

LAPORTE COUNTY REGIONAL SEWER DISTRICT

MEETING MINUTES

February 6, 2024 (Re-scheduled January Meeting)

9:00 a.m.

Time and Place:

The LaPorte County Regional Sewer & Water District monthly board meeting was held on Tuesday, February 6, 2024, 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, Mitch Bishop, Marcella Kunstek, and Amanda Lahners. Not Present: Jerry Jackson and Mark Danielson.

Election of New Officers:

Marcella Kunstek made a motion to keep all officers the same for 2024, Jon Carr for President, Mitch Bishop for Vice President, Jerry Jackson for Secretary and Marcella Kunstek for Treasurer. Seconded by Amanda Lahners. All were in favor. Motion passed.

Discussion regarding rates going up for Attorney and Accounting/Bookkeeping were discussed. Both will provide a new agreement to the board for next meeting to review.

Approval of Minutes:

Marcella Kunstek made a Motion to approve the minutes from December 19, 2023. Seconded by Mitch Bishop. All in favor. 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 \$101,771.26 as of December 1, 2023.

1. Deposits: \$28,488.50

2. Interest Paid: \$203.19

3. Disbursements: \$23,546.52

4. Voided check \$0.00

B.) Account Ending balance as of December 31, 2023, is \$106,916.43.

2.) Rolling Prairie Service Area

A.) Horizon Bank Checking-Rolling Prairie Account - had a beginning balance of \$129,091.26 as of December 1, 2023.

1. Deposits: \$12,215.03 and interest Paid \$294.54.

2. SRF Deposit Reimbursements \$0.00.

3. Bond Proceeds: \$0.00.

4. Disbursements: 3,796.82

5. Loan Principal County: \$1,830.00

6. Reimbursement: \$0.00

7. Transfers Bond & Int Acct: \$3,116.68

8. Loan Payment paid: \$8,085.00

9. Transfers Debt Serv Reserve Acct: Paid \$283.34, ending Balance \$5,950.12, Bond & Interest Acct: \$2833.34, Ending Balance of \$29,480.51.

B.) Horizon Bank Checking had an ending balance of \$132,857.33 as of December 31, 2023.

3.) Hoosier Fund:

A.) Beginning balance \$344,542.67, December 1, 2023.

1. Interest Paid: \$1,580.12.

2. Transfer Funds: \$0.00

B.) Hoosier Fund ending balance as of December 31, 2023, is \$346,122.79.

4.) Hudson/Saugany – Horizon Account.

A.) Beginning balance \$2,592,336.95 as of December 1, 2023.

1. Deposits: \$0

2. Interest Paid: \$11,632.71

3. Reimbursements: \$0.00

4. Disbursements: \$29,360.48

5. Bank Fees: \$0.00

C.) Account Ending balance as of December 31, 2023, is \$2,574,609.18.

5.) Claims

Steve Carter presented claims in the amount of \$119,809.16.

Marcella Kunstek made a motion to approve the claims in the amount of \$119,809.16. Seconded by Amanda Lahners. All in Favor. Motion approved unanimously.

Discussion regarding transferring additional funds from Hoosier Account.

Marcella Kunstek made a motion to transfer \$300,00 from the Hoosier account to the Horizon account to cover the next few months invoices. Seconded by Mitch Bishop. All in Favor. Motion approved unanimously.

Reports:

Astbury

- Chris Vogeler was on Zoom to review Astbury report. Chris reported that the new Pressure Filter is leaking. DA Dodd has been notified. Restoration and Seeding will get completed in Spring when weather permits. Retainage is being held until such time it is completed. Jennifer and Dan B to look into leaking of Pressure Filter.

JPR Billing/Collection:

- Jennifer Ransbottom reported there is nothing more than what is in the report.

Phase II Update –

- New Connection on SR 2 – Dan Byam reported that the property owner wanted a different pump which he reviewed and approved. Further discussion from the board indicated that the pumps should all be the same as what is currently in the system and the property owner will need to sign an easement for the District to maintain.

Marcella Kunstek made a motion to empower JPR to approach property owner about consistency of pumps and granting easement. Seconded by Mitch Bishop. All in Favor. Motion approved unanimously.

- Remaining Funds: Dan Byam discussed the remaining funds and that vender information had been received. Approximately \$73,398 left in remaining funds.
- Engineering Committee met and come to the board with a recommendation for the remaining funds' use as follows:
 - a. SCADA for generators at Rolling Prairie Pump Stations - \$5,510.00
 - b. Chemical Feed System upgrades at Rolling Prairie Pump Stations - \$7,048.00.
 - c. Spare pumps & parts for Rolling Prairie Pump Stations - \$49,672.00.
 - d. Spare Mission SCADA controller - \$8,066.80.
 - e. Remainder of funds rolled over to Hudson-Saugany Project.

Trailer Mounted generator will be looked at in the Hudson-Saugany Project.

Marcella Kunstek made a motion to approve recommendation from Engineering Committee for remaining funds use. Seconded by Mitch Bishop. All in Favor. Motion approved unanimously.

Discussion regarding amended the PER to include the remaining funds use as discussed.

Mitch Bishop made a motion to approve the PER Amendment and authorizing the submittal of John Carr to sign prior to next meeting. Seconded by Marcella Kunstek. All in Favor. Motion approved unanimously.

Dan Byam also mentioned that the existing tank is not salvageable. He recommends the contractor dispose of existing tank.

Hudson/Saugany Update:

1. General

- a. 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

2. Wastewater Treatment Plant

- a. 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.
 - i. Meeting to be held with Astbury in January to establish scope of required improvements to the existing Travel Plaza WWTP
- b. Proposed WWTP Expansion for Phases II and III will be designed in early 2024.

3. Wastewater Collection System

- a. Completed hydraulic modeling of entire system (both lakes).
- b. Preliminary Plan and profile alignment and drawings
 - i. Finalizing design of Saugany Lake pressure sewers and mainline force mains.
 - ii. Saugany Lake Grinder Station Placements and labeling adjustments are continuing.
 - iii. Saugany Lake electrical distribution system layout in progress.
 - iv. Hudson Lake pressure sewer system plan and profile drawings to be continued to be worked on into 2024.

4. Land Acquisition

- a. Grinder Station Easements
 - i. 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. Finalizing purchase of property for Pump Station No. 7 (Saugany).
 1. Counteroffer from property owner. Ken to discuss with Board.

Will continue to work on finalizing purchase of property for Pump Station No. 8 (Hudson) into 2024.

Funding Update:

- \$1.5 Million approved by County Council at their meeting on Monday evening. Ken and Steve Henschen will be meeting with SRF in Indy to discuss additional funding.

Vacant Lot Policy:

- Policy was sent to Barry for his review. Barry has just a few minor corrections and will forward to Jennifer.

Notice of Statutory Exemption and Extension of Service Letter:

- Amanda reviewed with County Attorney and now needs to figure out the process for exemptions, etc.

Engineering Committee:

- None.

New Business:

- Next Meeting, February 27, 2024.
- Discussion regarding property owner who connected in 2020 but has not been getting billed. Back bill for 2 years and notify property owner. Property owner is not happy but was billed.
- Discussion regarding new property owner wanting to connect on SR 2.

Old Business:

- Rate Ordinance is with Barry for his review.

Adjournment:

Mitch Bishop made the motion to adjourn at 9:43 a.m. Seconded by Marcella Kunstek. All in Favor. Motion approved unanimously.

J:\Projects\2019 Projects\2019-0071 Laporte\Administrative Tasks\Meeting Minutes\2024\2024-02-06 Meeting Mintues - January Meeting rescheduled.doc