

LAPORTE COUNTY REGIONAL SEWER DISTRICT

MEETING MINUTES

June 17, 2021

9:00 a.m.

Time and Place:

The June 17, 2021, LaPorte County Regional Sewer & Water District meeting was held on Thursday, June 17th, 2021, by Zoom meeting.

Attendees:

Meeting was called to order at 9:00 a.m. by Mitch Bishop, roll call was taken for those attending by Zoom, Present included the following, Mitch Bishop, Marcella Kunstek, John Carr, Dalia Zygas, Mark Danielson, Jerry Jackson arrived via Zoom at approximately 9:03 a.m.

Not Present: Amanda Lahners.

Approval of Minutes:

Marcella Kunstek made the motion to approve the minutes from the monthly board meeting on May 20, 2021. Mark Danielson seconded the motion.

A Roll Call vote was as follows: Mitch Bishop-Yes, Marcella Kunstek-Yes, John Carr-Yes, Dalia Zygas-Yes and Mark Danielson-Yes.

Motion passes.

Jerry Jackson joins by Zoom at 9:03 a.m.

Public Comments:

Mitch Bishop opened the public comments. Mitch stated as follows, “Anyone wishing to speak please state your name and address and will be allowed 3 minutes to speak to the board.”

Joyce Forbes – 7661 East Lake Park Avenue, New Carlisle, IN (Hudson Lake)

Former Hudson Township Trustee – Picked up the agenda and I saw the Hudson/Saugany project is included. Thank you and I am hoping this is a step forward and we will continue to work together toward that. Last month I mentioned that it is very important that the Board consider a full-scale Master Plan for the entire County. If you are looking for anyone to volunteer and be a part of that as an ex officio member, I would be very willing to do that. Thank you.

Georgette Joyce – 7299 East Hudson Point Lane, New Carlisle, IN 46552 (Hudson Lake)

I care very much about the sewers being brought to Hudson Lake. I am very interested in keeping our waters safe and so forth. You guys had actually received an email from Hudson Point Association some years back where we were supporting it. Joyce helped us put that together. I don't know if you have finished the Environmental Study that was needed for Hudson Point. I strongly encourage to wrap that up and get us moving on this as I'm trying to protect everything. Thank you.

Mitch Bishop asked if there were any other public comments, no one spoke up, so he closed the public comments.

Reports - Finance Staff:

Steve Carter, the Board's accountant, presented the board with the following reports:

- 1.) Financial Report
 - A.) Horizon Bank Checking-Rolling Prairie Account - had a beginning balance of \$36,419.51 as of May 1, 2021.
 1. Deposits 3,991.67
 2. Interest Paid \$.31
 3. Disbursements: \$2,819.03 in Operation Expenses
 - B.) Horizon Bank Checking had an ending balance of \$37,592.46 as of May 31, 2021.
- 2.) Toll Road
 - A.) Beginning balance \$126,762.23 as of May 1, 2021.
 1. Deposits \$26,960.00
 2. Interest Paid: \$.72 (**Note: Bank Statement \$1.22**)
 3. Disbursements: \$26,443.32
 - B.) Account Ending balance as of May 31, 2021, is \$127,280.13.
(Note: Bank Statement balance \$146,349.70)
- 3.) Hoosier Fund:
 - A.) Beginning balance \$250,457.43 as of May 1, 2021.
 1. Interest Paid: \$63.85
 - B.) Hoosier Fund ending balance as of May 31, 2021, is \$250,521.28.
- 4.) Claims

Steve Carter presented claims in the amount of \$48,408.44.

 1. Steve Carter indicated that half of this amount is related to Rolling Prairie Phase II that will be paid out of SRF funds.
 2. Includes USIC payment in the amount of \$875.00 that is on hold.

Jerry Jackson made the motion to approve the claims in the amount of **\$47,533.44**. John Carr seconded the motion.

A Roll Call vote was as follows: Mitch Bishop-Yes, Marcella Kunstek-Yes, Jerry Jackson-Yes, John Carr-Yes, Dalia Zygus-Yes, Mark Danielson-Yes.

Motion passes.

Reports:

Astbury:

Chris Vogeler indicated that everything is operating normally at the water plant and the waste treatment plant.

- Sludge hauling took place at the end of May.
- Ferric chloride was also delivered to the waste treatment plant at the end of May.
- Chris indicated he received the keys; however, one of the keys does not fit the lock. Jennifer Ransbottom indicated she will return the key.

