

LAPORTE COUNTY REGIONAL SEWER DISTRICT

MEETING MINUTES

November 18, 2021

9:00 a.m.

Time and Place:

The LaPorte County Regional Sewer & Water District monthly board meeting was held on Thursday, November 18, 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/87987802822?pwd=ZXQvRWJjVExJSWxwRTJDZE9mSDNYUT09>, Meeting ID: 890 3863 9253, Password: 87987802822

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, Dalia Zygus, Amanda Lahners, John Carr, Mark Danielson, and Marcella Kunstek. – Absent Jerry Jackson.

Approval of Minutes:

Marcella Kunstek made the motion to approve the minutes from the monthly board meeting on October 21, 2021. John Carr seconded the motion, and all were in favor. Motion passed.

Public Comments:

Gary Radtke – owner Radtke Engineering and Surveying, LLC – 5821 US 35, LaPorte, IN 46350

Gary provided the Board with an update on US Hwy 20 Sewer System.

Update on the turnover of US Hwy 20 Sewer System – Radtke Engineering has completed Phase I and Phase II. Phase II testing was filed with all four organizations and involved a very extensive testing process. Three air release valves were replaced and a major valve in the system was repaired. The volume of the sewage was intense, and it took three Sundays to complete this work. The school did not allow record drawings 12 years ago and the laterals were undetectable in the system. Once Radtke was able to determine where everything was, they were able to get the work approved. Radtke Engineering is now working on Phase II of the project. This work will require the school and East Side Fresh Meat and Produce to accept the dollar amount and certify the funds they have invested in this project. Radtke has submitted to both organizations the certified cost to complete the project; however, will need to obtain approval from both entities. Radtke Engineering will also be submitting to INDOT and IDEM a request to change the ownership of the sewer to Michigan City Sanitary District. This work is expected to be complete in December. The last step would be to complete paperwork.

Georgette Joyce – Hudson Lake – 7299 Hudson Pointe Lane, New Carlisle, IN

Georgette indicated she has been on the Lake for 23 years and trying to stay on track with where they are with the sewer project. She indicated she wants to protect the lake and the water that is now free. She would like to encourage the Board to continue to pursue the project and she would like to figure out where they are with the grants and so forth.

No further public comments made – Public Comments Closed at 9:06 am

Reports - Finance Staff:

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

Financial Report

- 1.) Toll Road
 - A.) Beginning balance \$144,233.26 as of October 1, 2021.
 1. Deposits: \$26,960.00
 2. Interest Paid: \$1.29
 3. Disbursements: \$23,884.07
 - B.) Account Ending balance as of October 31, 2021, is \$147,310.38.
- 2.) Rolling Prairie Service Area
 - A.) Horizon Bank Checking-Rolling Prairie Account - had a beginning balance of \$38,932.76 as of October 1, 2021.
 1. Deposits: \$3,853.76
 2. Interest Paid \$.34
 3. Disbursements: \$7,169.91
 - B.) Horizon Bank Checking had an ending balance of \$35,616.95 as of October 31, 2021.
- 3.) Hoosier Fund:
 - A.) Beginning balance \$250,772.76 as of October 1, 2021.
 1. Interest Paid: \$63.86
 - B.) Hoosier Fund ending balance as of October 31, 2021, is \$250,836.62.
- 4.) Claims

Steve Carter presented claims for consideration in the amount of \$38,169.54.

Steve Carter indicated there was an invoice from June 08th of last year from Mission Communications based in Norcross, Georgia. This invoice is past due and appears to be for electronics or SCADA type system on the lift stations, including the monitors and maintenance of the hardware system. The line items include a service package, a line item for Hatfield lift station, and line item for 350 E lift station. Jennifer Ransbottom indicated they just received this invoice from Julie Davis because it went to the County to Tony Mancusso’s office. Jennifer indicated it may have gotten lost in the transition. Steve Carter indicated he has not seen a bill for this year. The Board suggest Jennifer Ransbottom or Steve Carter scan the invoice and send it to the Board for review. Steve Carter indicated the invoice was included in the Board packets. The

revised amount for claims, without including this invoice is in the amount of \$37,042.74.

Mark Danielson made the Motion to approve the claims in the new amount of \$37,042.74. Seconded by Amanda Lahners. All approved. Motion passed.

Reports:

Astbury

- Chris Vogeler from Astbury Technology reported that everything is well at the waste treatment and the water plant with a couple of exceptions. The wastewater flow meter has been calibrated and will be in the packet for next month as it was just done this week. Chris indicated he received an email this week from the former operator, Matthew McGlauglin, at ITR, saying that JPR and another Engineering Company performed camera work on the sewer lines and indicated there is a plug in one of the sewer lines that is on the inside of the fence of the lift station which they claim is the responsibility of the sewer district. Chris Vogeler has not seen the official report. Dan Byam from JPR indicate Josh Wyman, JPR Engineer who is leading the Asset Management Plan was working with R&R Visual. Dan Byam indicated he will get with Josh Wyman to determine the manhole in question. Steve Carter indicated the way Matthew described it, the plug is going to be next to the lift station by the waste treatment plant and may involve cleaning the lift station. Jerry Jackson's crew may be able to assist with this work.

JPR - Billing/Collections/Lien

- Jennifer Ransbottom informed the board that there is one account pay that was in arrears in collections. Full billing in December will be for all of Phase II property owners.
- Jennifer indicated there was one person that came out to get a packet and one person sign up. Jennifer Ransbottom has been keeping up to date on phone calls and received a message where the property owner indicated the contractor working with told them they would need to wait to the Spring to connect due to the weather. Jennifer indicated there are other contractors working on connections and this may not be a viable reason to not connect at this time. The District will need to determine at the sixth month how bad the weather has been.

