

LAPORTE COUNTY REGIONAL SEWER DISTRICT

MEETING MINUTES

March 22, 2022

9:00 a.m.

Time and Place:

The LaPorte County Regional Sewer & Water District monthly board meeting was held on Thursday, March 22, 2022, at 9:00 a.m. Central Time, by Zoom Meeting only. Login:

<https://us02web.zoom.us/j/81946459973?pwd=SVF0b0dZam9kc3dhOWJIR3BoUTAxQT09>

Meeting ID: 819 4645 9973 Password: 321962

Attendees:

Meeting was called to order at 9:08 a.m. by John Carr, roll call was taken. Those present included the following: John Carr, Mitch Bishop, Marcella Kunstek, Dalia Zygus, Amanda Lahners, and Mark Danielson. Jerry Jackson was not present at the time of roll call but did join the meeting at approximately 9:10 a.m.

Approval of Minutes:

Marcella Kunstek made the motion to approve the minutes from the monthly board meeting on February 24, 2022. Mark Danielson seconded the motion. Roll call taken; all in favor. Motion passed.

Public Comments:

Gary Radtke - Radtke Engineering and Surveying, LLC. Mr. Radtke spoke regarding the last step in the LCRSWD approval for MCSD to handle sewerage from Regional District Area. 3 organizations approved. Area Plan passed. 364 EDU's. School = 40 EDU's, ESFMP/Abdou – 36.5 EDU's, Balance = 287.5 EDU's, US-20: 38 homes and 9 businesses = 60 EDU's, 227 EDU's – others. Transfer to MCSD once District approves. Gary handed out a map showing the area of the Agreement. Attorney McDonnell indicated he will review the Agreement and wants to add indemnification language and send it to Myer and Board to review prior to asking the Board to approve.

Georgette Joyce – 7299 E Hudson Point Lane, New Carlisle, IN.

Wanted to express her happiness to the board for their agreement to go forward with the grant for Hudson/Saugany project. She also wanted to thank Jennifer for the new meeting and timing. Georgette was questioning how to find the notice of the meetings on the website. Jennifer and the board explained they had just confirmed the dates for the year and now it is on there for the entire year. The meetings for the Sewer District are now on the 4th Tuesday of every month at 9:00 a.m.

Kathy Avrenz – 7765 N Spruce Lane – Hudson Lake

Glad to see we are moving forward on this project! I have been working with Joyce and Ken on this project since day one. Thank you!

Beth Bednarek – 5832 E. Saugana Trl, Rolling Prairie, IN

Did I hear that funding was passed for the project? And is there any way I can get caught up on where they are? Board President John Carr informed her that no there was no funding passed and that she could get caught up on the information by tuning in to the monthly meetings and reviewing the minutes previously approved on the website. Jennifer informed her that in the minutes that were approved today from last the Board approved the PER being submitted for Hudson/Saugany and that later in the Agenda they will be discussing dates for the Public Hearing.

No further public comments made – Public Comments Closed.

Reports - Finance Staff:

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

Financial Report

1.) Toll Road

A.) Beginning balance \$150,283.44 as of February 1, 2022.

1. Deposits: \$28,488.50
2. Interest Paid: \$1.22
3. Disbursements: \$25,927.86

B.) Account Ending balance as of February 28, 2022, is \$152,845.30.

2.) Rolling Prairie Service Area

A.) Horizon Bank Checking-Rolling Prairie Account - had a beginning balance of \$38,947.19 as of February 1, 2022.

1. Deposits: \$8,001.79
2. Interest Paid \$.32
3. Disbursements: \$4,064.45
4. Loan Principal County: \$3,660.00
5. Transfers Bond & Int Acct: \$2,833.33
6. Transfers Debt Serv Reserve Acct: \$850.00

B.) Horizon Bank Checking had an ending balance of \$35,541.52 as of February 28, 2022.

3.) Hoosier Fund:

A.) Beginning balance \$251,026.06 as of February 1, 2022.

