

LAPORTE COUNTY REGIONAL SEWER DISTRICT

MEETING MINUTES

May 23, 2023

9:00 a.m.

Time and Place:

The LaPorte County Regional Sewer & Water District monthly board meeting was held on Tuesday, May 23, 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 Mitch Bishop, roll call was taken. Those present included the following: Jerry Jackson, Mitch Bishop, Dalia Zygus, Mark Danielson, Amanda Lahners, and Marcella Kunstek arrived at 9:02 a.m. Not Present: John Carr.

Approval of Minutes:

Mark Danielson made a Motion to approve the minutes from April 25, 2023. Seconded by Dalia Zygus.

All were in favor. Motion approved unanimously.

Public Comments:

None.

Public Comments was closed.

Reports - Finance Staff:

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

Financial Report

1.) Toll Road

A.) Beginning balance \$50,860.54 as of April 1, 2023.

1. Deposits: \$0

2. Interest Paid: \$221.78

3. Disbursements: \$14,795.57

B.) Account Ending balance as of April 30, 2023, is \$36,286.75.

2.) Rolling Prairie Service Area

A.) Horizon Bank Checking-Rolling Prairie Account - had a beginning balance of \$65,680.32 as of April 1, 2023.

1. Deposits: \$10,130.72

2. Interest Paid \$137.26

3. Bond Proceeds: \$0.00 – Reimbursement Payments
4. Disbursements: 2,493.10
5. Loan Principal County: \$1,830.00
6. Reimbursement: \$0.00
7. Transfers Bond & Int Acct: \$2,833.34
8. Loan Payment paid: \$0.
9. Transfers Debt Serv Reserve Acct: Paid \$283.34. Ending Balance of \$3,116.72.
 - B.) Horizon Bank Checking had an ending balance of \$68,508.52 as of April 30, 2023.
- 3.) Hoosier Fund:
 - A.) Beginning balance \$332,124.01 April 1, 2023.
 1. Interest Paid: \$1,314.52
 2. Transfer Funds: \$0.00
 - B.) Hoosier Fund ending balance as of April 30, 2023, is \$334,124.01.
- 4.) Hudson/Saugany – Horizon Account.
 - A.) Beginning balance \$3,209,811.13 as of April 1, 2023.
 1. Deposits: \$0.00
 2. Interest Paid: \$12,087.60
 3. Disbursements: \$37,022.00
 4. Bank Fees: \$
 - C.) Account Ending balance as of April 30, 2023, is \$3,184,876.73.
 - D.) \$3M was transferred to Hoosier Fund at end of the March 2023.
- 5.) Claims

Steve Carter presented claims in the amount of \$59,483.20 for consideration.

Jerry Jackson made a motion to approve the claims in the amount of \$59,483.20. 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 pulled aerators last week and cleaned them and put them back in which was scheduled last fall but couldn't get the equipment to get it done.

JPR Billing/Collection:

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

Phase II Update –

- Dan Byam indicated that there is no new update until the connection phase and reimbursement phase are completed and if there are funds left over – 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
 - ii. Preselection Packages to be presented at next Engineering Committee Meeting

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. Working on plan set and spec production for WWTP facilities.

3. Wastewater Collection System

- a. Completed hydraulic modeling of Saugany Lake system.
- b. Completed hydraulic modeling of Hudson Lake system, conducting internal review.
- c. Preliminary Plan and profile alignment and drawings
 - i. Prepared for Saugany Lake pressure sewers and mainline force mains.
 - ii. Currently conducting a peer review of alignments and pipe placement.
 - iii. Hudson Lake alignment to be continued to be worked on.

- 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.

4. Other Misc

- a. Customer Database/Easement List
 - i. In process of acquiring property deeds
 - 1. Saugany – 272 out of 272 acquired – 100% Complete.
 - 2. Hudson – 408 out of 914 acquired – Approx. 57% Complete
 - ii. Overall, Approx. 38% Complete

Mitch Bishop attended the Nappanee meeting for the SRF Regional Planning Meeting. 2 or 3 different speakers – one talking about lead program from the Health Department. They discussed their program and how it works. Utility relocations and calls were also discussed.

