

LAPORTE COUNTY REGIONAL SEWER DISTRICT

MEETING MINUTES

October 24, 2023

9:00 a.m.

Time and Place:

The LaPorte County Regional Sewer & Water District monthly board meeting was held on Tuesday, October 24, 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, Marcella Kunstek, Mitch Bishop, Mark Danielson, Dalia Zygas (by Zoom), and Amanda Lahners. Not Present: Jerry Jackson.

Approval of Minutes:

Mark Danielson made a Motion to approve the minutes from October 3, 2023. Seconded by Marcella Kunstek. Roll Call vote was taken – John Carr – yes, Marcella Kunstek – yes, Mark Danielson – yes, Dalia Zygas – yes, Amanda Lahners – yes and Mitch Bishop – yes. Motion approved unanimously.

Public Comments:

No one for Public Comments.

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 \$94,779.61 as of September 1, 2023.

1. Deposits: \$26,960.00
2. Interest Paid: \$191.05
3. Disbursements: \$23,464.85
4. Voided check \$0.00

B.) Account Ending balance as of September 30, 2023, is \$98,465.81.

2.) Rolling Prairie Service Area

A.) Horizon Bank Checking-Rolling Prairie Account - had a beginning balance of \$114,947.91 as of September 1, 2023.

1. Deposits: \$11,279.91 and interest Paid \$254.17.
2. SRF Deposit Reimbursements \$0.00.
3. Bond Proceeds: \$0.00.
4. Disbursements: 2,808.00
5. Loan Principal County: \$1,830.00
6. Reimbursement: \$1,000.000
7. Transfers Bond & Int Acct: \$2,833.34
8. Loan Payment paid: \$0.
9. Transfers Debt Serv Reserve Acct: Paid \$283.34, ending Balance \$4,816.76, Bond & Interest Acct: \$2,833.34- Ending Balance of \$26,232.12.

B.) Horizon Bank Checking had an ending balance of \$117,727.31 as of September 30, 2023.

3.) Hoosier Fund:

A.) Beginning balance \$339,945.61, September 1, 2023.

1. Interest Paid: \$1,508.75
2. Transfer Funds: \$0.00

B.) Hoosier Fund ending balance as of September 30, 2023, is \$341,454.36.

4.) Hudson/Saugany – Horizon Account.

A.) Beginning balance \$2,965,426.98 as of September 1, 2023.

1. Deposits: \$0
2. Interest Paid: \$12,768.51
3. Reimbursements: \$0.00
4. Disbursements: \$128,672.44
5. Bank Fees: \$0.00

C.) Account Ending balance as of September 30, 2023, is \$2,849,523.05.

5.) Claims

Steve Carter presented claims in the amount of \$170,481.50 which included some additional invoices received last Friday. Five additional invoices from Astbury and the attorney's invoice.

Marcella Kunstek made a motion to approve the claims in the amount of \$170,481.50. Seconded by Mark Danielson. Roll Call vote was taken – John Carr – yes, Marcella Kunstek – yes, Mark Danielson – yes, Dalia Zygus – yes, Amanda Lahners – yes and Mitch Bishop – yes. Motion approved unanimously.

Reports:

Astbury

- Chris Vogeler was on Zoom to review Astbury report. Backflow preventer at WWTP has started leaking – need to get the part and do some routine maintenance on it. Chris has ordered it and is waiting for it to be delivered and then Astbury will install it.
- This month will be hauling sludge and receiving Ferric. Those 2 bills happen twice a year.
- Chlorine analyzer parts have been ordered and waiting for them to be installed.
- Battery backup was purchased and installed.

- Inspection from IDEM and a few things they require – put in a thermometer in the automatic sampler (Chris has it but hasn't installed it yet) and make sure readings are logged in correctly. Nothing to reply to the state. No response from the state is required.
- TSS has already been revised – Chris went online and made that change.
- Email Jennifer received and Chris explained they wanted an update on email and contact – they somehow didn't have the other information, so Chris resent the QC packet to them. Chris will make sure and follow up to make sure they get it – and will wait for their response.

JPR Billing/Collection:

- Jennifer Ransbottom reported there is nothing more than what is in the report.
- Working on collection letters and liens will be filed at the first of the year.

