

# LAPORTE COUNTY REGIONAL SEWER DISTRICT

## MEETING MINUTES

**February 28, 2023**

**9:00 a.m.**

### **Time and Place:**

The LaPorte County Regional Sewer & Water District monthly board meeting was held on Tuesday, February 28, 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 9:01 a.m. by John Carr, roll call was taken. Those present included the following: John Carr, Mitch Bishop, Dalia Zygus (arrived at 9:03 a.m.), Marcella Kunstek, Amanda Lahners, and Jerry Jackson (arrived at 9:02 a.m.).

Not Present: Mark Danielson

### **Approval of Minutes:**

Mitch Bishop made the motion to approve the minutes from May 5, 2022. Seconded by Marcella Kunstek. Motion approved unanimously.

Mitch Bishop made a motion to approve the minutes from January 24, 2023. Seconded by Marcella Kunstek. Motion approved unanimously.

### **Public Comments:**

None.

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 \$154,506.37 as of January 1, 2023.

1. Deposits: \$85,465.50

2. Interest Paid: \$6.03

3. Disbursements: \$64,451.05

B.) Account Ending balance as of January 31, 2023, is \$175,526.85.

2.) Rolling Prairie Service Area

A.) Horizon Bank Checking-Rolling Prairie Account - had a beginning balance of \$16,941.64 as of January 1, 2023.

1. Deposits: \$13,996.38
2. Interest Paid \$26.68
3. Disbursements: \$6,168.06
4. Loan Principal County: \$3,660.00
5. Reimbursement: \$0.00
6. Transfers Bond & Int Acct: \$0.
7. Loan Payment paid: \$11,785.00.
8. Transfers Debt Serv Reserve Acct: Paid \$8,125.00. Ending Balance of \$732.06.
  - B.) Horizon Bank Checking had an ending balance of \$21,136.64 as of January 31, 2023.
- 3.) Hoosier Fund: This is picking up to 3.65%, it was at .3% when we started this fund.
  - A.) Beginning balance \$254,741.10 January 1, 2023.
    1. Interest Paid: \$916.19
  - B.) Hoosier Fund ending balance as of January 31, 2023, is \$255,657.29.
- 4.) Hudson/Saugany – Horizon Account.
  - A.) Beginning balance \$3,496,128.67 as of January 1, 2023.
    1. Deposits: \$0.00
    2. Interest Paid: \$177.61
    3. Disbursements: \$178,993.50 (4 payments)
  - C.) Account Ending balance as of January 31, 2023, is \$3,317,312.78.
- 5.) Claims
 

Steve Carter presented claims in the amount of \$125,472.85 for consideration. Mitch Bishop made a motion to approve the claims in the amount of \$125,472.86. Seconded by Marcella Kunstek. Motion approved unanimously.

Jerry Jackson asked if anyone had logged into the Nibscos account. Steve Carter indicated that he has not and gets the email from them of the amount and when it will be debited from the account. Jerry Jackson will look at the login and distribute the information if he gets it completed.

Discussion regarding transferring funds from the Horizon accounts for Toll Road and Bond Anticipation Note for Hudson/Saugany to Hoosier Fund due to the better interest rate was discussed.

Mitch Bishop made a Motion to move \$75K from the Toll Road Account and \$3M from the BAN account to Hoosier Fund. Seconded by Marcella Kunstek. Motion approved unanimously.

**Reports:**  
**Astbury**

- Nothing new Chris Vogeler reported other than what was in the report from Astbury.
- Delia asked Chris why some of the columns were highlighted – he didn’t have the report in front of him and was not sure. Jerry indicated that its IDEM’s form and its always been that way.
- Chris did asked about if storm water wise anything was going on for the project – he was informed not at this time. Chris will let the resident know who asked.

### **JPR Billing/Collection:**

- Jennifer Ransbottom reported that nothing new except what is in her report. She also noted that a list of the liens filed was in the report as well.
- Discussion regarding the lien amount and the accounts was held. It was noted that liens for this county can only be filed once a year.
- The Phase I and Phase II letters for property owners were mailed out a few weeks ago. This letter informed them that the new connection date was May 1, 2023, and the property owners in Phase II also received information on the reimbursement program.
- There are 3 new Reimbursement payments which have been reviewed and approved but was not in the claims.

Marcella Kunstek made a motion to approve the reimbursement payment sin the amount of \$3,000.00. Seconded by Jerry Jackson. Motion approved unanimously.

