

LAPORTE COUNTY REGIONAL SEWER DISTRICT

MEETING MINUTES

October 22, 2024

9:00 a.m.

Time and Place:

The LaPorte County Regional Sewer & Water District monthly board meeting was held on Tuesday, October 22, 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

A. Call to Order

The meeting was called to order at 9:00 a.m. by John Carr.

B. Pledge of Allegiance

Pledge of Allegiance was said.

C. Roll Call

Roll call was taken. Those present included the following: John Carr, Mitch Bishop, Mark Danielson, Corey Campbell, and Amanda Lahners

D. Approval of Minutes:

Mark Danielson made a Motion to approve the minutes from September 24, 2024. Amanda Lahners seconded it. All in favor. The motion was approved unanimously.

E. Public Comments:

No Public Comment

F. Reports

• Steve Carter – Claims and Finance

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 \$2,242,080.86 as of September 30, 2024.

1. Deposits: \$0.00

2. Interest Paid: \$96.41

3. Disbursements: \$34,014 to JPR, \$900.00 to Barry McDonnell and \$220 for OW Krohn & Associates.

4. Voided check \$0.00

2.) Rolling Prairie Service Area

A.) Horizon Bank Checking-Rolling Prairie Account - had a beginning balance of \$283,989.42 as of September 30, 2024.

1. Deposits: \$89.13
2. SRF Deposit Reimbursements:
3. Bond Proceeds:
4. Disbursements: \$4,686.16
5. Loan Principal County: \$1,830.00
6. Interest Income: \$443.91
7. Reimbursement: \$0.00
8. Transfers Debt Service \$0.00, Bond & Int Acct: \$0.00
9. Loan Payment paid: \$0.00
10. Transfers Debt Serv Reserve Acct: Balance \$6,800.14, Bond & Interest \$37,980.50.

3.) Toll Road – Horizon Account.

A.) Beginning balance \$562,778.58 as of September 30, 2024.

1. Deposits: \$20,661.36
2. Interest Income: \$1,914.60
3. Reimbursements: \$0.00
4. Disbursements: \$0
5. Bank Fees: \$0.00

4.) Claims

Steve Carter stated there were two additions to the claims that were not included in the Boardable packet from Barry McDonnell. The first is for \$660 out of the Hudson Saugany account and the other is out of Toll Road for \$1,100. The total revised claim is \$67,159.65.

Mark Danielson made a motion to approve the claims for \$67,159.65 Seconded by Mitch Bishop. All in Favor. The motion was approved unanimously.

Steve Carter stated the funds are running low in the Horizon Account for Hudson/Saugany. And recommended a transfer from the Hoosier Fund of \$250,000.

Mitch Bishop made a motion to transfer \$250,000 from the Hoosier Fund to the Hudson/Saugany account. Seconded by Amanda Lahner. All in Favor. The motion was approved unanimously.

- **Reports - Astbury Water Technologies**

Chris Vogler reported they are getting ready to haul sludge sometime in November, which is done about twice a year. He reported compressor work was conducted at the waste treatment plant.

- **JPR Billing/Collection:**

Jennifer Ransbottom stated no report. She stated the billing report for September was included in Boardable. Work is underway on collection letters and lien information for the end of the year. Jennifer indicated also included in the Boardable was

Astbury’s Billing Proposal. Kevin from Astbury distributed a revised proposal and presented a brief review. The Board will take this proposal under advisement.

G. Phase II Update –

- General Design Progress Update

Dan Byam stated Hudson/Saugany Project plans and specs are about 95% complete. Doing final peer review and edits before going out to bid.

Land Acquisition for Grinder Station Easements (Saugany Lake Only)

Owners with Parcels that need easements	263	
Needed but not completed	131	50%
Needed but not completed (main, no GS)	3	1%
Completed	129	50%
Exemptions Granted	0	

Need to have 80% in hand by closing in March.

