

LAPORTE COUNTY REGIONAL SEWER DISTRICT

MEETING MINUTES

April 25, 2023

9:00 a.m.

Time and Place:

The LaPorte County Regional Sewer & Water District monthly board meeting was held on Tuesday, April 25, 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, Jerry Jackson, Mitch Bishop, Dalia Zygas, Marcella Kunstek, Mark Danielson, and Amanda Lahners.

Approval of Minutes:

Motion to approve the minutes from March 28, 2023. Seconded by Mitch Bishop.

All were in favor. All were in favor. Motion approved unanimously.

Public Comments:

Denise Houk – 108 W. Mechanic St. – Says her connection is not deep enough for gravity flow. She wants to run it out the back of the property and it would be too costly because there is no connection there and would have to get highway permit. Jennifer indicated that no communication was provided by the property owner during the pre-planning or during construction of the project. It was discussed that an ejector pit would take care of her situation. Property owner will get a quote from the contractor for the ejector pit.

Public Comments was closed.

Reports - Finance Staff:

Steve Carter, the Board's accountant, was not present and Jennifer reviewed the financial report with 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 \$146,098.41 as of March 1, 2023.

1. Deposits: \$0

2. Interest Paid: \$276.40

3. Disbursements: \$20,514.27

B.) Account Ending balance as of March 31, 2023, is \$50,860.54.

2.) Rolling Prairie Service Area

A.) Horizon Bank Checking-Rolling Prairie Account - had a beginning balance of \$29,968.61 as of March 1, 2023.

1. Deposits: \$10,566.99
2. Interest Paid \$70.96
3. Bond Proceeds: \$40,000.00 – Reimbursement Payments
4. Disbursements: \$7,979.58
5. Loan Principal County: \$1,830.00
6. Reimbursement: \$0.00
7. Transfers Bond & Int Acct: \$3,116.68
8. Loan Payment paid: \$0.
9. Transfers Debt Serv Reserve Acct: Paid \$283.34. Ending Balance of \$2,833.38.

B.) Horizon Bank Checking had an ending balance of \$67,680.30 as of March 31, 2023.

3.) Hoosier Fund:

A.) Beginning balance \$256,528.30 March 1, 2023.

1. Interest Paid: \$1,281.19
2. Transfer Funds: \$75,000.00

B.) Hoosier Fund ending balance as of March 31, 2023, is \$332,809.49.

4.) Hudson/Saugany – Horizon Account.

A.) Beginning balance \$3,317,406.25 as of March 1, 2023.

1. Deposits: \$0.00
2. Interest Paid: \$11,853.88
3. Disbursements: \$0
4. Bank Fees: \$

C.) Account Ending balance as of February 28, 2023, is \$3,209,811.13.

D.) \$3M was transferred to Hoosier Fund at end of the month.

5.) Claims

Jennifer presented in Steve's absence claims in the amount of \$60,585.95 for consideration.

Marcella Kunstek made a motion to approve the claims in the amount of \$60,585.95. Seconded by Mark Danielson. All were in favor. Motion approved unanimously.

Reports:

Astbury

- Chris Vogeler reported that there was nothing more than what was in the report. Chris did indicate they will be contracting a hauler to take care of the sludge.

JPR Billing/Collection:

- Jennifer Ransbottom reported that nothing new except what is in her report.
- 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.
- Customer Connection & Reimbursement Program – Discussion regarding the non-connected property owners in both Phase I & Phase II. Approximately, 24 in Phase I and

27 in Phase II. Jennifer indicated that the past week a few property owners had come into file for their permits/inspection. Full bills are going out to all property owners in Phase I & II. Discussion regarding extending the connection date from May 1, 2023, for another 60-90 days. It was noted that the connection date had already been extended approximately 5-6 times at this point to give all property owners time to get connected.

- Another letter to the property owners who still have not connected will be prepared and mailed.

Mark Danielson made a motion to extend the connection date to July 1, 2023, and the extension for the Reimbursement Program to August 1, 2023, along with a letter going out to all the residents who have not connected yet. Seconded by Mitch Bishop. All were in favor. Motion approved unanimously.

Phase II Update –

- Dan Byam indicated that if there are funds left over after the connection/reimbursement period – those funds can be used for other items. It would require a PER amendment once the balance is available and what it would be used for – if it falls within the allowed uses by SRF.

Hudson/Saugany Project –

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

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. 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 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. Hiring Terracon for Geotechnical Engineering Services work. Completed soil boring results are expected in approximately 7-8 weeks. Samples will be collected in the ROW.

4. Other Misc

- a. Customer Database/Easement List
 - i. In process of acquiring property deeds
 - 1. Saugany – 201 out of 272 acquired – Approx. 74% Complete
 - 2. Hudson – 245 out of 914 acquired – Approx. 27% Complete
 - ii. Overall, Approx. 38% Complete
- b. Workshops will be scheduled for property owners to visit and discuss their grinder locations. This will be so property owners can review the location and determine if/where there is a better location for them. Also, there will be a notary available to notarize easements. Those meetings will be scheduled for the evening or Saturdays to make it convenient for property owners and lake residents.

Mitch Bishop registered 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:

- April/May 2023 – Couple of Hours – Schedule after other funding meetings, etc.
- Easement Letters – Draft information will be sent to Barry to review.

New Business:

- Next Meeting, May 23, 2023, in person and zoom.
- Pre-Agenda meeting to be May 16, 2023 – John, Marcella, Steve H. Barry, Steve C. Randy, Jennifer
- Horizon Bank Meeting – Marcy and John attended a meeting with Horizon Bank. Funds may be transferred back.
- Laptops and Portal for Board Meeting Packets/documents. Boardable software can be purchased, and the cost is \$17.99/per month, per license.
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.
- Rate Ordinance – Barry and Jennifer will get together so they can review and get examples of Rate Ordinance documents showing EDU charts. Discussion regarding the commercial property charges not being billed correctly and are only being billed at residential rates.
- 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 clear 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 – someone from the subdivision will come to a future meeting to discuss.
- Mechanic Street Property – Discussion again ensued regarding the connection issue and that at this time all property owners need to use an ejector pump and no additional help from the board is available. It was determined that the time to make any changes was when the information was mailed out to all property owners, along with during construction when things could have been changed. The property owners who have a gravity connection too shallow will have to use an ejection pump in their home. There are no more funds available to go back and install any laterals, grinders or ejectors pumps for property owners. For this specific property there was a lateral installed for Phase I connection for the homeowner which is still available, and no new connection was installed for Phase II.
- Marcella mentioned that she spoke with County Counsel and there will be a workshop scheduled prior to their regular meeting. This workshop is to inform the members and in hopes of getting help financially.

- John Carr asked what the balance of amount due for the previous funds received from the County was. Jennifer has a spreadsheet with the information and will get the information to John and Marcella.

Adjournment:

Marcella Kunstek made the motion to adjourn at 9:55 a.m. Seconded by Jerry Jackson. All were in favor. Motion approved unanimously.

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