- Additionally, there has been a lot more traffic at the toll road since the pandemic has been subsiding. As a result, there will be an increase in sludge hauling and more ferric chloride to be fed. There are not previous records on the amount of ferric chloride being fed since it has not been a full year. Chris indicated he will have better records of the amount of ferric chloride being fed going forward. Jennifer Ransbottom suggested creating a spreadsheet to update this information on a weekly basis.
- This concludes Chris Vogeler's report.

JPR - Billing/Collections/Lien

- Jennifer Ransbottom presented a report to the Board – this includes the total monthly and daily deposits, and amounts coming in.
- Collection letters will be coming up.

Phase II Update: Includes third progress meeting update and construction schedule

Dan Byam, Engineer from JPR, attended to give an update on Phase II - for the last month –

- 75% complete on the construction contract timeline.
- All main line sewer installation is complete – includes all 8” gravity sewer and grinder stations.
- Crews are on-site wrapping up service lateral installations.
- JPR will need to finalize testing on the main line sewer and begin working on the pump station installations. Once these tasks have been completed, the project will be considered substantially complete. This will be expected to take place at the July Board meeting.
- Paving is expected to be wrapped up by the end of July.
- **August 14, 2021** is the scheduled date for substantial completion. At this point, the system will be in full operation and ready to begin accepting new customers.
- Dan Byam submitted the following items for Board approval:
 - 1.) Pay Application #3 – Woodruff and Sons in the amount of \$270,525.83 and contract amounts and sums have been reviewed by JPR.
 - 2.) Proposed Change Order #4 – in the amount of \$1,808 and includes adding a manhole casting and riser ring at the two locations where they have 8” sewer cleanouts installed on the main line as opposed to on the lateral.
 - 3.) Proposed Change Order #5 – in the amount of \$6,500 for the grinder tank extension at the grinder station serving 4877 N 425 East and 4895 N 425 East. This will facilitate a connection in the future if a homeowner opted not to connect now.
 - Dan indicated the grinder tank extension is currently an off-the-shelf item and most costs are wrapped up in labor associated with re-excavating, re-plumbing the pipe, etc.

Mark Danielson made the motion to approve Pay App #3 for \$270,525.83. Marcella Kunstek seconded the motion.

A Roll Call vote was as follows: Mitch Bishop-Yes, Marcella Kunstek-Yes, Jerry Jackson-Yes, John Carr-Yes, Dalia Zygaz-Yes, Mark Danielson-Yes.

Motion passes.

Mark Danielson made the motion to approve Change Order #4 for \$1,808. Marcella Kunstek seconded the motion.

A Roll Call vote was as follows: Mitch Bishop-Yes, Marcella Kunstek-Yes, Jerry Jackson-Yes, John Carr-Yes, Dalia Zygas-Yes, Mark Danielson-Yes.

Motion passes.

Mark Danielson made the motion to approve Change Order #4 for \$1,808. Marcella Kunstek seconded the motion.

A Roll Call vote was as follows: Mitch Bishop-Yes, Marcella Kunstek-Yes, Jerry Jackson-Yes, John Carr-Yes, Dalia Zygas-Yes, Mark Danielson-Yes.

Motion passes.

New Business:

- Federal Nations Act Policies and Procedures –
 - Barry indicated the Board has responded to all freedom of information requests.
 - Barry will present a Freedom of Information Request Form to the Board at their next meeting.
- State Water Infrastructure Entrance Survey –
 - The deadline to submit for this potential grant was **June 15, 2021**.
 - The Board has submitted.
 - Ken Jones indicated the Board will need to match the grant amount in order to receive this type of funding. Ken also indicated the Board will need to advance their Preliminary Engineering Report (PER) and file it no later than early Spring (March 2022) in order to be considered for this type of funding.
 - Ken Jones indicated to advance the project, they will need to proceed with an Environmental Review and assemble this with a Fiscal Advisor's report of rate schedules. This information is submitted with the PER as part of the qualifications process. The qualifications process is based on the PPL scoring (Priority Project List).

Old Business:

- Phase II – office hours
- Notice to Connect Letter – in draft form
 - This letter will be sent out to property owner and contains the following information:
 1. Guidelines;
 2. List of items from the meeting with the contractors.
- Office hours will need to be determined for the plant and this information will also be included in the letter.
- All information will be updated on the website.
- Ken Jones provided the Board with an update of the Public Meeting.
- Ken Jones indicated they have increased their representation on the project site as they are wrapping it up with the service lead installation.
- Ken Jones recommends communicating with customers through direct mail going forward.

- Ken Jones introduced the idea of possibly inviting customers to become a member via mass text and/or email in order for them to communicate emergency situations.

The next Board meeting is pending a meeting date.

Adjournment:

John Carr made the motion to adjourn at 10:17 a.m. Mark Danielson seconded the Motion. All were in favor – Motion passed.