### **Phase II Update –**

- Connections for property owners continue.
- Final Asset Management Plan Update was attached in the board packets and presented for acceptance.

Mitch Bishop made a motion to accept the Asset Management Plan as presented. Seconded by Jerry Jackson. Motion approved unanimously.

Jerry Jackson asked Steve Carter if there was a schedule for an Improvement Fund. Steve indicated that there is no schedule right now to transfer money into an Improvement Fund but it is something that should be looked at in the future. Steve also commented that the report also projects rate increases that will be necessary in the future and the board needs to start looking at as well.

### **Hudson/Saugany Project –**

- 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. Working on assembling the following equipment preselection packages for the project:
    1. Package Wastewater Treatment Plant Equipment
    2. Mechanical Screening Equipment
    3. UV Disinfection Equipment
    4. Sludge Dewatering Equipment
    5. Pump Stations

- 6. Standby Generators
- 7. Odor Control
- 8. Grinder Stations
- 9. SCADA System
- 10. Combination Air/Vacuum Valves
- 11. Flow Meters

Dan is about halfway through drafting all of them.

d. Grinder Station Location Policy

i. See attached draft Grinder Station Location Policy for District Board Review

Steve Henschen reviewed the Grinder Station Location Policy and indicated the main reason is so there are standard guidelines for the project. It can also have a significant impact on your project budget. The extreme case would be if we put the grinders 100' onto the property owners parcel vs if we only put them 30' onto the property. This would bring a significant difference in cost to the project. Therefore, these guidelines are established and set so every property owner is consistent.

Engineering Committee agreed to continue with what was in the PER which is about 30' into the property. If property owner wants it further onto the property then some projects it is the property owners responsibility to pay for the additional costs to have it extended onto the property – this would be known after the bids come in.

These guidelines need to be set soon as we are within 30-45 days away from sending out easement letters to property owners.

Another cost factor is how grinder stations are being powered. In the PER it is shown powering from the grid. That way the homeowner's electrical systems are not affected at all. Some cottages that don't have appropriate electric they wouldn't have to deal with it – however, that comes with a significant cost for the electrical for the project. Approximately \$3 Million Dollars in the budget. Other Districts make the homeowner responsible for providing power to that grinder station – the down side of that is that then you would typically not share grinders. Shared grinders are a savings to the project. Unless an alternator for the grinders can be used to switch electric from one home to the other.

PER says electrical service provided by the District and a shared grinder wherever feasible.

This is AEP territory so we will put up to 10 grinders on one meter base and have a drop to it. It will be a meter base/circuit breaker panel and from that we run conduits from 5-10 grinders. There are about 250 of these planned in the project.

720 grinders planned right now. 435 Single Grinders and 285 Shared Grinders. If go with extreme model it would save \$2.7 Million in the project budget but could cause a hardship for your customers.

Will meet with Engineering committee to review all these scenarios.

e. SRF PER Response

i. Submitted a response to SRF PER Comments on Thursday, February 23, 2023

- 1. Included cost estimate increases due to recent unit price increases observed bidding of similar projects from last year.
- 2. JPR is working with the Engineering Committee to develop potential alternatives for project phasing and alternatives for cost reduction.

Previous project costs were \$34 M and now it is \$43 M with the inflation and current costs.

Steven Henschen also indicated that Ken Jones has been meeting with SRF and talking with Rural Development and will continue those talks with the agencies to try and finalize what our approach might be. Considering doing a phasing of project but haven't thrown out doing the project all at once.

Will bring in Steve Carter as well to figure out different scenarios on the rates based on phasing the project. At a minimum we know we have a \$5 M commitment from SRF and we are asking for more.

Discussion regarding backing into the rate by determining how much grant is needed. This is where Steve Carter will come in and figure out those numbers.

Steve Henschen indicated that then once we have those numbers, we will let them know how much grant we need to make this project work and what can you do for us.

John Carr indicated that conversations with local and State Officials regarding this project. A meeting with Steve Carter and Steve Henschen and Jennifer to get this information started.

ii. Require the following resolutions to be issued by the Board.

- 1. SRF PER Acceptance Resolution

## 2. SRF Signatory Authorization Resolution

Dalia Zygus made a motion to approve the SRF Loan Program PER Acceptance Resolution as presented. Seconded by Marcella Kunstek. Motion approved unanimously.

