

LAPORTE COUNTY REGIONAL SEWER DISTRICT

MEETING MINUTES

September 16, 2021

9:00 a.m.

Time and Place:

The LaPorte County Regional Sewer & Water District monthly board meeting was held on Thursday, September 16, 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=ZndNMnBDZEpPULk5ckdBVWRGWJTJxdz09> 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 attended by Zoom, Amanda Lahners, John Carr, and Mark Danielson.

Approval of Minutes:

Marcella Kunstek made the motion to correct the minutes from August 19, 2021, to reflect that John Carr was present for the meeting and Jerry Jackson was absent, along with correcting the 12-18 gallons day flow to 12,000-18,000 gallons day flow discussion for the Pre-Treatment Ordinance. Mark Danielson 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, and Amanda Lahners – Yes.

Motion passes.

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 \$140,217.96 as of August 1, 2021.

1. Deposits: \$26,960.00

2. Interest Paid: \$1.17
3. Disbursements: \$11,703.96
- B.) Account Ending balance as of August 31, 2021, is \$155,475.17.
- 2.) Rolling Prairie Service Area
 - A.) Horizon Bank Checking-Rolling Prairie Account - had a beginning balance of \$48,651.72 as of August 1, 2021.
 1. Deposits: \$2,613.00
 2. Interest Paid \$.39
 3. Disbursements: \$11,071.14
 - B.) Horizon Bank Checking had an ending balance of \$40,193.97 as of August 31, 2021.
- 3.) Hoosier Fund:
 - A.) Beginning balance \$250,647.02 as of August 1, 2021.
 1. Interest Paid: \$63.86
 - B.) Hoosier Fund ending balance as of August 31, 2021, is \$250,710.88.
- 4.) Claims

Steve Carter presented claims in the amount of \$23,561.45.

Mark Danielson made the motion to approve the claims in the amount of \$23,561.45. Amanda Lahnerns 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, and Amanda Lahnerns – Yes.

Motion passes.

Reports:

Astbury:

- Chris Vogeler indicated everything is operating well at the treatment plant. Chris did say additional ferric chloride costs would be incurred this month to treat the phosphorus – we will also be hauling sludge in the next couple of weeks. Enough to empty the sludge holding tank. We are getting decant water from the sludge – we are getting some phosphorus being reintroduced into the water. So, we want to get as much sludge hauled out as we can.
- Jerry Jackson asked Chris Vogeler if the digester runs in an aerobic state. Chris stated yes. Jerry asked so we start seeing phosphorus release when it's getting anaerobic – is that what's going on? Chris stated he wasn't sure – they shut the water off to decant the water off the top of the digester and they are seeing a spike in phosphorus in the treatment facility when we are decanting. So, the water is going back into solution in the decant water – so I think we must get rid of as much of the sludge as possible. Chris has not seen this before – so he thinks it is due to the age of the sludge. Jerry says he thinks that is right – it's out of his experience so that is why he asked.
- Mark Danielson asked Chris if you get it disposed of in a couple weeks – do you think you will be in good shape then? Chris said that at this point if all the water has been decanted off it and the sludge is just sitting there being aerated – it's just a matter of

calling the sludge hauling people. That's another thing, I want to haul enough now so that we will be good until Spring.

- Mark asked if Chris has called to get the sludge scheduled in advance. Chris indicated he has yet to call the sludge hauler to schedule it.
- Jennifer asked Chris about the sludge hauling removal being in the Astbury report in June and July saying it was going to be done. Chris indicated that it has not been done yet.
- Mitch Bishop asked if the sludge hauling was a twice a year event. Chris indicated that at the volume being received that twice a year would be necessary.
- Jennifer informed Chris that no invoices were received from Astbury this month.
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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 -

