

LAPORTE COUNTY REGIONAL SEWER DISTRICT

MEETING MINUTES

January 24, 2023

9:00 a.m.

Time and Place:

The LaPorte County Regional Sewer & Water District monthly board meeting was held on Tuesday, January 24, 2023, at 9:00 a.m. Central Time, at 809 State Street, Room #3, LaPorte, IN 46350 and by Zoom Meeting, Login:

<https://us02web.zoom.us/j/82015295897?pwd=SjllK0FsYnFzM3B5TFZxNUsxQ0xvdz09>

Meeting ID: 820 1529 5897 Password: 060992

Attendees:

The 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, Dalia Zygas (by Zoom), Marcella Kunstek, Mark Danielson, Amanda Lahners, and Jerry Jackson

Election of New Officers:

Mitch Bishop made a motion to nominate John Carr for President. Seconded by Marcella Kunstek. No other nominations were made for President. Roll Call taken and results were as follows: John Carr-yes, Marcella Kunstek-yes, Jerry Jackson-yes, Mitch Bishop-yes, Dalia Zygas-yes, Mark Danielson-yes, and Amanda Lahners-yes. All were in favor. Motion passed.

Amanda Lahners made a motion to nominate Mitch Bishop for Vice President. Seconded by John Carr. No other nominations were made for Vice President. Roll Call taken and results were as follows: John Carr-yes, Marcella Kunstek-yes, Jerry Jackson-yes, Mitch Bishop-yes, Dalia Zygas-yes, Mark Danielson-yes, and Amanda Lahners-yes. All were in favor. Motion passed.

Marcella Kunstek made a motion to nominate Jerry Jackson for Secretary. Seconded by Mark Danielson. No other nominations were made for Secretary. Roll Call taken and results were as follows: John Carr-yes, Marcella Kunstek-yes, Jerry Jackson-yes, Mitch Bishop-yes, Dalia Zygas-yes, Mark Danielson-yes, and Amanda Lahners-yes. All were in favor. Motion passed.

Jerry Jackson made a motion to nominate Marcella Kunstek for Treasurer. Seconded by Mark Danielson. No other nominations were made for Treasurer. Roll Call taken and results were as follows: John Carr-yes, Marcella Kunstek-yes, Jerry Jackson-yes, Mitch Bishop-yes, Dalia Zygas-yes, Mark Danielson-yes, and Amanda Lahners-yes. All were in favor. Motion passed.

Marcella Kunstek made a motion to retain Barry McDonnell for Legal counsel. Seconded by Amanda Lahners. No other nominations were made for Legal counsel. Roll Call taken and results were as follows: John Carr-yes, Marcella Kunstek-yes, Jerry Jackson-yes, Mitch Bishop-

yes, Dalia Zygas-yes, Mark Danielson-yes, and Amanda Lahners-yes. All were in favor. Motion passed.

Mark Danielson made a motion to retain Steve Carter from Krohn & Assoc for financial advisor. Seconded by Mitch Bishop. No other nominations were made. Roll Call taken and results were as follows: John Carr-yes, Marcella Kunstek-yes, Jerry Jackson-yes, Mitch Bishop-yes, Dalia Zygas-yes, Mark Danielson-yes, and Amanda Lahners-yes. All were in favor. Motion passed.

Approval of Minutes:

Mark Danielson made the motion to approve the minutes from October 14, 2022. Seconded by Marcella Kunstek. Roll call taken and results were as follows: John Carr-yes, Marcella Kunstek-yes, Jerry Jackson-yes, Mitch Bishop-yes, Dalia Zygas-yes, Mark Danielson-yes, and Amanda Lahners-yes. All were in favor. Motion passed.

Mark Danielson made a motion to correct the date on the agenda to 1-24-2023. Seconded by Mitch Bishop. Roll Call taken and results were as follows: John Carr-yes, Marcella Kunstek-yes, Jerry Jackson-yes, Mitch Bishop-yes, Dalia Zygas-yes, Mark Danielson-yes, and Amanda Lahners-yes. All were in favor. Motion passed.

Marcella Kunstek made a motion to approve the minutes from October 25, 2022. Seconded by Mitch Bishop. Roll Call taken and results were as follows: John Carr-yes, Marcella Kunstek-yes, Jerry Jackson-yes, Mitch Bishop-yes, Dalia Zygas-yes, Mark Danielson-yes, and Amanda Lahners-yes. All were in favor. Motion passed.

Marchella Kunstek made a motion to approve the minutes from November 22,2022. Seconded by Mark Danielson. Roll Call taken and results were as follows: John Carr-yes, Marcella Kunstek-yes, Jerry Jackson-yes, Mitch Bishop-yes, Dalia Zygas-yes, Mark Danielson-yes, and Amanda Lahners-yes. All were in favor. Motion passed.