Mark Danielson made a motion to approve this one and final property owner for payment for the reimbursement program. Marcella Kunstek seconded the motion.

Roll Call vote was taken – John Carr – yes, Marcella Kunstek – yes, Mark Danielson – yes, Dalia Zygas – yes, Amanda Lahners – yes and Mitch Bishop – yes. Motion approved unanimously.

Phase II Update –

- Remaining Funds: Dan Byam discussed the remaining funds after the approved Reimbursement amounts were paid to the property owners. Approximately \$73,398 left in remaining funds.
- Engineering Committee discussed potential uses of the remaining funds. They are as follows:
 - SCADA for generators at Rolling Prairie Pump Stations.
 - Chemical Feed System upgrades at Rolling Prairie Pump Stations.
 - Spare pumps & parts for Rolling Prairie Pump Stations.
 - Spare Mission SCADA controller.
 - Trailer-mounted trash/bypass pump.
 - Request whether funds can be used for Water Filter Project at TP#3 Water Plant.
 - Transfer funds to Hudson/Saugany Project.
- Still waiting for quotes to come in for the information.
- Trailer mounted by-pass pump – would cost \$50-75K.
- SRF will not accept any improvements to the water system.
- They will accept the money being rolled over into the Hudson-Saugany project.

Funding Update:

- Ken Jones discussed the funding update regarding the Hudson-Saugany project.
- After discussions with the funding sources, it appears the project will not go to bids this fall but next year after the 1st Quarter – which is July 1, 2024.
- There was confusion about what we were asking so they didn't include the project.
- Apparently, there was confusion on funding sources part as to how this would proceed and the timeline.
- However, they are very much in approval of this project.

- JPR will recommend this project go forward in 3 phases.
- Phase I will be the connection from the force main to the WWTP to the Saugany Lake community and building the entire collection system at Saugany Lake.
- Phase I will go to bids after scoring in 2024.
- Phase II will be the upgrade of the WWTP improvements and half of Hudson Lake the next year.
- Phase III will be to finish Hudson Lake the following year.
- JPR will continue to secure additional funding.
- According to Steve Carters analysis we should be able to receive \$5Million/year from the funding sources. This would leave the monthly invoices at \$100/month.
- Currently, JPR is preparing an application to the EDA program for additional funding. Will need a spokesperson to attend all the calls and meetings, etc.
- Also submitted for REDI program and going to follow up for the status.
- Going back and forth with County Council and County Commissioners to confirm funds. There was no amount in the advertisement so going back on November 27, 2023. Because of that they could not vote.
- Even with the additional fundings we are seeking will still use USDA for the WWTP and from SRF funds for the WWTP and the collection system, depending on how those resources would partner up.
- \$1.5 M in ARPA funds are being requested – should happen at the meeting November 27, 2023.
- Information from Ken has been sent to Mitch Bishop and Matt Reardon in advance of the meeting.
- Targeting under \$100/month for invoices for property owners.
- Ken went to County Council last night to close the ARPA \$1.5 Million request.
- Lot of dialogs – Ken will follow up with a couple of board members.
- Mitch confirmed meeting with Ken and discussing the additional EDU potential from the project.
- USDA – stipulations is that you are to use the funds for existing conditions – not for future development.
- Expect to be able to add approximately 150 EDUs to the current design. It will also be easily upgraded in the future.
- Any additional subdivisions or areas to be added would have to pay their own way.
- Showing the local funds is good to get the additional funding sources.
- Ken said he suggested going forward as if we are bidding and closing in the Spring unless they tell us they just don't have funds for us.
- Worst case scenario is we complete Saugany Lake and work through the other phases as funding is available each year.
- EDA rep tells us they would tap out at \$2.5 Million – they did give us info on how to apply.
- Application was submitted to REDI program.
- John and Ken had a good meeting with Rep Yakim's office.

HUDON-SAUGANY PROJECT

1. General

- a. Project Schedule (Phase I)
 - i. Discuss updated project timeline.
- b. Proposed Project Contracts
 - i. Phase I
 1. Contract A – Saugany Lake Pump Station and Force Main
 2. Contract B -Saugany Lake Wastewater Collection System
 - ii. Phase II
 1. Contract A – Travel Plaza #3 WWTP Expansion
 2. Contract B – Hudson Lake Pump Station and Force Main
 3. Contract C -Hudson Lake Collection System I
 - iii. Phase III
 1. Contract A -Hudson Lake Collection System II
 2. Contract B -Hudson Lake Collection System III
 3. Contract C -Hudson Lake Collection System IV
- c. Equipment Pre-Selection
 - i. Preselected Equipment Vendors are currently working on preparing their product submittals for use in project design.

