

LAPORTE COUNTY REGIONAL SEWER DISTRICT

MEETING MINUTES

February 27, 2024

9:00 a.m.

Time and Place:

The LaPorte County Regional Sewer & Water District monthly board meeting was held on Tuesday, February 27, 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, Mark Danielson, Jerry Jackson, and Amanda Lahners.

Jerry Jackson made a Motion to add IDEM violation letter to Agenda. Seconded by Mark Danielson. All in favor. Motion approved unanimously.

Discussion regarding Mission alarm did not work due to bad reception. Indiana Michigan power also shut off grinder. The City raised the antenna for the Mission so the reception would be stronger. Working to get Indiana Michigan power invoices all auto-pay or ACH for all accounts. A letter was also sent to them informing them of the various grinders and asking to make sure power stays on.

Further discussion regarding neighbor wanting a generator for the pump. JPR has a generator and may be able to supply one. Jerry Jackson reported on the portable generator abilities. Generators will be looking into further and costs.

Mark Danielson made a Motion to Approve draft letter in response to IDEM once it is approved by Attorney. Seconded by Marcella Kunstek. All in favor. Motion approved unanimously.

Approval of Minutes:

Marcella Kunstek made a Motion to approve the minutes from February 6, 2024, for the January reschedule meeting date. Seconded by Mark Danielson. All in favor. Motion approved unanimously.

Mitch Bishop and Jerry Jackson left meeting at 9:16 a.m.

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 \$106,916.43 as of January 1, 2023.

1. Deposits: \$28,488.50
2. Interest Paid: \$205.79
3. Disbursements: \$12,723.47
4. Voided check \$0.00

B.) Account Ending balance as of January 31, 2024, is \$124,474.48.

2.) Rolling Prairie Service Area

A.) Horizon Bank Checking-Rolling Prairie Account - had a beginning balance of \$139,090.72 as of January 1, 2024.

1. Deposits: \$29,884.36 and interest Paid \$321.29.
2. SRF Deposit Reimbursements \$0.00.
3. Bond Proceeds: \$0.00.
4. Disbursements: 3,099.67
5. Loan Principal County: \$1,830.00
6. Reimbursement: \$0.00
7. Transfers Debt Service, Bond & Int Acct: \$3,116.68
8. Loan Payment paid: \$0.00
9. Transfers Debt Serv Reserve Acct: Paid \$283.34, ending Balance \$5,666.78, Bond & Interest Acct: \$2833.34, Ending Balance of \$26,647.14.

B.) Horizon Bank Checking had an ending balance of \$161,250.02 as of January 31, 2023.

3.) Hoosier Fund:

A.) Beginning balance \$346,122.79, January 1, 2024.

1. Interest Paid: \$1,587.23.
2. Transfer Funds: \$0.00

B.) Hoosier Fund ending balance as of January 31, 2024, is \$346,122.79.

4.) Hudson/Saugany – Horizon Account.

A.) Beginning balance \$2,574,609.18 as of January 1, 2024.

1. Deposits: \$0
2. Interest Paid: \$11,296.20
3. Reimbursements: \$0.00
4. Disbursements: \$100,186.85
5. Bank Fees: \$0.00

C.) Account Ending balance as of January 31, 2024, is \$2,485,718.53.

Interest for the accounts is off and will be revised next month.

Marcella Kunstek made a motion to approve the financials as presented. Seconded by Mark Danielson. All in favor. Motion approved unanimously.

5.) Claims

Steve Carter presented claims in the amount of \$102,032.39.

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.

Marcella Kunstek made a motion to approve claims for \$102,032.39. Seconded by Mark Danielson. All in Favor. Motion approved unanimously.

Steve Carter also reported that the Annual Financial Report is completed and will be submitted to Gateway. John Carr will have to go into Gateway and submit it.

Reports:

Astbury

- Chris Vogeler was on Zoom to review Astbury report. Chris reported that the compressor motor is leaking oil. Cost was approximately \$3K installed. Astbury is doing the work and already ordered the new one. Chlorine analyzer plastic parts has failed. Working to get new parts and get fixed.
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JPR Billing/Collection:

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

Phase II Update –

- Dan Byam reported and presented PER Amendment #4 for the Rolling Prairie Phase II project, along with the legal notice for publication. Discussion on the amount of remaining funds took place as we still must file and receive funds for property owner reimbursements.
- Pressure filter repair has been completed regarding the leak.

Marcella Kunstek made a motion to approve PER #4 with correct amounts. Seconded by Amanda Lahners. All in Favor. Motion approved unanimously.

Marcella Kunstek made a motion to have John Carr sign the letter to Indiana Finance Authority – State Revolving Fund. Seconded by Mark Danielson. All in Favor. Motion approved unanimously.

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. Scope has been established for Phase I connection to the existing TP#3 WWTP
 - i. The existing surge tank at the WWTP will be used as an influent equalization basin, with both the existing TP#3 Lift Station's force main and the proposed Saugany Lake Lift Station's force main being routed to a new headworks box.
 - ii. The headworks box will be mounted over the top of the surge tank wall and will include separate inlets for each force main. The box will also include a manual bar screen. Influent wastewater will fall from the headworks box into the surge tank.
 - iii. The surge tank will have two smaller pumps that will pump flows up and over the wall into the selector tank for treatment by the existing extended aeration process.
 - iv. The clarifiers shall be improved by increasing the size of the air feed line from 1-1/4" to 2" at the request of Astbury. This will increase the clarifier effectiveness and will allow them to maintain the clarifiers by jetting more air through the airlifts.
- b. Proposed WWTP Expansion for Phases II and III will be designed in late 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. IDEM Construction Permit for Phase I project expected to be submitted in April 2024.
 - v. 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. Ken to discuss with Board.

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

Purchase Agreement was briefly discussed for property owner at Saugany. However, confusion on the easement vs purchasing will be clarified and brought to the board next month.

Discussion regarding an Income Survey was presented to the board. This may help determine the media income household level. Funding source approved JPR doing an income survey.

Marcella Kunstek made a motion to approve JPR to do an Income Survey for the Hudson/Saugany project. Seconded by Amanda Lahners. All in Favor. Motion approved unanimously.

Vacant Lot Policy:

- Barry had minimal changes to the Vacant Lot Policy he reviewed.

Marcella Kunstek made a motion to approve Vacant Lot Policy. Seconded by Amanda Lahners. All in favor. Motion approved unanimously.

Notice of Statutory Exemption and Extension of Service Letter:

- Amanda discussed the Health Department does not have its own inspector. County does not have. However, the inspection process will still have to go through the Health Department for final approval from inspectors before being presented to the board to review and approve.

Engineering Committee

- None.

New Business:

- Next Meeting, March 26, 2024.

Old Business:

- SR 2 property owner has agreed to an easement and Dan Byam is just waiting for the original documents to be signed.
- Mark asked about the vacant spot on the board. John or Amanda will talk to the Mayor of Michigan City and see if they have come up with a replacement yet.
- Barry McDonnel presented his new Engagement letter for his services. The hourly rate went up from \$175/hour to \$200/hour.
- Rate Ordinance – Barry still has for his review and will have it for next month.

Mark Danielson made a motion to approve Attorney Engagement Letter received from attorney Barry McDonnel. Seconded by Amanda Lahners. All in favor. Motion approved unanimously.

Adjournment:

Marcella Kunstek made the motion to adjourn at 10:00 a.m. Seconded by Amanda Lahners. All in Favor. Motion approved unanimously.