

LAPORTE COUNTY REGIONAL SEWER DISTRICT

MEETING MINUTES

August 19, 2021

9:00 a.m.

Time and Place:

The LaPorte County Regional Sewer & Water District monthly board meeting was held on Thursday, August 19, 2021, at 9:00 a.m. Central Time, in person at 809 State St., LaPorte, IN 46350, County Complex Building, Conference Room #3, and by Zoom. Login: <https://us02web.zoom.us/j/89038639253?pwd=ZndNMnBDZEpPUlk5ckdBVWRGWtJxdz09>, Meeting ID: 890 3863 9253, Password: 916204

Attendees:

Meeting was called to order at 9:00 a.m. by Mitch Bishop, roll call was taken those present included the following: Mitch Bishop, Marcella Kunstek, John Carr, Dalia Zygus, Amanda Lahners. Not Present: Jerry Jackson and Mark Danielson.

Approval of Minutes:

Marcella Kunstek made the motion to approve the minutes from the monthly board meeting on July 20, 2021. Dalia Zygus seconded the motion, and all were in favor. Motion passed.

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."

No one attending had any public comments or wanted to speak.

Mitch Bishop closed the Public Comments.

Reports - Finance Staff:

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

Financial Report

- 1.) Toll Road
 - A.) Beginning balance \$131,438.79 as of July 1, 2021.
 1. Deposits: \$26,960.00
 2. Interest Paid: \$1.02
 3. Disbursements: \$18,181.35
 - B.) Account Ending balance as of July 31, 2021, is \$140,217.96.
- 2.) Rolling Prairie Service Area

- A.) Horizon Bank Checking-Rolling Prairie Account - had a beginning balance of \$40,805.08 as of July 1, 2021.
 - 1. Deposits: \$9,148.61
 - 2. Interest Paid \$.40
 - 3. Disbursements: \$1,302.37
- B.) Horizon Bank Checking had an ending balance of \$48,651.72 as of July 31, 2021.
- 3.) Hoosier Fund:
 - A.) Beginning balance \$250,583.08 as of July 1, 2021.
 - 1. Interest Paid: \$63.94
 - B.) Hoosier Fund ending balance as of July 31, 2021, is \$250,647.02.
- 4.) Claims

Steve Carter presented claims in the amount of \$61,961.77. The total claims amount included 2 additional invoices that were presented at the meeting and not in the previous emailed board packets - one for Indiana Michigan Power and the other for State Board of Accounts.

Marcella Kunstek made the motion to approve the claims in the amount of \$61,961.77. Dalia Zygus seconded the motion, all were in favor. Motion passed.

Reports:

Astbury:

- Astbury provide both June and July reports for the board. Chris Vogeler indicated he has nothing more to report, and everything is operating well. Chris did indicate that as indicated in their report system production and sewage flows are at their highest levels due to summer season and additional waste sludge will need to be removed from the WWTP and additional ferric chloride will be there would be chemicals and expenses for the next month.

JPR - Billing/Collections/Lien

- Jennifer Ransbottom has no further updates in addition to the end of the month report that was provided to the Board – this includes the total monthly and daily deposits, and amounts coming in.

Phase II Update: Includes 4th progress meeting update and construction schedule

Dan Byam, from JPR, attended to give an update on Phase II -

- Waiting for AEP to provide the remaining 3 out of 8 electric meters for the project.
- Woodruff & Sons, Inc. cannot complete project and JPR cannot give substantial completion until testing is completed.
- Authorization for connection cannot be given until meters are in and testing is completed.
- AEP has indicated it is a supply issue.
- There will be punch list items – which usually consists of landscaping issues.
- Change Order #7 was presented which covered 3 things. #1, being the time extension due to the AEP and meter issue which extends the contract time to middle of September. #2, relocation of a sanitary service lateral at 112 W Mechanic Street for \$5,469.20. #3,

cost balancing items of actual installed items versus bid items which ended up with an overall deduct to the contract of approximately \$83,406.82 – most of which was in paving.

Dalia Zygus made the motion to approve Change Order #7. John Carr seconded the motion; all were in favor. Motion passed.