Public Comments:

Glen Nolte – 5782 E 800 North Rolling Prairie– Saugany Lake – He thanks the board for their service and stated he is in favor of the sewer project and also an advocate for clean lakes/streams.

George Bahlhorst – 8622 E 700 N – Near Hudson Lake – He thanks the board for all they do and said he would sit, listen, and learn at this time, since no facts have been decided. He also stated it would be nice to have public comments after the report so they could have something to comment on.

Public Comments were closed.

Reports - Finance Staff:

Steve Carter, the Board’s accountant, presented the board with the following reports and reported that Year End reports have been completed and reconciled to the bank accounts.

Financial Report

1.) Toll Road

A.) Beginning balance \$127,541.78 as of December 1, 2022.

1. Deposits: \$26,960.00
2. Interest Paid: \$4.59
3. Disbursements: \$0.00

B.) Account Ending balance as of December 31, 2022, is \$154,506.37.

2.) Rolling Prairie Service Area

A.) Horizon Bank Checking-Rolling Prairie Account - had a beginning balance of \$25,168.14 as of December 1, 2022.

1. Deposits: \$10,341.94
2. Interest Paid \$23.12
3. Disbursements: \$3,033.22
4. Loan Principal County: \$
5. Reimbursement: \$0.00
6. Transfers Bond & Int Acct: \$1,416.67.
7. Transfers Debt Serv Reserve Acct: \$141.67. Ending Balance of \$2,266.70.

B.) Horizon Bank Checking had an ending balance of \$16,941.64 as of December 31, 2022.

3.) Hoosier Fund: This is picking up to 3.65%, it was at .3% when we started this fund.

A.) Beginning balance \$253,901.88 as of December 1, 2022.

1. Interest Paid: \$839.22

B.) Hoosier Fund ending balance as of December 31, 2022, is \$254,741.10

4.) Hudson/Saugany Service Area NOT included in presented financial statements is a new account that was set up for the Hudson/Saugany Lake service areas. The amount in this account is \$3,496,000.

(\$3,500,000 less processing fee plus any interest income). Steve is working on getting the bank statements sent to him and online access.

Steve will also get with the bank to make sure the statements are going to Jennifer at JPR and that they are viewable online for his purposes.

5.) Claims

Steve Carter presented claims for two months (November and December) for consideration in the amount of \$256,879.43.

Mark Danielson made a motion to approve the financial report and claims of \$256,879.43. Seconded by Marcella Kunstek. Roll Call taken and results were as follows: John Carr-yes, Marcella Kunstek-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

- Old Business
 - Roof leak repaired.
 - Flow meter repaired @ WWTP. Electronic board.
 - Well #4 @ water plant repaired by Peerless Midwest and corrected samples were followed up.
- New Business
 - Chlorination system at the water plant – there are some leaks. Have to order some parts.

- Chlorine monitoring system is not working properly so Chris notified Gasvoda and they will take a look at it and attempt to do that routine maintenance.
- After hours service call for SCADATA – failure with an air compressor. Tech came out to reset it.

Phase II Billing Update – Jennifer Ransbottom

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

- Billing/Collections: Nothing to report other than what is in the report. Filing liens on the accounts that have not paid and/or replied.
- Discussion on extending the connection to the sewer system for Phase II. 55 out of 117 have requested reimbursement. Last Extension would be this final date.

Mark Danielson made a motion to extend the connection to the sewer for property owners in Phase II and those in Phase I to May 1 and the reimbursement program will extend 60 days past the connection period. Seconded by Jerry Jackson. Roll Call taken and results were as follows: John Carr-yes, Marcella Kunstek-yes, Jerry Jackson-yes, Mitch Bishop-yes, Dalia Zygas-yes, Mark Danielson-yes, and Amanda Lahners-yes. All were in favor. Motion passed.

Discussion regarding a property owner who would need to put in a sump pump and had issues in Phase I and was not brought up during Phase II. No more remaining funds are available due to the reimbursement program and the mixed flushed valves. There may be funds available after the connection deadline of May 1, 2023. It can be revisited after May 1st once we know if there are any remaining funds.

Phase II Update –

- Connections for property owners continue.
- Asset Management Plan Update – Draft was in your board packets. Please review over the next month and we have February meeting as a tentative approval and acceptance date.
- This AMP includes all of the District’s assets not just Phase II.
- This will be update by April 1 for the Hudson/Saugany project as well.