- We are still waiting for AEP to finish one final electric meter for the project. Dan was informed they are waiting on a county road bore permit to get the service from the station to the pole drop.
- Woodruff & Sons is anticipating that to take place in the next 2 weeks or so. After that it will be scheduling the pump station start up and then providing the substantial completion.
- Dan believes that by the next meeting substantial completion should be ready to be given.
- Dan then provided the board with Change Order #8 which consisted of a time extension only for 30 days. No money changes to the contract. Contract extension to October 13, 2021. Dan Byam also indicated that no Pay Apps to approve this month either.
- Dan also indicated that after the meeting last month he drove the project and put together a punch-list for the project. At this time Woodruff & Sons has knocked out approximately 90% of the punch list items.
- JPR is also starting to work on the Asset Management Plan which is also part of the SRF funding project.
- Mitch brought up the extra funding being used for the WWTP Building to fix it up and the driveway to make it usable for the District Board to hold meetings in the future and what would it take to use the funding. Dan indicated the balance of the funds could be used for that purpose and usually that process would happen after Substantial Completion. Dan would need to work with the Board and put together a list of items or improvements that the District would be interest in and then must submit to SRF for final approval. So, they get the final say on if that would be acceptable or not.
- Mitch also asked if there would have to be a change to the PER – Dan indicated that there would need to be an Amendment made to it but that is an easy thing to do.
- Mitch indicated to the board that if the funds are available that he thought it would be a good idea to use the funds to update the building and make sure it was ADA accessible

and up to code as they will be looking to use it for future meetings, etc. Dan indicated that SRF defines what is eligible as anything involved with the operations. So, building upgrades would be eligible and upgrades to any lift stations.

- Jerry Jackson mentioned that he had suggested monitoring of chemical levels and tying it into the Scada system.
- Once the Substantial Completion has been issues then future discussions on needs for the District will be held.

Jerry Jackson made the motion to approve Change Order #8. Amanda Lahners 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, and Amanda Lahners – Yes.

Motion passes.

- Dan Byam discussed the revised Notice to Connect letter. Jennifer indicated she added the paragraph regarding the billing for the property owners. Discussion regarding approval of the letter and review done last month.

New Business:

- Sewer Use Ordinance
 - Ken Jones discussed the draft Sewer Use Ordinance he had emailed to the board prior to the meeting.
 - Ken mentioned that he added in Jerry’s comments which included all residents in Rolling Prairie had to comply with the City of LaPorte’s Ordinance which is a critical part to include in this Use Ordinance. That was added on Page 9 – Jerry approved of the addition.
 - Jerry Jackson also indicated that the only other thing he would like to see is a grease management section. Jerry emailed Ken LaPorte’s Grease Management Section if he wants to use it for this one. IDEM reviews these and will most likely be requiring it soon.
 - Ken has no problem adding that information to the Use Ordinance and agreed with Jerry’s review.
 - Jerry explained to the board that it is requiring a grease trap for each restaurant and maintaining it.
 - Attorney Barry McDonnell indicated that unless there is a huge urgency, he would like to see Ken make the changes and have him review it. We would do the First reading at the next meeting in October, do the Public hearing in November, and at that point if they want to have the 3rd reading at the same meeting, they can do that at the same meeting.
 - Discussions regarding timing of Notice to Connect letters and Use Ordinance being adopted was discussed. Attorney Barry McDonnell believes that with the Use Ordinance being adopted in November and the 6- month period to connect – that the District will be ahead of any potential force of any connections.
 - 2013 Use Ordinance was discussed and since no official records can be found indicating it was signed and adopted Attorney McDonnell indicated the board will adopt this Use Ordinance as the official and only Use Ordinance.

- In November when a Motion is made to adopt this Use Ordinance it will need to be stated as such that all previously adopted Use Ordinance are replaced with this current Use Ordinance.
- Penalties for non-connection after six-month period was discussed. Board will again look at the weather conditions, etc. since the delay for the Substantial Completion.
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- Barry McDonnell - Resolution for Electronic Means of Communication
 - Barry discussed with the board Resolution Establishing the Policy by Which Members of the Board of Trustees of the LaPorte County Regional Sewer and Water District May Participate by Electronic Means of Communication he drafted for the board.
 - No action can be taken to adopt any budgetary items while attending by electronically.

John Carr made the motion to approve Resolution LaPorte County Regional Sewer and Water District Resolution No. 2021-01. Jerry Jackson 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, and Amanda Lahners – Yes.

Motion passes.

Old Business:

The next Board meeting is October 21, 2021.

Adjournment:

Marcella Kunstek made the motion to adjourn at 9:42 a.m. Jerry Jackson seconded the Motion.

All were in favor – Motion passed.