

LAPORTE COUNTY REGIONAL SEWER DISTRICT

MEETING MINUTES

March 28, 2023

9:00 a.m.

Time and Place:

The LaPorte County Regional Sewer & Water District monthly board meeting was held on Tuesday, March 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, Jerry Jackson, Mitch Bishop, Dalia Zygaz (by Zoom), Marcella Kunstek (arrived at 9:02 a.m.), and Amanda Lahners.

Not Present: Mark Danielson

Approval of Minutes:

Jerry Jackson found two corrections in the minutes – on page 2 Nipsco was spelled wrong and on page 3 sin should be in. Jerry Jackson made the motion to approve the minutes from May 5, 2023, with the noted corrections. Seconded by Mitch Bishop.

Roll Call vote was taken, and results were as follows: John Carr-yes, Marcella Kunstek-yes, Jerry Jackson-yes, Mitch Bishop-yes, Dalia Zygaz-yes, and Amanda Lahners-yes. All were in favor. Motion passed.

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 \$175,526.85 as of February 1, 2023.

1. Deposits: \$0

2. Interest Paid: \$17.40

3. Disbursements: \$29,445.84

B.) Account Ending balance as of February 28, 2023, is \$146,098.41.

2.) Rolling Prairie Service Area

- A.) Horizon Bank Checking-Rolling Prairie Account - had a beginning balance of \$21,136.64 as of February 1, 2023.
1. Deposits: \$20,371.94
 2. Interest Paid \$27.44
 3. Disbursements: \$6,620.73
 4. Loan Principal County: \$1,830.00
 5. Reimbursement: \$0.00
 6. Transfers Bond & Int Acct: \$2,833.340.
 7. Loan Payment paid: \$0.
 8. Transfers Debt Serv Reserve Acct: Paid \$283.34. Ending Balance of \$3,116.68.
- B.) Horizon Bank Checking had an ending balance of \$36,084.05 as of February 28, 2023.
- 3.) Hoosier Fund:
- A.) Beginning balance \$255,657.29 February 1, 2023.
1. Interest Paid: \$871.01
- B.) Hoosier Fund ending balance as of February 28, 2023, is \$256,528.30.
- 4.) Hudson/Saugany – Horizon Account.
- A.) Beginning balance \$3,496,128.67 as of January 1, 2023.
1. Deposits: \$0.00
 2. Interest Paid: \$331.08
 3. Disbursements: \$179,053.50 (4 payments)
 4. Bank Fees: \$60.00
- C.) Account Ending balance as of February 28, 2023, is \$3,317,406.25.
- D.) \$3M was transferred to Hoosier Fund at end of the month.
- 5.) Claims
- Steve Carter presented claims in the amount of \$61,979.38 for consideration.
- Jerry Jackson made a motion to approve the claims in the amount of \$61,979.38. Seconded by Marcella Kunstek. Roll Call vote was taken, and results were as follows: John Carr-yes, Marcella Kunstek-yes, Jerry Jackson-yes, Mitch Bishop-yes, Dalia Zygass-yes, and Amanda Lahners-yes. All were in favor. Motion passed.

Reports:

Astbury

- Chris Vogeler reported that there was an electrical issue last week at one of the wells. Peerless Midwest came out and the issue was corrected within 2 days. It was a loose wire within the shut off. Had to replace the shut off.

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.
- 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.

Phase II Update –

- Connections for property owners continue.
- Nothing new until get through the May 1, 2023, connection date.

Hudson/Saugany Project –

- Asset Management Plan – Deadline for Completion April 1, 2023.
 - Work was completed by JPR and Steve Carter.
 - AMP Certification Form

Mitch Bishop made a Motion to approve the Asset Management Plan and have John Carr sign the Asset Management Plan Certification Form. Seconded by Jerry Jackson.

Roll Call vote was taken, and results were as follows: John Carr-yes, Marcella Kunstek-yes, Jerry Jackson-yes, Mitch Bishop-yes, Dalia Zygaz-yes, and Amanda Lahners-yes. All were in favor. Motion passed.

- 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 (best case)
 - 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. Continuing to work 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
 - d. Grinder Station Location Policy
 - i. Met with Engineering Committee Meeting to discuss Grinder Station Policy

1. Decided on the following conditions for the Hudson/Saugany Lake Project:
 - a. The District will own and operate an electrical distribution system to power the grinder stations.
 - b. Grinder stations will be installed no farther than 10 feet from the road right of way line.
 - c. In order to allow for as many gravity lateral connections as possible to the grinder stations, grinder station extension kits can be used to deepen gravity lateral inlets at grinder station tank.
 - d. The District will allow for property owners to extend the length of the pressure sewer lateral and electrical conduit at their own expense. Costs to extend the pressure sewer lateral and electrical conduit shall be at the unit price bid item prices, established once the project has been bid.
 - e. Every effort shall be made for properties to share grinder pump stations with neighboring properties. In the event that a shared grinder station results in a required gravity lateral length of greater than 100 feet, single grinder stations may be provided for both properties.
- ii. A draft Grinder Station Location Policy for District Board Acceptance was presented for board approval.