- Dan Byam also presented Pay Application #5 for Woodruff & Sons in the amount of \$559,424.46 for approval. All items and quantities had been reviewed and he recommended Pay Application #5 be approved for payment.

Marcella Kunstek made the motion to approve Pay Application #5 in the amount of 559,424.46 for Woodruff & Sons. Dalia Zygus seconded the motion, all were in favor. Motion passed.

- A draft Notice to Connect letter was reviewed by the board.
- Additional discussions regarding when full billing will start and to add another paragraph in the letter to include that information. Also indicating that the board did not charge the interim rate at the start of construction which it could have done for the past 7-8 months.
- Timeline for testing and once the meters were in how long before the system would be up and running.
- Once the Notice to Connect letter goes out to property owners full billing must start.

John Carr made the motion to approve the Notice to Connect letters being sent out subject to the contractor's substantial completion being approved. Dalia Zygus seconded the motion, all were in favor. Motion passed.

- Office hours and days were discussed for property owners to come in and fill out and pay for the permits and sewer connections.
- The office hours and days will be included in the Notice to Connect letter mailed to the property owners.
- Property owners will also be able to mail in their paperwork and payments, along with contacting us and scheduling appointments to meet.

John Carr made the motion to approve office hours for the District Office to be open on Wednesday and Saturdays as needed for the paperwork and purchase of permit fees and connection paperwork. Amanda Lahners seconded the motion, all were in favor. Motion passed.

New Business:

- Sewer Use Ordinance
 - Ken Jones discussed the draft Sewer Use Ordinance he had emailed to the board prior to the meeting.
 - The Use Ordinance is set up for gravity sewer and low-pressure sewer. Because it is anticipated that there is a likelihood that the District will expand its customer base and more than one type of sewer will be used within the District.

- At some point the District may want to consider adopting additional language for reporting requirements for any substantial users within the District. Currently, the District only has the ITCC as a substantial user.
- The concept of pre-treatment does somewhat cover it with a user of over 10K.
- We would want to review with the operator, Chris Vogeler, on the usage and maybe get an understanding if we are approaching or exceeding the 10K.
- So that Ordinance would be called a Pre-Treatment Ordinance. It would include how we monitor, control, and take care of that customer.
- It would be added to the Use Ordinance or Amend to it later.
- Barry McDonnell - Resolution for Zoom Meetings
 - Barry discussed with the board if they would like to have a Resolution for attending meetings online as other Districts are doing.
 - He would not have to reinvent the wheel as several other municipalities are doing this as well.
 - Barry will prepare a Resolution for the board to review at next month's meeting and Jennifer will place it on the Agenda for next month.
- Steve Carter – SBOA
 - Steve confirmed that he did go in and update all the previous End of the Year Reports as requested by SBOA which had to be revised per Audit.
 - Mitch will have to go and do the final submission to the SBOA as Steve does cannot. Jennifer and Mitch will try and contact SBOA and figure out the password and information as this was previously done by Tony.
 - Jennifer and Jennifer and Barry have discussed this topic and will work together with Jerry or Ken to have this approved next month.
- Marcella asked Ken Jones about the Pre-Treatment Ordinance
 - Ken indicated that the Pre-treatment Ordinance is driven by customer use.
 - Operator Chris Vogeler indicated that the current daily flow average is 12,000-18,000 gallons a day.
 - Therefore, Ken indicated that the needs of a Pre-Treatment Ordinance are needed. And at some point IDEM will be asking for one.
 - Adoption of Pre-treatment Ord can be adopted separate.
 - The Use Ordinance needs to be adopted now along with the Notice to Connect to the property owners.
 - The Pre-Treatment Ordinance must be approved by IDEM, and the review period takes longer.
 - There is a format and sections that are required. We have a template we routinely use. However, IDEM will take months to review and approve.

Old Business:

The next Board meeting is September 16, 2021.

Adjournment:

John Carr made the motion to adjourn at 9:45 a.m. Dalia Zygas seconded the Motion. All were in favor – Motion passed.