1. Interest Paid: \$57.72

B.) Hoosier Fund ending balance as of February 28, 2022, is \$251,083.78.

4.) Claims

Steve Carter presented claims for consideration in the amount of \$27,056.40. There were some late additions added after the board packets were emailed to everyone.

Mark Danielson made the motion to approve the claims in the amount of \$27,056.40. Seconded by Mitch Bishop. Roll call taken; all in favor. Motion passed.

Reports:

Astbury

- Chris Vogeler from Astbury Technology reported that there was nothing more than what was in the report. Chris did say that in the Spring they were getting birds again and he got a quote from a Wildlife Company for \$3,500. Chris said the birds are already gone.
- The company guarantees the work for 5 years - the birds will not get inside the building again.
- Mark Danielson indicated that there is also another company that does this kind of work – McCoy Life (part of Hatfield). Chris indicated that the work has not been done yet, but that the birds come in due to the bugs and then ran into themselves and killed themselves.
- Chris indicated that it was not an emergency since the birds were already gone, but there needs to be come clean up that needs to be done.
- Chris was asked to go ahead and get another quote for this work from Hatfield.

Phase II Billing Update – Jennifer Ransbottom

Jennifer Ransbottom, from JPR gave an update on Phase II -

- Billing: Nothing new other than what is in the report.
- Liens were files on the accounts previously mentioned.
- Site inspection updates – Mitch Bishop discussed. One was vacant property, and one was in the process of being torn down.
- 106 Michigan Street – should have been torn down in 2020.
- 8 S. Depot building is stating they are connected to 6 S. Depot building.
- Mitch Bishop will review these properties and report at the next meeting.
- Attorney McDonnell indicated that some of these properties will have to be dealt with in the future even if they are torn down after the Rate Ordinance/Use Ordinance Adoption.
- The Ordinance does not deal with the debt service but does deal with the demolition of the home.
- Ken Jones and Jennifer Ransbottom will review the Rate Ordinance and look at it as it would apply.
- Some Districts have Rate Ordinances which will include a Schedule of EDU's where multiple or fractions of a residential rate would be applied to a multi-tenant building. Whether it is occupied or not is not a concern for the board usually – if sewer is available to 2 or 3 units what governs is what is in your Schedule of EDU's.
- Relative to vacant properties – in the period after the adoption of the Rate Ordinance they would have to pay the debt service. If they wanted out of the debt completely – they would have had to have their building torn down completely prior to the Rate Ordinance.
- If your Ordinance does not say that specifically we will need to look at making that change. However, for now you could feel comfortable billing them for the debt service rate if they demolished their building after the Rate Ordinance was adopted.

Phase II Update – Dan Byam

Dan Byam and Ken Jones, from JPR gave an update on Phase II -

- Hatfield and 350 East Lift Stations – Flush Valves have been ordered and are being processed. It will be scheduled as soon as they come in – within the next couple of weeks.
- PER Amendment #2 for the Rebate program will be put together once we have a paid invoice on the Flush Valves. We will request reimbursement for those, and we can discuss that with the rebate program.
- Other item Dan had is Quotes for Grinder Station on Depot Street which was hit by a plow. Do not know if it was a County plow or personal contractor. Jerry and Dan reached out to 3 contractors for quotes. 2 quotes were received back. Pavey \$11,075.00 and Woodruff & Sons \$10,414.88.
- That would include removal and replacement of the existing grinder pump station basin shroud and cover, the replacement of the grinder pump assembly, connection of the grinder pump assembly to the existing alarm disconnect panel, removal and replacement of the existing valve box, and installation of new pipe bollards.
- Dan indicated that the supplier indicated they are 20 weeks out for grinder pump. However, the District does have a spare that can be used and then replaced. Jerry Jackson also indicated that the City uses the same pump, so they also have spares, and it is beneficial for the District to stick with uses the same pump for this reason and in case of emergency situations.