2. Wastewater Treatment Plant

- a. Established WWTP flows and loadings for system design.
- b. Working on establishing scope and costs associated with the improvements to the existing TP#3 WWTP Facility in the “Phase I” project, where just Saugany Lake is proposed to be connected to the existing WWTP.

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. Saugany Lake Plan & Profile alignments have been designed and reviewed.
 - iii. Saugany Lake Grinder Station Placements and labeling are underway.
 - iv. Hudson Lake plan and profile drawings to be continued to be worked on.
- d. Geotechnical Engineering Services work – ongoing. Terracon has repaired all areas with settling issues.

4. Land Acquisition

- a. Grinder Station Easements
 - i. Easement packages have been sent to all property owners.
 - ii. JPR is continuing to regularly meet with property owners to discuss grinder station placement.
- b. Mainline Easements
 - i. Right of way research is being continued to identify segments where mainline easements will be needed.
- c. Pump Station Sites
 - i. Preparing boundary descriptions and market valuations of proposed pump station parcels.
 - ii. Preparing offer packages to property owners.

Vacant Lot Policy:

- Some property owners have vacant lots and want to get a grinder on the property during the construction of the project.
- Important to set guidelines on how this can take place.

- The project cannot afford to put in vacant lot grinders – this policy sets out how the property owner accomplishes this task.
- JPR is working on this policy and will present it to the board for review once it is ready.
- Option #1 - The Property Owner must execute a special Agreement, along with an Easement, to pay the debt service on the vacant land. It's important the District collects as much income as necessary.
- They don't pay operation expenses part until they connect to the grinder.
- Once out for bids and closed on financing all property owners could come on but they would have to pay the full cost of the grinder station.
- Option 2 – Property owners are not provided with any service and property owners would have to come on at their own costs.
- Engineering Committee agreed with Option #1.

Notice of Statutory Exemption and Extension of Service Letter:

- Amanda is reviewing the information from her side regarding the inspections. District must provide a formal notice of the statutory exemptions for the project.
- JPR has drafted a letter providing the information to the property owners.
- This notice goes out when sending IDEM Permit, which could be as early as November 2024.
- Barry has reviewed and added additional information and comments which were inserted into the letter.
- Public Notice will be posted on the website, along with each property owner receiving a copy of the letter.
- Steve and Jennifer are going to sit down with Amanda to review the exemption inspection process prior to the letter being mailed.
- If Saugany Lake goes before Hudson Lake, then there will be a different letter with timeline for Hudson Lake property owners.

Engineering Committee:

- None.

New Business:

- Steve Carter discussed moving \$150K to cover current bills being paid today.
- Discussed moving more than just needed for this month so more would be in the account.
- It was decided that \$275K from Hoosier Funds into the Horizon bank account.

Marcella Kunstek made a motion to move \$275K from the Hoosier Fund to the Horizon Bank Account. Mitch Bishop seconded the motion.

Roll Call vote was taken – John Carr – yes, Marcella Kunstek – yes, Mark Danielson – yes, Dalia Zygus – yes, Amanda Lahners – yes and Mitch Bishop – yes. Motion approved unanimously.

- Next Meeting, November 28, 2023.
- Pre-Agenda Meeting, November 21, 2023, to discuss Agenda.

- Might need to move December meeting date if it is the 26th. Move the meeting up a week to December 19, 2023.
- Board decided to keep their meetings on the 4th Tuesday of the month for 2024.
- Rate Ordinance – reviewing the sample one – believes it should be reflected of Tippy/Chapman Ordinance and how they apply the EDU charges to additional apartments.

Old Business:

Adjournment:

Mark Danielson made the motion to adjourn at 9:46 a.m. Seconded by Amanda Lahners.

Roll Call vote was taken – John Carr – yes, Marcella Kunstek – yes, Mark Danielson – yes, Dalia Zygas – yes, Amanda Lahners – yes and Mitch Bishop – yes. Motion approved unanimously.