Jerry Jackson made a Motion to approve LaPorte County Regional Sewer and Water District Grinder Station Location Guidelines dated March 28, 2023. Seconded by Mitch Bishop. Roll Call vote was taken, and results were as follows: John Carr-yes, Marcella Kunstek-yes, Jerry Jackson-yes, Mitch Bishop-yes, Dalia Zygaz-yes, and Amanda Lahners-yes. All were in favor. Motion passed.

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. Met with R&R Visual on Wednesday, March 15th and conducted locates and video of the existing TP#3 WWTP Outfall Sewer.
 - ii. Followed outfall sewer out into the woods through the existing easement.
 - iii. Verified that the WWTP discharges to the unnamed pond tributary of Hog Lake southwest of the plant.
 - iv. Tracked the outfall location to ~230' down the slope from the last manhole but was not able to observe any evidence of outfall above grade.

- v. Outfall was not submerged at the discharge point but was covered with debris of some sort.
- vi. A new outfall will likely need to be constructed with the WWTP expansion project.
- d. Beginning work on plan set production for WWTP facilities.

3. Wastewater Collection System

- a. Completed hydraulic modeling of Saugany Lake system, conducting internal review.
- b. Preliminary Plan and profile alignment and drawings
 - i. Prepared for Saugany Lake pressure sewers and mainline force mains.
 - ii. Hudson Lake alignment to be continued to be worked on
- c. Preliminary grinder station locations have been added to plans and are being adjusted to confirm with proposed Grinder Station Policy
- d. Plan and profile sheet development
- e. Preliminary utility coordination is underway.
- f. Working on developing Equipment Pre-Selection Packages as indicated above.
- g. Obtained quotes on geotechnical services will be issuing notices to proceed on soil borings this week.

4. Other Misc

- a. Customer Database/Easement List
 - i. In process of acquiring property deeds
 - 1. Saugany – 139 out of 275 acquired – Approx. 51% Complete
 - 2. Hudson – 220 out of 915 acquired – Approx. 24% Complete
 - ii. Overall, Approx. 30% Complete

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 sent out to geotechnical service providers this week.

Mitch Bishop signed up for the SRF Regional Planning Meeting. He plans to attend the meeting on Wednesday, April 26, 2023, at Schererville Town Hall from 10-11:30 a.m. Central time.

Executive Committee:

- Internal Control Policy – Barry McDonnell will review and get a draft ready for the Executive Committee.

Engineering Committee:

- Engineering Committee meet on March 16th. Looking forward to scheduling the next meeting in April.
- Will start working on the first Easement letters to the property owners and the Easement Agreements.

New Business:

- Next Meeting, April 25, 2023, in person and zoom.
- Pre-Agenda meeting to be April 18, 2023 – John, Marcella, Steve H. Barry, Steve C. Randy, Jennifer
- Horizon Bank Meeting – Marcy and John met with Horizon Bank. They alerted the board once the money was moved from their bank. They apologized for their lack of communication. They shared the rates and will send them weekly.
- Rates were discussed and what Horizon is willing to give the District. Currently, the rates are all different and not what originally at what they said they would be set at.
- Discussions of spending for the next few months and expenses to determine spending and what to put in CDs for short term interest rates.
- Steve will investigate and advise the board as to what he suggests the District should be placed in what account after he reviews the expenses from JPRs estimated expenses.
- \$250K per account is insured at Hoosier Bank.
- 4.55% at Hoosier Fund.
- Laptops and Portal for Board Meeting Packets/documents.
Jennifer indicated that she had investigated one program, and it was expensive. She is still checking on another program and will have more information next month. Laptops/Tablets would be approximately \$500/each.
- ITRCC Surcharges – Rate Ordinances the District adopted mention the surcharges for the Travel Plaza. A surcharge spreadsheet was prepared for the additional charges for 2022 and the amount came out to approximately \$5,639.51. However, part of this could be when Astbury is doing flushing and additional work at the Travel Plaza. Jerry Jackson

did not feel that they should be charged any additional rates as they are normal flows, and the plant can take on flows without any issues.

- Discussion regarding Travel Plaza participating in costs for upgrade at plant for Hudson/Saugany project took place. No charges at this time will be billed as District is looking at all the information first.
- Rate Ordinance – Rolling Prairie properties have commercial properties that are paying residential rates. The current Rate Ordinance needs to be updated to identify EDU calculations for commercial properties easily. Most Districts use a chart that establishes a clear EDU chart for commercial properties. The current Rate Ordinance is based on usage and references the previous 2 Ordinances that were adopted, which is not a clever way to calculate commercial properties. JPR will get some examples for the District to review and work with Barry and the Engineering Committee.

Old Business:

- Whisper Isle Subdivision-Cost Estimate and Study – Tabled
- 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.

Adjournment:

Mitch Bishop made the motion to adjourn at 10:06 a.m. Seconded by Jerry Jackson.

Roll Call vote was taken, and results were as follows: John Carr-yes, Marcella Kunstek-yes, Jerry Jackson-yes, Mitch Bishop-yes, Dalia Zygas-yes, and Amanda Lahners-yes. All were in favor. Motion passed.