Motion by Marcella Kunstek to approve the quote from Woodruff & Sons in the amount of \$10,414.88. Seconded by Dalia Zygas. Roll call taken; all in favor. Motion passed.

- Dan indicated that the Asset Management plan was being worked on by Josh Wyman and the sewer portion was already complete.
- Josh will be reaching out to Chris Vogler in the next couple of weeks to handle the water portion.

Remaining Funds – Phase II Property Owners Only

- Discussion with SRF officials and with Board Executive Committee took place and it was determined that the “Reimbursement Plan” would be for the Phase II connection customers and the process is outlined below.
- Eligible properties have to be in the Phase II – Rolling Prairie service area.
- Request to be on the District’s Reimbursement form. A mailing will go out to all the listed property owners eligible in Phase II.
- Request for reimbursement to include materials and labor only.
- Request must include copies of invoices from installer marked paid in full.
- District’s application and inspection forms are to be attached indicating the installation is complete and approved.
- Completed requests will be provided to the Board during monthly meetings and be recommended for approval by District Administrator.
- Assuming approval – the District will issue funds to applicants and submit the approved application, and all accompanying documentation to SRF as a project claim for payment.
- Assuming approval, SRF will transfer funds to the District’s project account and that will allow the District to pay the property owner.
- At this time, it has been determined that the max payment to the property owner would be \$1,000 per EDU.

- It was further discussed that property owners would need to be current with their accounts in order to receive the Reimbursement. It was mentioned to add a foot note in the Customer Connection Reimbursement Request Form.
- Jennifer indicated that checking the property owner's account balances is something she can do as she is reviewing the forms prior to bringing them to the meetings in a batch for approval by the board.
- The board further discussed that there should be a deadline date for the reimbursement of funds and claims. Along with discussion on extending the deadline date for the connection.
- Extending the connection date deadline until June 1st and then the Reimbursement Program would end 90 days after the connection deadline was determined.

Mitch Bishop made a Motion to extend the sewer connection deadline for Phase II until June 1, 2022, and that the Customer Connection Reimbursement Plan for property owners in Phase II will end 90 days after the June 1st connection deadline. Seconded by Mark Danielson. Roll call taken; all in favor. Motion passed

PER – Hudson/Saugany Lake

- Dan Byam discussed that in order to take advantage of additional bonus scoring points from SRF filing deadline is March 31st.
- JPR is putting final changes on the PER and will be submitted next Thursday.
- Need to request board authorization for John to sign on the PER Application and forms outside of a meeting. Also, to sign a letter on District's letterhead that the board approves of the application. Attorney McDonnell confirmed that this was already done and approved.
- Public Hearing does not have to be held prior to submitting the PER.
- The Notice does need to be placed in the paper – 10 days prior to the Public Hearing. And then 5 days prior to the hearing needs to be available for public comments.
- Discussions regarding a date for the public hearing was discussed.
- It was determined by the Executive Committee that it would be held at that building in the evening after 5 p.m.
- The meeting is not for board attendance – it is for the JPR team to do the presentation and for Public Comments.
- Jennifer will discuss with the scheduling lady for the building and find the available dates and figure out what dates work. Possible dates are April 13th, April 21st, and April 28th.
- Steve Carter is working on the Rate Cost Estimate and will get it to JPR. Dan Byam had sent him numbers a few weeks ago for the estimate.

2022 Meetings:

- 4th Tuesday of every month for Meeting Dates for the Sewer Board for 2022
- Next meeting, April 26, 2022, in person and zoom.

New Business:

None

Old Business:

- Gary Radtke asked if he would need to wait until next month to get the contract approved for the US Highway 20 project.
- Attorney McDonnell indicated that he needed to add indemnification language to the contract and the board would need to review it prior to them approving it. So yes, he would have to wait until next month.

Adjournment:

Mark Danielson made the motion to adjourn at 10:25 a.m. Seconded by Marcella Kunstek. Roll call taken; all in favor. Motion passed.