

# LAPORTE COUNTY REGIONAL SEWER DISTRICT

## MEETING MINUTES

**July 26, 2022**

**9:00 a.m.**

### **Time and Place:**

The LaPorte County Regional Sewer & Water District monthly board meeting was held on Tuesday, July 26, 2022, at 9:00 a.m. Central Time, by Zoom Meeting only. Login:

<https://us02web.zoom.us/j/82276070921?pwd=em1FbzVRQkpTcGtydi9zQWZ1UllBUT09>

Meeting ID:822 7607 0921 Password: 442425

### **Attendees:**

Meeting was called to order at 9:00 a.m. by John Carr, roll call was taken. Those present included the following: John Carr, Mitch Bishop, Jerry Jackson, and Dalia Zygus. Mark Danielson joined by Zoom at 9:05 a.m.

Not present: Marcella Kunstek.

### **Approval of Minutes:**

Jerry Jackson made the motion to approve the meeting minutes from June 28, 2022. Seconded by Mitch Bishop. All were in favor and Motion passed.

### **Public Comments:**

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

Wanted to encourage the board to continue to stay on this path for the Hudson/Saugany project. Also wanted to thank you for the work.

No other public comments.

Public Comments were 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 \$194,079.42 as of June 1, 2022.

1. Deposits: \$0.00

2. Interest Paid: \$1.66

3. Disbursements: \$10,212.35

B.) Account Ending balance as of June 30, 2022, is \$183,868.73.

2.) Rolling Prairie Service Area

A.) Horizon Bank Checking-Rolling Prairie Account - had a beginning balance of \$34,681.72 as of June 1, 2022.

1. Deposits: \$9,721.81

2. Interest Paid \$.83

3. Disbursements: \$6,902.02
4. Loan Principal County: \$1,830.00
5. Reimbursement: \$2,000.00
6. Transfers Bond & Int Acct: \$8,142.47.
7. Transfers Debt Serv Reserve Acct: \$1416.67. Ending Balance of \$1,275.01.

B.) Horizon Bank Checking had an ending balance of \$32,114.00 as of June 30, 2022.

3.) Hoosier Fund:

A.) Beginning balance \$251,335.96 as of June 1, 2022.

1. Interest Paid: \$165.29

B.) Hoosier Fund ending balance as of June 30, 2022, is \$251,501.25.

4.) Claims

Steve Carter presented claims for consideration in the amount of \$39,184.28. Steve also indicated that he had not previously seen the Woodruff invoice in the amount of \$10,414.88 and questioned if it was valid for an insurance claim or part of the Phase II project. Jennifer reminded the board that this proposal was brought to the board several months ago and additional work was also done to prevent future damage from snowplows. Discussion of the board resulted in the claim being investigated further with insurance and not being approved for payment this month.

Jerry Jackson made the motion to approve the claims in the amount of \$28,769.40 which excludes the Woodruff & Sons invoice for the amount of \$10,414.88 so additional information and research can be done with the insurance. Seconded by Amanda Lahners.

Roll call taken and results were as follows: John Carr-yes, Jerry Jackson-yes, Mitch Bishop-yes, Dalia Zygass-yes, Mark Danielson-yes and Amanda Lahners- yes. All were in favor. Motion passed.

**Reports:**

**Astbury**

- Chris Vogler reported that there were some electrical surges at the Water Plant and WWTP. It was noted in the report from Tom Astbury that Peerless Midwest made a service call on July 14 to replace a relay on the #4 pump motor. They returned the following day to investigate an alarm condition that developed afterwards. Astbury believes both issues have been resolved.
- Battery back-up needs to be replaced at WWTP for computer system. Chris will get it replaced and charge through Astbury.
- Chris called a contractor for an estimate for the roof which needs to be sealed up – they came out and looked at it, but he has not heard from him yet.
- Mitch asked if the gutters had been cleaned yet and Chris does not believe the gutters have been cleaned yet.
- Jerry indicated that IDEM had called him and had concerns regarding the truck traffic at the Plazas and if the system was having any stress due to the increase of truck traffic. Jerry had reviewed the flows and did not see any big increases. Chris indicated that since the beginning of the year at lowest point 10-12K GPD now its 20-24K GPD. Jerry will report back to him.

### **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.
- Working on Reimbursement Plan processing paperwork – approximately 7 property owners have sent in and requested their \$1,000 refund.

Mitch Bishop made the motion to approve 7 property owner reimbursement requests of \$1,000 each. Seconded by Jerry Jackson.

Roll call taken and results were as follows: John Carr-yes, Jerry Jackson-yes, Mitch Bishop-yes, Dalia Zygas-yes, Mark Danielson-yes and Amanda Lahners- yes. All were in favor. Motion passed.

### **Phase II Update –**

- Asset Management Plan – Steve Carter will get with Josh Wyman and work on that at the end of this week.