Dalia Zygus made a motion to approve the SRF Loan Program Signatory Authorization Resolution as presented. Seconded by Marcella Kunstek. Motion approved unanimously.

Discussion regarding one board member attending SRF Regional Planning Meeting. There are 2 nearby on either Wednesday, April 26, 2023, at Schererville Town Hall from 10-11:30 a.m. Central time or May 4, 2023, from 1-3 pm. Eastern at West Side Park Building, in Nappanee, IN. You can go to any meeting. Mitch Bishop said he would attend for the board, and he would look online to see what is available.

### 2. Wastewater Treatment Plant

- a. Established WWTP flows and loadings for system design.
- b. Working on developing Equipment Pre-Selection Packages as indicated above.
- c. Outfall sewer
  - i. Received quote and currently scheduling video and locating services for the outfall sewer into Hog Lake. This is expected to take place in the next 2 weeks.
- d. Beginning work on plan set production for WWTP facilities.

### 3. Wastewater Collection System

- a. Hydraulic modeling of proposed pressure sewer under development.
- b. Preliminary Plan and profile alignment and drawing
  - i. has been prepared for Saugany Lake pressure sewers and mainline force mains
  - ii. Hudson Lake alignment to be continued to be worked on
- c. Hudson Lake survey data is under development and should be finished by end of month.
- d. Plan and profile sheets
- e. Preliminary utility coordination is underway.
- f. Working on developing Equipment Pre-Selection Packages as indicated above.
- g. Assembled Geotechnical Services RFP, will be sending out to geotechnical service providers this week.

### Executive Committee:

- No update.

### Engineering Committee:

- Engineering Committee meet February 9, 2023, for project related information which the information has been discussed.

### New Business:

- Next Meeting, March 28, 2023, in person and Zoom.
- Pre-Agenda meeting to be March 21, 2023 – John, Marcella, Steve H. Barry, Steve C. Randy, Jennifer
- Internal Control Policy – Executive Committee. Getting scheduled for March 25th or 26<sup>th</sup>. Needs to be completed per the Audit.
- Approval of Resolution Allowing the Michigan City Sanitary District to Service Residential and Commercial Customers in the Vicinity of County Road 300 North and U.S. Highway 421. This was previously discussed and approved by the board.

Mitch Bishop made a Motion to Approve Resolution No: 2023-2-2 Allowing the Michigan City Sanitary District to Service Residential and Commercial Customers in the Vicinity of County Road 300 North and U.S. Highway 421. Seconded by Marcella Kunstek. Dalia Zygus obtained from the vote. There was a Roll Call Vote which was as follows: John Carr-yes, Marcella Kunstek-yes, Jerry Jackson-yes, Mitch Bishop-yes, and Amanda Lahners-yes. Motion was approved.

- Laptops and Portal for Board Meeting Packets/documents.

Jennifer suggested to the board to possibly purchase laptops and/or tablets in order to save on the printing for all the board packets. Along with using a Portal for the board packets. The board approved Jennifer looking into the cost and information.

### **Old Business:**

- Whisper Isle Subdivision-Cost Estimate and Study –
  - 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. Cost estimates showing two alternatives:
      1. Alternative #1 – Connection of the first 3 houses only
      2. Alternative #2 – Connection of the entire subdivision
    - iv. 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.
    - v. Discuss potential inclusion in Hudson & Saugany Lakes Wastewater Project

There are 12 homes currently and there is future development. There are lots for sale right now. The 1<sup>st</sup> and 3<sup>rd</sup> homes are currently having issues with their septic. It was determined that more information was needed. Need to know if they can serve it legally and how many remaining lots there are available. This will be kicked to the Engineering Committee to discuss and review.

- Mechanic Street Property – no resolution at this time – going to wait until the end of the project to see if there are funds available to connection for this property. This will not be determined until June/July this year.
- Steve Carter also mentioned that the Annual Financial Report needs to be submitted to Gateway. It was prepared and needs to be submitted along with the Debt Management Affirmation. It is due today. John Carr will get on and submit.
- Dan Byam also said he will be at the WWTP tomorrow and meeting with SHE who is helping with sub consulting services for electrical and design, etc. They are based out of Wisconsin and are coming to look at the plant. He has invited Chris Vogeler to the meeting on site.

### **Adjournment:**

Mitch Bishop made the motion to adjourn at 10:18 a.m. Seconded by Marcella Kunstek. Motion approved unanimously.