did it all at one time about 8 years ago I think.

Com. Evans moved to approve the rules and procedures. Surveyor Breitzke seconded. motion carried.

#### **APPROVAL OF AGREEMENT TO PAY BACK \$500,000.00 LOAN TO HOSPITAL INTEREST**

Com. Good, We just previously approved the \$500,000.00 in the Commissioners' meeting, so the same agreement is in front of you today for the Storm Water Board to take action on.

Surveyor Breitzke moved to approve. Com. Blaney seconded. motion carried.

Bob Thompson, I guess with the adoption of (Inaudible) accepting the (Inaudible) as they start coming in. I do have an application for that, the only thing is we're setting up meetings it might be a little bit (Inaudible) notifying them of them of (Inaudible) rather than (Inaudible).

Com. Blaney, How can they appeal already?

Com. Evans, They haven't got the bill yet.

Bob Thompson, That's true. I'm sure we're going to get something. Everybody knows that they're going to be getting a fee at some point.

Com. Evans, So what are they appealing if they haven't got a bill?

Com. Good, Good point.

Kevin Breitzke, Yes, I agree. We have to wait until the Auditor has something for them, because they're going to be going to the Auditor saying how much am I going to owe and I don't know if they know at this point.

Atty. McClure, And that's also one of the reasons we were careful and had a lot of conversations about when you could file your appeal and affect this year's taxes. I believe we've pushed that out until August 1st or August 15th. So when you get your tax bill you haven't missed the deadline you can then gather your information, know what you're asked to be paid in the fee and then be able to still file your appeal and that would affect this year's taxes.

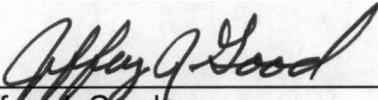
Kevin Breitzke, I suppose we should have brought it up, but that is part of the Rules and Procedures that we discussed.

Atty. McClure, It is and we are expecting a fare amount of appeals at the beginning and those are going to be in two different categories. One is going to be just the corrections within our system itself so some of them will be more based upon their want to show that they shouldn't have to pay in the Storm Water Fee because they're positively affecting the storm water management in their area and we can take those one at a time.

Com. Good, I would like to recommend those as we discussed previously that now that we've made our appointments today before the Storm Water Board is that we put that training session together to bring the Storm Water Advisory Board in. I think this would be a good time to do a deep dive on the procedures, how the board is going to work. We could talk about the (Inaudible) process; we can educate our new board members. To me that in my world that is next on my docket to get the group assembled.

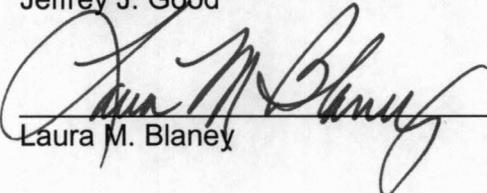
With no further business to discuss, the meeting was recessed at 2:28 p.m.

STORM WATER BOARD  
PORTER COUNTY, INDIANA



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Jeffrey J. Good



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Laura M. Blaney

Attest: \_\_\_\_\_  
Robert Thompson, Plan Commission Director