Tentative Project Schedule

- a. Submit IDEM permit this week.
 - i. District to send notice of intent to serve to go to all customers within 10 days of submittal of IDEM permit.
- b. Board approval to bid the project at **October 22** Board Meeting to advertise the Saugany Lake.
- c. Advertisement for bid the **week of November 11** and **week of November 18**.
- d. Bid opening **December 17** – JENNIFER TO CONFIRM DATE OF NORMAL BOARD MEETING
- e. JPR presents bid results to a financial advisor – **December 18**
- f. Financial Advisor prepares final rate study and presents to Board on **January 14**
- g. Attorney prepares rate ordinance draft for Board action on **January 14**
- h. Engineer’s recommendation around **January 14**
- i. Due Diligence to SRF – 4 weeks prior to closing – **February 19**
- j. Completed SBOA Audit – 4 weeks prior to closing – **February 19**
- k. Construction Permits Secured – 3 weeks prior to closing – **February 26**
- l. Land Acquisition Secured - 3 weeks prior to closing – **February 26**
- m. Anticipated Closing Date – **March 20, 2025**.

- District Approval to Advertise for Bid

Dan Byam asked the District Board to authorize JPR to advertise the Hudson/Saugany Phase 1 Project for bids before the next meeting. Looking at advertising the week of November 11 and November 18 to give contractors a full month before bids will be opened at the December 17 meeting. The RBO will be included in the advertisement.

Mitch Bishop made a motion to authorize JPR to advertise the Hudson/Saugany Phase 1 Projects before the next District Board meeting. Seconded by Mark Danielson. All in Favor. The motion was approved unanimously.

Steve Carter stated Randy Rampola, Barnes and Thornburg asked for a closing timeline. Steve will share the timeline with him. Steve Carter will work on a potential date for paying off the Bond Anticipation, probably on the same day as closing. A meeting between Randy Rampola, Steve Carter, Steve Henschen, Dan Byam and Ken Jones is to be arranged to discuss paying off the Bond Anticipation or rolling it over for Phase 2 of the project.

Dan Byam stated at the September meeting that the submittal of the IDEM permit was discussed which was contingent of the Notice of Statutory Exemption and Notice of Extension of Service Letter. He stated the letter was finalized and will be sent certified on October 23; therefore, the IDEM permit will be submitted on October 22. In the meantime, will be putting together county permits, ie. County Highway, Erosion Control, and permit crossing the South Shore railway. The deadline to have all permits in hand is February 26, 3 weeks before the closing date of March 20, 2025.

J. Executive Committee - Engineering Committee

- Engineering Committee – no meeting held
- Notice of Statutory Exemption and Extension of Service Letter
Jennifer Ransbottom reported the letter for the Notice of Statutory Exemption and Extension of Service Letter has been finalized. The New Indiana Code indicates this mailing has to be sent Certified. Barry McDonnell noted that two notices are being given. Each notice is two different parts of the regional sewer district statute. One requires regular mailing and the other requires Certified Mailing. It made sense since the letter was created as a combined letter to send together as a Certified Mailing. Also included in the mailing was a letter from Amanda Lahners at the Health Department informing the property owners what they have to do if they seek an exemption. Jennifer Ransbottom stated she will be working with Amanda Lahners on tracking property owners who apply for exemptions, deadlines, etc.

K. New Business

- Next Meeting – November 26, 2024, in person and Zoom/Teams Links.
- Pre-Agenda Meeting & Attendees – John, Marcella, Steve H, Steve C, Randy, Jennifer – November 19, 2024 @ 9:00 AM Central (10:00 AM Eastern)
- December 17th Meeting Moved
- Meeting Room Approved for 2025 dates
Mark Danielson made a motion to approve moving the December meeting to December 17 and approve the 2025 meeting dates. Second, by Corey Campbell. All in favor. The motion was approved unanimously.

L. Old Business

- Interlocal Agreement

Agreement included in the packet to indicate that it was completed and signed. Barry McDonnell indicated the need to ensure the money is obtained after closing. Will need to show expenses for the money.

M. Adjournment

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 Mitch Bishop. All in favor. The motion was approved unanimously.

The meeting adjourned at 9:37 AM.