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

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

- At the beginning of November, there was a successful pump startup on all the grinders and the sanitary package pump stations in Rolling Prairie. Following the startup, flow testing revealed they are all running as expected and substantial completion was issued on November 04, 2021. Dan Byam forwarded Mitch Bishop the Substantial Completion Form and the Punch List for approval. The Punch List included the following three items: providing the District with a copy of the as-built drawings and two small areas of pavement patches on Poplar Street and Rolling/Meadowlark Drive. These items are to be completed by December 04, 2021, to meet the requirements for final retainage and payment. Dan Byam is expecting for the Final Pay App to come through at the December

meeting. The Pay App amount is \$341,120.95. There is work completed that has not yet been billed, in addition to the retainage.

- The next item for discussion is remaining funds in the Contract and how they would like to pursue that.
- \$120,000 is the remaining funds and is subject to change. There were Construction Contingencies as well as cost overrun because of the Appeal. Dan Byam will meet with Karl Cender to confirm the dollar amounts, prior to providing the Board with a final number.
- In the past, the Board discussed making improvements to the Treatment Plant building at the Travel Plaza. Dan Byam asked the Board had any plans or ideas on the types of improvements they would like to see at the Travel Plaza. Dan Byam indicated he can coordinate a site visit with JPR Architects, and they can assess improvements for the building. In the past Jerry Jackson has discussed the plan to interconnect the Gen sets into SCADA. These items would be minor. Mitch Bishop agreed to a site visit and the plan was to have meetings at the District office. It would be a change of use and they would need to accommodate the public. The Board also previously discussed a previous study completed for solar panels for the building and the cost was out of range for the District. Dan Byam indicated the District could include it in Hudson/Saugany for a plant expansion. The Architects and Engineers can look at this option as well during the site visit. Dan Byam indicated this type of project could qualify for a Green Project Reserve Credit in a SRF scenario that would give the project more favorable scoring. Jennifer Ransbottom has the initial information they received on the solar project. It was recommended they receive input from Jerry Jackson for a list of items for funding.

Asset Management Plan Update

- Dan Byam indicated JPR is currently working on collecting information on the system and they have contacted with R&R Visuals to perform the camera work on the sewers at the Travel Plaza to assess their condition. A draft Asset Management Plan should be complete by the beginning of December, and they should be ready to present at the December Board meeting. JPR had to change up the Figures, involving force main routes on the proposed design for the Hudson/Saugany Lake PER. A draft of the updated plan should also be complete by the December meeting and ready to submit to SRF.

New Business:

- **LaPorte County Regional Sewer and Water District Sewer Use Ordinance**
 - Last month the first reading was completed. Notice was published and the second reading will need to be completed. If the Board votes to approve the third reading on the same day, then this would be the final approval. A Public Hearing was opened for the second reading of the LaPorte County Regional Sewer and Water District Use Ordinance.
 - No comments were made.
 - Second Reading Ordinance No. 2021-01 Laporte County Regional Sewer and Water District Use Ordinance dated October 21, 2021.

Dahlia Zygas made the motion to approve the Sewer Use Ordinance No. 2021-01 and to carry over to the third reading. Amanda Lahners seconded the motion. Motion passed.

- Third Reading Ordinance No. 2021-01 Laporte County Regional Sewer and Water District Use Ordinance dated October 21, 2021.

Marcella Kunstek made the motion to approve the Sewer Use Ordinance No. 2021-01. Mark Danielson seconded the motion. All approved. Motion passed.

The Board asked for one hard copy of the Sewer Use Ordinance.

Board Member asked Jennifer if all Ordinance have been adopted on the website. Jennifer Ransbottom responded she believes so and she needs Dahlia's signature from the last meeting and this Ordinance with signatures. Once Jerry Jackson has signed, it will be uploaded to the website.

Update on MOU between Michigan Sanitary and Rental Payments

Barry McDonnell had no updates. Jim and Barry have not discussed a dollar number due to not knowing what the rates were going to be. As far as the project, it is within a TIF District. TIF bonds will pay for a portion of the project. The project was rebid approximately one month ago. Karl Cenders is working on how much they can bond in that area and the gap is around \$2.5M. The gap is going to be filled partially by ARP funds. This is being sent from the Commissioners to the Council. This is one of the projects listed for ARP funding. Loves and a distribution warehouse want to begin construction in Spring of this year with a 7-8-month construction time with an opening date of January 1st, 2023. The bid is being held for 120 days so the District has until the end of February of next year to award it. This is a high priority for the Redevelopment Commission.

Insurance

At the last meeting, the Board authorized the Executive Committee to into a competitive bid for general liability for officers and director's coverage as well as to discuss the issue of whether the environmental coverage was necessary. The District was paying \$5,000/year. John Jones with Michiana insurance found a carrier that specializes in Sanitary Districts and Regional Sewer Districts. Initially, the carrier stated they would not provide general liability without having environmental coverage; however, indicated they were willing to write general liability for officers and directors without the environmental coverage. The Executive Committee met and produced two options that included they do not have the environmental coverage with a savings of \$5,000/year and to switch carriers to Bliss McKnight and Michiana Insurance as their local company. Currently, the District pays approximately \$13,000 for both DNO coverage and general liability. The new all-inclusive number is approximately \$9,000.

Dahlia Zygas made the motion to switch insurance carriers and to drop the Environmental coverage. Marcella Kunstek seconded the motion. All approved. Motion passed.

Old Business:

The next Board meeting is December 16, 2021 @ 9 am.

Adjournment:

Marcella Kunstek made the motion to adjourn at 9:48 a.m. Amanda Lahners seconded the Motion. All were in favor – Motion passed.