

LAPORTE COUNTY REGIONAL SEWER DISTRICT

MEETING MINUTES

September 24, 2024

9:00 a.m.

Time and Place:

The LaPorte County Regional Sewer & Water District monthly board meeting was held on Tuesday, September 24, 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, Jerry Jackson, Marcella Kunstek, and Mark Danielson.

Approval of Minutes:

Marcella Kunstek made a Motion to approve the minutes from August 27, 2024. Mark Danielson seconded it. All in favor. The motion was approved unanimously.

Public Comments:

No Public Comment

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.) Hudson/Saugany
 - A.) Ending balance of \$2,267,574.11 as of August 31, 2024.
 1. Deposits: \$0.00
 2. Interest Paid: \$10,176.92
 3. Disbursements: \$55,224.06 to JPR and \$150.00 to Barry McDonnell
 4. Voided check \$0.00
 - B.) Account balance as of August 31, 2024, is \$2,312,771.25
- 2.) Rolling Prairie Service Area
 - A.) Horizon Bank Checking-Rolling Prairie Account - had a beginning balance of \$281,101.58 as of August 31, 2024.
 1. Deposits: \$13,809.85 and interest Paid \$471.75
 2. SRF Deposit Reimbursements:
 3. Bond Proceeds:

4. Disbursements: \$4,686.16
5. Loan Principal County: \$1,830.00
6. Reimbursement: \$0.00
7. Transfers Debt Service \$0.00, Bond & Int Acct: \$0.00
8. Loan Payment paid: \$0.00
9. Transfers Debt Serv Reserve Acct: Balance \$6,800.14, Bond & Interest \$37,980.50 Acct: Ending Balance of \$236,320.94. Total ending balance \$281,101.58

B.) Horizon Bank Checking had an ending balance of \$228,658.09 as of June 30, 2024.

3.) Toll Road – Horizon Account.

A.) Beginning balance \$581,525.34 as of August 31, 2024.

1. Deposits: \$55,448.50
2. Interest Income: \$366.13
3. Reimbursements: \$0.00
4. Disbursements: \$31,857.97
5. Bank Fees: \$0.00

C.) Account Ending balance as of August 31, 2024, is \$358,815.67

4.) Claims

Steve Carter presented claims for \$61,165.39. Steve noted normal monthly claims except for brush cleanup and chemicals.

Jerry Jackson made a motion to approve the claims for \$61,165.39 Seconded by Mark Danielson. All in Favor. The motion was approved unanimously.

Reports:

Astbury

- Chris Vogeler was on Zoom from Astbury and reported everything is good except battling the UV system. Parts for UV system have been replaced and it is working adequately at this time.
- Dan Byam reported SCATA was looked at and alarms have been tied in for DO and blower failure.

JPR Billing/Collection:

- Jennifer Ransbottom reported there is nothing more than what is in the report. She also reported that JPR will no longer be providing billing services. She will be providing information on billing companies at a future meeting in preparation for the submission of an RFP.

Phase II Update –

- Dan Byam reported the SRF funds were submitted. Jennifer Ransbottom confirmed the funds have been submitted and is waiting for it to be processed. All property owner reimbursements have been re-deposited for the District and awaiting the final number to roll over to the Hudson/Saugany Project.

Hudson/Saugany Update:

Dan Byam reviewed the project schedule. Submittal of IDEM permit would be later in the week or early the following week. Within 10 days of submittal to the IDEM the notice of intent to serve will be sent. At the October 22 Board meeting, the Board will be asked for authorization to bid. The advertisement for bids will be for the weeks of November 11 and November 18. The bid opening date is the December 17 meeting. Dan Byam stated closing will be in March. Marcella Kunstek asked that the Responsible Bidder Ordinance be included in the Bid Package. Financial advisory would prepare the final rate study and present it to the Board on January 14. The District Attorney will prepare the Rate Ordinance draft and present it on January 14. JPR will present the Engineering Recommendation also on January 14.

