

LAPORTE COUNTY REGIONAL SEWER DISTRICT

MEETING MINUTES

June 27, 2023

9:00 a.m.

Time and Place:

The LaPorte County Regional Sewer & Water District monthly board meeting was held on Tuesday, June 27, 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 Zygus, and Mark Danielson. Not Present: Marcella Kunstek and Amanda Lahners.

Approval of Minutes:

Jerry Jackson made a Motion to approve the minutes from May 23, 2023. Seconded by Mark Danielson.

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 \$36,286.69 as of May 1, 2023.

1. Deposits: \$0

2. Interest Paid: \$192.98

3. Disbursements: \$0.00

B.) Account Ending balance as of May 31, 2023, is \$36,479.67.

2.) Rolling Prairie Service Area

A.) Horizon Bank Checking-Rolling Prairie Account - had a beginning balance of \$68,508.50 as of May 1, 2023.

1. Deposits: \$11,091.30 interest Paid \$144.62

2. Bond Proceeds: \$0.00 – Reimbursement Payments

3. Disbursements: 5,016.61
4. Loan Principal County: \$1,830.00
5. Reimbursement: \$0.00
6. Transfers Bond & Int Acct: \$2,833.34
7. Loan Payment paid: \$0.
8. Transfers Debt Serv Reserve Acct: Paid \$283.34, Bond & Interest Acct: \$2,833.34-
Ending Balance of \$3,116.72.

B.) Horizon Bank Checking had an ending balance of \$69,781.13 as of May 31, 2023.

3.) Hoosier Fund:

A.) Beginning balance \$334,124.01 May 1, 2023.

1. Interest Paid: \$1,420.76

2. Transfer Funds: \$0.00

B.) Hoosier Fund ending balance as of May 31, 2023, is \$335,544.77.

4.) Hudson/Saugany – Horizon Account.

A.) Beginning balance \$3,184,876.73 as of May 1, 2023.

1. Deposits: \$0.00

2. Interest Paid: \$12,993.97

3. Disbursements: \$40,023.00

4. Bank Fees: \$0.00

C.) Account Ending balance as of May 31, 2023, is \$3,144,853.73.

5.) Claims

Steve Carter presented claims in the amount of \$75,627.92 for consideration.

Jerry Jackson made a motion to approve the claims in the amount of \$75,627.92. Seconded by Mark Danielson. All were in favor. Motion approved unanimously.

Reports:

Astbury

- Chris Vogeler reported that there have been a couple of leaks at the water plant. The leak is at one of the 3 original tanks. One has been repaired and one has been isolated. Jennifer included some proposals in the board packets from Peerless. The isolation has already been done. The quote for \$81,250 – because of the amount of the quote Steve Henschen prepared a memo to the board, and has been discussing this with Attorney McDonnell, and the repair/replacement will have to go out to quotes/bids.
- Steve Henschen discussed his Memo regarding the Pressure Filter Leak – there are 4 filters, and one is out of service. Plant can run with 3 filters. Approximate cost to repair is \$50K vs replace is \$81,250 to replace and do not know if repair would be feasible. New tank lead time is about 12 weeks (3-4 months.) Material cost is \$21K.
- Tight fit in the plant. Peerless quote was all inclusive. Do have to go out to bids due to the amount of the quote. JPR does recommend going for full replacement of the tank.

Jerry Jackson made a motion to solicit quotes for replacing the water tank and providing an inspection and evaluation of the existing water tank. Seconded by Mitch Bishop. All were in favor. Motion approved unanimously.

- Chris Vogler discussed another leak above the booster pumps. Galvanized pipe sprung a leak and DA Dodd repaired it. We did get the invoice and paid it with the claims today.

JPR Billing/Collection:

- Jennifer Ransbottom reported 31 liens were paid out of 44. And 1 partial lien was paid. 13 liens left that are not paid. that nothing new except what is in her report.
- Customer Connection & Reimbursement Program – 2 property owners reimbursement payments were received.

Mark Danielson made a motion to approve 2K for the Reimbursement Program for 2 property owners. Seconded by Mitch Bishop. All were in favor. Motion approved unanimously.