Draft Easement and Easement letters have been forwarded from Steve Henschen to Barry McDonnell for his review.

Ken Jones, Sr. discussed that Marcella County Council work session last night and requested a partnership for \$1.5M for the project. These funds would help bring down the cost of the project. There was a lack of understanding of the previous grant project for Rolling Prairie and the payments currently being paid back to the County. It is common for County's to give money. SRF will check to see if LaPorte County contributed any ARPA funds to the project. They asked for actual numbers for the rates and how they will impact the property owners. We will distribute additional information regarding rates and some of their questions. Ken has had dialogue with individuals from REDI and he will be notified of when to apply. There is a local match requirement for REDI. Targeting a rate of just under \$100 is the goal, whether reached or not will depend on how much money is received from all the funding options.

JPR is looking at whether this project needs to be phased in to make it viable. SRF is trying to figure out how to help fund the project. The 2013 medium income at Hudson was significantly less – if we use it now it will be much higher. Funding resources are trying to figure out how to make up the gap.

Mitch Bishop spoke with some of the council members after the meeting and he feels they have concerns regarding the monies being needed in more poverty areas. He also indicated that some spoke about no commercial development around the lakes.

Ken Jones indicated that the funding sources for this project will not allow an income study. They rely on the census data to determine income – which is currently driven up by the lake front property owners in this area. At Hudson Lake approximately 70% of the properties are at or below the limit to treat their waste with a septic system. 24,000 sq. ft in LaPorte County, about

30% of those are less than 10,000 sq ft. If a property has a septic system, replacement system and well – if they have done all that they have no option for a 24,000 sq. ft. – if they have 10,000 sq. ft, they were out of options a long time ago.

Amanda Lahners spoke and informed the board that as of July 1st, the septic ordinances are whipped off the books. October 1st can appeal to get the Ordinances back. The Health Department processed over 800 applications last year with only 3 water well issues and over 200 septic system issues.

Mitch indicated that there used to be a liaison from the Council but now no one shows up. Adam spoke to Mitch and indicated he would like to be the new liaison. Mitch can reach out and speak with him.

Discussion regarding the amount of money left in the ARPA fund was discussed along with how much had already been spent by the council.

Ken Jones mentioned that the economic development around a lake has a lot of growth after the sewer is put in. Examples of this are Pine Lake and Diamond Lake in Cass County.

Fish Lake is not acceptable for properties as well. They have major issues when there is high water.

Ken mentioned that there will be sporadic testing from wells on properties. Trace elements of pharmaceuticals. We are working on this and will get it tested at some point in the future.

Executive Committee:

- Internal Control Policy – Barry McDonnell circulated a draft ready for the Executive Committee. An Executive Committee meeting will be scheduled to review the policy.

Engineering Committee:

- May 31, 2023 – has been scheduled for an engineering committee meeting. The committee will review equipment pre-selection and the first easement letters.

New Business:

- Next Meeting, June 27, 2023, in person and zoom.
- Pre-Agenda meeting to be June 20, 2023 – John, Marcella, Steve H. Barry, Steve C. Randy, Jennifer
- July meeting date must be changed – they have budget meetings already scheduled.

Old Business:

- Laptops and Portal for Board Meeting Packets/documents. Boardable software can be purchased, and the cost is \$17.99/per month, per license which will need 7-9 licenses. There were concerns at the last meeting about using your personal computer – there should not be any issues if someone was subpoenaed. Jennifer will get an actual cost together for the laptop and software and bring it next month. Mark asked if a computer policy was needed – Barry did not think it was necessary at this time.

- Rate Ordinance – Commercial Properties/EDU Information. Examples were given to Barry and then Jennifer, Steve and Barry would get together and discuss – then schedule an executive meeting.
- Horizon Bank Investments – nothing new currently. Marcella does not think there will be anything done or changed.
- Internal Control Policy – Barry reviewed and will send a draft out to the executive committee. Then we will schedule a meeting to review.

Adjournment:

Marcella Kunstek made the motion to adjourn at 10:08 a.m. Seconded by Jerry Jackson. All were in favor. Motion approved unanimously.