### **PER - Hudson/Saugany – Ken Jones**

- Hudson/Saugany Lake Project scored #1 on the SRF project priority list out of 80+ projects. Therefore, SRF considers Hudson/Saugany to be one of their top priorities. Which has some benefit along with it which means they are committed to the project and that they will be helping us to achieve a reasonable rate for the customers. That could be achieved in multiple ways – such as long-term low interest loans for the collection system, forgivable BAN, or just overall attractive financing for the project.
- One of the reasons Ken believes it scored that high is the cost of the project as it compares to the number of customers, and it did fall within the hot buttons for the SRF and making use out of the existing WWTP and adding on to the WWTP. And of course, the septic system elimination and the fact that there are 2 communities involved.
- Ken indicated that in order to take full advantage of this opportunity the board will have to move at lightning speed. There will be a need to meet more than once a month as we go forward.
- On the Agenda today there is the USDA as possible funding – We may break the project up into two (2) funding sources. Maybe apply for a long-term low interest loan through USDA for the upgrades at the WWTP.
- USDA requires that there be a selection process for professional services relative to engineering. We need to put an add in the local newspaper and let the trustees review them.
- A draft SOQ for Engineering Services has been drafted and included in your board packets. SOQs would be published in the paper and turned by email to Barry McDonnell by August 16<sup>th</sup>.
- Engineering Committee would be selected to review the SOQ's and make recommendations to the Board.
- Discussion regarding the Engineering Committee was held, and it was determined that Jerry Jackson, Mitch Bishop and Mark Danielson and John Carr will be the alternate.
- The engineering committee will meet after the SOQs are received.

- Ken discussed the need for the proposal for mapping and Topographic Survey needs to be approved to get the pre-design completed. The quote from Williams Aerial & Mapping, Inc. in the amount of \$39,900 plus \$12,750 for expedited deliver which Ken believes is absolutely necessary at this time.
- Jerry Jackson asked if we knew what the rate would be for the project at this time – Steve Carter indicated that in the PER the rate was indicated at \$160/month which is not a viable rate for the project. However, SRF would not have listed the project as #1 on their project list and had the target rate at \$90/month if they were not planning to buy it down to a more reasonable rate.
- Discussion regarding fees paid upfront prior to knowing if the project will go forward and the rates. Concerns were expressed regarding the amount of money being spent prior commitment of the project.
- SRF is basically saying that their goal is to help the District reach a rate that is comparable and affordable. That means that we will be somewhere near that \$90/month.
- Ken indicated that there are risks that have to happen and this is the best opportunity to get this funding. Yes, there are some risks, but I think there are some good risks. The risk to reward is very livable.
- Barry McDonnell asked Ken if the expediated expense for the mapping was necessary and Ken indicated that yes it was necessary due to the urgency of the project and timeline.
- Dalia indicated that she does not think this can be put off any longer. This project is not going to be any cheaper if we wait any longer.
- Amanda indicated that she agrees with Dalia. She has worked in the Health Dept. for 18 years and there is contamination in those areas and the septic systems are in the water table and agrees this risk needs to be taken.
- Discussion regarding Bond Counsel took place. Randy Rompola from Barnes & Thornburg was already notified by SRF and included on the PER. If anyone has any other names, please let him know. Randy has been timely and confirmed Randy in the past has been a suitable candidate.
- The Executive Committee will meet and make a recommendation to the Board for next month's meeting as to the Bond Counsel.
- Once the Bond Counsel has been decided a BAN will need to be discussed and the process will need to get started.

Amanda Lahners made the motion to approve the Topographic Survey Estimate from Williams Aerial & Mapping, Inc. in the amount of \$52,650.00. Seconded by Jerry Jackson.

Roll call taken and results were as follows: John Carr-yes, Jerry Jackson-yes, Mitch Bishop-yes, Dalia Zygaz-yes, Mark Danielson-yes and Amanda Lahners- yes. All were in favor. Motion passed.

Mitch Bishop made the motion to advertise the SOQ for Engineering Services. Seconded by Amanda Lahners.

Roll call taken and results were as follows: John Carr-yes, Jerry Jackson-yes, Mitch Bishop-yes, Dalia Zygaz-yes, Mark Danielson-yes and Amanda Lahners- yes. All were in favor. Motion passed.

**New Business:**

- NONE

**2022 Meetings:**

- Next meeting, August 23, 2022, in person and zoom.

**Old Business:**

- None

**Adjournment:**

Mitch Bishop made the motion to adjourn at 10:19 a.m. Seconded by Jerry Jackson.

Roll call taken and results were as follows: John Carr-yes, Jerry Jackson-yes, Mitch Bishop-yes, Dalia Zygaz-yes, Mark Danielson-yes and Amanda Lahners- yes. All were in favor. Motion passed.