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. Finalized the following preselection packages and are prepared for public advertisement:
 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

Equipment not actually purchased. Contractors will pre-negotiate the price prior to bids going out. Cost is not the only criteria – maintenance and operations. Engineering Committee will evaluate. Asking venders to hold

price for 15 months and submit bid bonds. Method is already approved by both funding agencies – RD and SRF.

Mark Danielson made a Motion to authorize JPR to advertise the eleven (11) pre-selection bid packages. Seconded by Mitch Bishop. All were in favor. Motion approved unanimously.

2. Wastewater Treatment Plant

- a. Established WWTP flows and loadings for system design.
- b. Finalized development of 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.
- 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 ongoing.
- f. Finalized development of Equipment Pre-Selection Packages as indicated above.
- g. Terracon working on Geotechnical Engineering Services work – ongoing.

4. Land Acquisition

- a. Grinder Station Easements
 - i. Customer Database/Easement List
 1. All property deeds have been acquired.
 - ii. Easement packages are currently being assembled for mailing in July pending Board approval.
 - iii. Steve Henschen reviewed the easement packets which will be mailed to all property owners explaining the grinders and asking for an easement from the property owners.
 - iv. Discussed Open House meetings and possible days/dates and having a notary available for the easement agreements.
- b. Mainline Easements
 - i. Right of way research is being conducted to identify segments where mainline easements will be needed.

Mark Danielson made a motion to approve JPR to mail the letter and Easement packets to property owners at Hudson/Saugany and for JPR to determine the meeting dates for the property owner meetings. Seconded by Mitch Bishop. All were in favor. Motion approved unanimously.

- c. Pump Station Sites
 - i. Preparing boundary descriptions and market valuations of proposed pump station parcels.

- ii. Preparing offer packages to property owners.

Engineering Committee:

- July 31, 2023 @ 1 p.m. Central Time – has been scheduled for an engineering committee meeting. Will be at Jerry Jackson’s office again.

New Business:

- Next Meeting, July 20th due to meeting room not being available. July 27th will be Special Meeting for Pre-Bid Packages Opening.

Motion to move July monthly board meeting to July 20th and Special Meeting on July 27th to open Pre-Bid Packages. Seconded by Mitch Bishop. All were in favor. Motion approved unanimously.

- Lawsuit – District was named in a Foreclosure Lawsuit. Barry filed an Appearance and filed a Motion for more time. Lien was paid and received this week. Release of Lien was filed. Barry will reach out to other attorney and ask to be released from lawsuit.
- Approval Internal Control Policy – Review of the Internal Control Policy was again reviewed and discussed with the board.

Motion to move Resolution Adopting Internal Control Policy. Seconded by Mitch Bishop. 5 For 0 Against. Motion approved unanimously.

Old Business:

- Laptops and Portal for Board Meeting Packets/documents. Boardable software can be purchased, and the cost is approximately \$1,727.14/year and laptops for 7 of them for \$2,561.58.

Mark Danielson made a Motion to approve 7 laptops and cases at \$2,561.58 and 1 year of Boardable at \$1,727.14. Seconded by Mitch Bishop. All were in favor. Motion approved unanimously.

- Rate Ordinance – Commercial Properties/EDU Information. Examples were given to Barry and then Jennifer, Steve and Barry would get together and discuss – Meeting scheduled for Thursday this week – Barry may need to bump the meeting.
- Horizon Bank Investments – nothing new currently. Steve Carter said next month would be a suitable time to discuss because it will be time to make a withdrawal.
- Ken Jones – LaPorte County Council and LaPorte County Commissioners Letter – Ken prepared a letter, and it was included in the board packets for a draft review for the board. He is waiting for some additional information from Steve Carter but would like board’s approval to send once he has all the information.

Mark Danielson made a Motion to approve letter from JPR Ken Jones to County Council and County Commissioners. Seconded by Mitch Bishop. All were in favor. Motion approved unanimously.

Adjournment:

Mitch Bishop made the motion to adjourn at 10:23 a.m. Seconded by Mark Danielson. All were in favor. Motion approved unanimously.