Hudson/Saugany Project –

- BAN closed on December 7, 2022.
- Timeline hasn’t changed since last month.
- Asset Management Plan – Due Date April 1, 2023.
- General Design Progress Update –
 1. **General**
 - a. Project Schedule
 - i. Complete Design – August 2023
 - ii. Submit Permits – August 2023
 - iii. Receive Bids – October 2023
 - iv. Projected Closing – February 2024
 - b. Proposed Project Contracts
 - i. Contract A – Travel Plaza #3 Wastewater Treatment Plant Expansion
 - ii. Contract B – Sanitary Pump Stations and Force Mains

- iii. Contract C -Saugany Lake Wastewater Collection System
- iv. Contract D -Hudson Lake Wastewater Collection System I
- v. Contract E -Hudson Lake Wastewater Collection System II
- c. Equipment Pre-Selection
 - i. Will begin assembling equipment preselection packages following next Engineering Committee Meeting
 - 1. Package Wastewater Treatment Plant Equipment
 - 2. Pump Stations
 - 3. Standby generators
 - 4. Odor Control
 - 5. Grinder Stations
 - d. Design policies
 - i. Will prepare draft grinder station policy to present to engineering committee.
- 2. Wastewater Treatment Plant**
 - a. Currently working on calculating the wastewater flow and organic loading criteria to send to AeroMOD to begin design of WWTP Expansion.
 - b. Outfall sewer
 - i. Conducted a site visit to WWTP site to try to locate outfall.
 - ii. Was able to locate effluent sewer line, but not outfall.
 - iii. Will be working on locating outfall this month with Astbury.
 - 1. May need to request televising to find actual outfall.
 - 2. May need to request bush hog services or other excavation equipment to physically expose outfall.
 - c. Production drafting of existing WWTP facilities is complete.
- 3. Wastewater Collection System**
 - a. Hydraulic modeling of proposed pressure sewer under development.
 - b. Preliminary Plan and profile alignment and drawing
 - i. have been prepared for Saugany Lake pressure sewers and mainline force mains.
 - ii. Hudson Lake alignment to be worked on over the next 4 weeks.
 - c. Hudson Lake survey data is under development and should be finished by the end of month.
 - d. Plan and profile sheets
 - e. Preliminary utility coordination is underway.
 - f. Will begin assembling equipment preselection packages following next Engineering Committee Meeting.

Jerry Jackson asked when the rates for the project will be available – Dan Byam indicated that final rates will not be known until the project is bid. Steve Carter indicated that we should know around July what the funding commitment should be and get an estimate of what the rates will be. Steve Henschen further went on to discuss it has been as late as August/September/October before the commitments have been out. Rural Development makes their announcements in October.

Barry McDonnell as indicated that if the grant portion of this project did not go forward and only the loan portion then he suspected that this board would reevaluate the project as the numbers may not be able to do the project at a fundable rate for the property owners.

Steve Henschen went on to discuss that they recently closed on a project that was 51M and it was 1/3 grant funding, and the rates were in the mid-\$80 range for that project.

4. Other Misc

- a. Whisper Isle Subdivision
 - i. JPR explored a proposed design and costs associated with serving the Whisper Isle
 - ii. Subdivision off of State Road 2, just northeast of the City of LaPorte.
 - iii. See attached figure and cost estimates showing two alternatives:

1. Alternative #1 – Connection of the first 3 houses only-\$164,000
2. Alternative #2 – Connection of the entire subdivision-\$700,000
- iv. Comes out to about \$54-\$55K per home for connection.
- v. Please note that due to hydraulic impacts on the existing 350 E Lift Station, improvements will be required including new pumps and alterations to the control system. This is applicable for Alternative No. 2 costs only but would still need to be performed if Alternative #1 was selected and expansion was warranted in the future.
- vi. Discuss potential inclusion in Hudson & Saugany Lakes Wastewater Project

Information was provided and will be tabled for a later date to discuss further.

Executive Committee:

- None

Engineering Committee:

- Engineering Committee meeting for January 2023 for project related information.
- Grinder Station Location Policy
- Equipment Pre-Selection-prior to bid of project will put out to bid for vendors.
- Scoring would be done for all bidders/vendors to make selection.

New Business:

- Next Meeting, February 28, 2022
- Pre-Agenda meeting to be February 21, 2023 – John, Marcella, Steve H. Barry, Steve C. Randy, Jennifer
- Whisper Isle Subdivision – information at the December meeting.
- Internal Control Policy – Executive Committee.
- Annual Budget – we will start looking at one. Astbury, Marcella, Steve and Jennifer will work together on this budget plan.
- Expenses paid prior to Board Meeting – Barry McDonnell reviewed and found the an Ordinance which mirrors the state statue signed on 5-1-2015- and the District can approve expenses and can ratify at the next meeting.
- Barry McDonnell would also like on the Agenda the Resolution for next month to get it passed in February.

Old Business:

None

Adjournment:

Mitch Bishop made the motion to adjourn at 10:02 a.m. Seconded by Mark Danielson. Roll Call taken and results were as follows: John Carr-yes, Marcella Kunstek-yes, Jerry Jackson-yes, Mitch Bishop-yes, Dalia Zygas-yes, Mark Danielson-yes, and Amanda Lahners-yes. All were in favor. Motion passed.