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. Design of WWTP Improvements to be included in the Phase I Project are ongoing.
 - i. JPR has the IDEM Wastewater Treatment Plant Construction Permit package completely assembled and is ready for the District Board President’s signature. JPR anticipates having the plans reviewed and signed by John Carr in a meeting later in the week.
- b. Proposed WWTP Expansion for Phases II and III will be designed in 2025.

3. Wastewater Collection System

- a. Preliminary Plan and profile alignment and drawings
 - i. JPR has completely assembled the IDEM Sanitary Sewer Construction Permit and is ready for the District Board President’s signature. JPR anticipates having the plans reviewed and signed by John Carr in a meeting later in the week.
- b. Hudson Lake pressure sewer system plan and profile drawings to be continued to be worked on into 2025.

4. Land Acquisition

a. Grinder Station Easements (Saugany Lake Only)

Owners with Parcels that need easements	262	
Needed but not completed	148	57%
Needed but not completed (main, no GS)	3	1%
Completed	111	42%
Exemptions Granted	0	

Jennifer Ransbottom presented, on behalf of Ken Jones, two rate options. One option is for a multi-tiered rate system instead of a flat rate system. Some Districts use this option because property-assessed home values are higher for on lake owned property on versus off lake property. The other option is for property owners who want to pay a larger lump sum in order to pay down their monthly rate for a lower rate. Ken Jones stated that JPR has tried to explain to the SRF that there is a significant disparity between the income demographic census tract as opposed to what the community. He indicated that right now the estimated monthly rate for every customer will be \$103.00 per month.

Mark Danielson inquired as to when a decision needs to be made. Ken Jones stated if a tiered concept is decided upon it would be best to send the notification to property owners sooner than later.

Barry McDonnell suggested the Executive Committee make a recommendation to the full Board on the rate options. Ken Jones noted there are Districts that have one rate ordinance with multiple levels.

Executive Committee - Engineering Committee

- Engineering Committee – no meeting held
- Notice of Statutory Exemption and Extension of Service Letter - Jennifer Ransbottom noted when the IDEM permit is sent the Notice of Statutory Exemption and Extension of Service Letters are to be sent. The letter has been reviewed by Attorney McDonnell and Amanda Lahners. Within the letter, clarification will be provided as to who Exemptions are to be sent to which will be to Jennifer Ransbottom and her contact information will be included.

Mark Danielson made a motion to approve the mailing of the Notice of Statutory Exemption and Extension of Service Letter, and the District contact to be Jennifer Ransbottom at JPE. Seconded by Marcella Kunstek. All in favor. The motion was approved unanimously.

New Business:

- Next Meeting, October 22, 2024.
- Jennifer inquired about moving the December 24 meeting to December 17 or December 18. Jennifer to follow up on the room availability. She will also check on the room availability for 2025 meetings.
- Pre-Agenda Meeting, October 15, 2024 @ 9:00 AM, Attendees: John, Marcella, Barry, Steve C, Dan, Jennifer, and Steve H.
- John Carr inquired if the \$103 monthly rate has been shared with the property owners. It was felt that this amount has been communicated at public meetings and at the Board meetings.
- TDD District – can be removed from the agenda.
- 2022 & 2023 Audit – Jennifer Ransbottom and Steve Carter have been working with Crowe on the audit of 2022 and 2023. Barry McDonnell reported that the SBOA has been more diligent in conducting audits than in the past.

Old Business:

- Interlocal Agreement – County - \$1.5M – Barry McDonnell anticipates the County Council approving the Interlocal agreement to be approved by the County. He wants to ensure once this project closes the County Council needs to be notified of the release of the ARPA funds. The County's deadline to spend the ARPA funds is December 2025.

Mark Danielson made a motion to approve the Interlocal Agreement with LaPorte County. Seconded by Marcella Kunstek. All in favor. The motion was approved unanimously.

Adjournment:

Mark Danielson made the motion to adjourn at 9:59 a.m. Seconded by Jerry Jackson. All in favor. The motion was approved unanimously.