

# LAPORTE COUNTY REGIONAL SEWER DISTRICT

## MEETING MINUTES December 19, 2023 9:00 a.m.

### Time and Place:

The LaPorte County Regional Sewer & Water District monthly board meeting was held on Tuesday, December 19, 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 9:01 a.m. by John Carr, roll call was taken. Those present included the following: John Carr, Mitch Bishop, Marcella Kunstek, and Mark Danielson. Not Present: Jerry Jackson and Amanda Lahners.

### Approval of Minutes:

Marcella Kunstek made a Motion to approve the minutes from November 28, 2023. Seconded by Mark Danielson. 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 \$96,864.28 as of November 1, 2023.

1. Deposits: \$26,960.00
2. Interest Paid: \$193.79
3. Disbursements: \$22,246.81
4. Voided check \$0.00

B.) Account Ending balance as of November 30, 2023, is \$101,771.26.

2.) Rolling Prairie Service Area

A.) Horizon Bank Checking-Rolling Prairie Account - had a beginning balance of \$123,193.16 as of November 1, 2023.

1. Deposits: \$14,952.08 and interest Paid \$277.00.

2. SRF Deposit Reimbursements \$0.00.
3. Bond Proceeds: \$0.00.
4. Disbursements: 3,039.58
5. Loan Principal County: \$1,830.00
6. Reimbursement: \$0.00
7. Transfers Bond & Int Acct: \$2,833.34
8. Loan Payment paid: \$8,085.00
9. Transfers Debt Serv Reserve Acct: Paid \$283.34, ending Balance \$5,666.78, Bond & Interest Acct: \$2,833.34, Ending Balance of \$26,647.14.

B.) Horizon Bank Checking had an ending balance of \$129,091.26 as of November 30, 2023.

3.) Hoosier Fund:

A.) Beginning balance \$343,020.21, November 1, 2023.

1. Interest Paid: \$1,522.46
2. Transfer Funds: \$0.00

B.) Hoosier Fund ending balance as of November 30, 2023, is \$344,542.67.

4.) Hudson/Saugany – Horizon Account.

A.) Beginning balance \$2,725,142.09 as of November 1, 2023.

1. Deposits: \$0
2. Interest Paid: \$11,668.11
3. Reimbursements: \$0.00
4. Disbursements: \$144,473.25
5. Bank Fees: \$0.00

C.) Account Ending balance as of November 30, 2023, is \$2,592,336.95.

5.) Claims

Steve Carter presented claims in the amount of \$57,461.89.

Marcella Kunstek made a motion to approve the claims in the amount of \$57,461.89. Seconded by Mark Danielson. All in Favor. Motion approved unanimously.

Discussion regarding transferring \$200K from Hoosier Fund to Hudson/Saugany account. Marcella Kunstek made a motion to transfer \$200K from Hoosier Fund to Hudson/Saugany account. Seconded by Mitch Bishop. All in Favor. Motion approved unanimously.

**Reports:**

**Astbury**

- Chris Vogeler was on Zoom to review Astbury report. Chris reported that chlorine analyzer was installed and needs to be calibrated.

**JPR Billing/Collection:**

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

**Phase II Update –**

- Remaining Funds: Dan Byam discussed the remaining funds and that vender information had been received. Approximately \$73,398 left in remaining funds.

- Engineering Committee will get together and come to the board with a recommendation for the remaining funds' use. They are as follows:

### **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. Electrical distribution system layout continuing.
  - 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 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. Discuss with Board.
  - ii. Will continue to work on finalizing purchase of property for Pump Station No. 8 (Hudson) into 2024.

### **Funding Update:**

- Jennifer Ransbottom reported that REDI grant application will be submitted in early January. County Council meeting will be held on 4<sup>th</sup> Monday of the month for continued efforts on obtaining additional funds.

**Vacant Lot Policy:**

- Policy was sent to Barry for his review.

**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.
- Since Saugany Lake is going before Hudson Lake, there will be a different letter with timeline for Hudson Lake property owners.

**Engineering Committee:**

- None.

**New Business:**

- Next Meeting, January 23, 2024.
- Meeting dates for 2024 were discussed, they will be held again on the 4<sup>th</sup> Tuesday of every month at 9:00 a.m.

Marcella Kunstek made a motion to approve the monthly board meeting dates in 2024 held on the 4<sup>th</sup> Tuesday of every month. Seconded by Mark Danielson. All in Favor. Motion approved unanimously.

- Discussion regarding property owner who connected in 2020 but has not been getting billed. City did the inspection, and this was inadvertently missed. Board discussed how to proceed with billing and back bills.
- Discussion regarding new property owner wanting to connect on SR 2.

Mark Danielson made a motion to back bill property owner on SR 2 who connected in 2020 for the years 2022 and 2023, along with the connection being reviewed by the Engineer. Seconded by Mark Danielson. All in Favor. Motion approved unanimously.

**Old Business:**

**Adjournment:**

Marcella Kunstek made the motion to adjourn at 9:31 a.m. Seconded by Mark Danielson. All in Favor. Motion approved unanimously.