

# LAPORTE COUNTY REGIONAL SEWER DISTRICT

## MEETING MINUTES November 26, 2024 9:00 a.m.

### **Time and Place:**

The LaPorte County Regional Sewer & Water District monthly board meeting was held on Tuesday, November 26, 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, Corey Campbell, Mark Danielson, Jerry Jackson, Marcella Kunstek, and Amanda Lahners (via zoom).

- D. Approval of Minutes:** Amanda Lahners motioned to accept the minutes of the October 22, 2024. Mitch Bishop seconded it. Roll Call Vote was taken John Carr – yes, Mitch Bishop– yes, Corey Campbell – yes, Mark Danielson – yes, Jerry Jackson – yes, Marcella Kunstek – yes, Amanda Lahners – yes. 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 \$2,218,651.36 as of October 31, 2024.

1. Deposits: \$0.00
2. Interest Paid: \$9,509.00
3. Disbursements: \$32,338.50

4. Voided check \$0.00
- 2.) Rolling Prairie Service Area
  - A.) Horizon Bank Checking-Rolling Prairie Account - had a beginning balance of \$294,602.65 as of October 31, 2024.
    1. Deposits: \$16,625.26
    2. SRF Deposit Reimbursements:
    3. Bond Proceeds:
    4. Disbursements: \$4,602.86
    5. Loan Principal County: \$1,830.00
    6. Interest Income: \$420.83
    7. Reimbursement: \$0.00
    8. Transfers Debt Service \$7,650.16, Bond & Int Acct: \$46,480.52
    9. Loan Payment paid: \$0.00
    10. Transfers Debt Serv Reserve Acct: Balance \$7,650.16, Bond & Interest \$46,480.52
  - 3.) Toll Road – Horizon Account.
    - A.) Beginning balance \$562,543.76 as of October 31, 2024.
      1. Deposits: \$25,431.50
      2. Operating Disbursements: \$27,543.73
      3. Interest Income: \$1,877.41
      4. Reimbursements: \$0.00
      5. Improvement Fund (Hoosier Fund): \$361,937.57
      6. Horizon: \$200,606.19
    - 4.) Claims
 

Steve Carter claims totaled \$115,986.16. Steve Carter inquired on what account the payment to DA Dodd was to be paid from. Jennifer Ransbottom and Dan Byam indicated the payment is to be paid from the Toll Road account.

Mitch Bishop made a motion to approve the claims for \$115,986.16. Seconded by Marcella Kuntsek. Roll Call Vote was taken John Carr – yes, Mitch Bishop– yes, Corey Campbell – yes, Mark Danielson – yes, Jerry Jackson – yes, Marcella Kunstek – yes, Amanda Lahners – yes. The motion was approved unanimously.

- **Reports - Astbury Water Technologies**

Chris Vogler reported routine maintenance was performed on the blowers and air handlers. One of the blowers had an oil leak which required a return visit via Astbury staff. Johnson Septic removed and disposed of 8,600 gallons of digester sludge on November 14 and 15. The backflow preventer was recalibrated by Astbury.

**G. JPR Billing/Collection:**

Jennifer Ransbottom stated no report. She stated the billing report for October. Will be working on collection letters and liens.

- **New Billing Provider – Administrative Services**  
Jennifer Ransbottom indicated two proposals were presented. Mark Danielson recommended that the proposals be discussed by the Executive Committee and have them provide a recommendation. Jennifer Ransbottom will schedule an Executive Committee meeting.

Mark Danielson made a motion for the Executive Committee to review the two proposals and provide a recommendation. Seconded by Corey Campbell. Attorney McDonnell inquired as to the last date for JPR to no longer do the billing. Jennifer Ransbottom reported by the end of the year. Roll Call vote was taken. John Carr – yes, Mitch Bishop – yes, Corey Campbell – yes, Mark Danielson – yes, Jerry Jackson – yes, Marcella Kunstek – yes, Amanda Lahners – yes. The motion was approved unanimously.

## **H. Phase II Update –**

Dan Byam reported he has reached out to SRF for the close out of the Phase II projects.

## **I. Hudson/Saugany Project**

- **General Design Progress Update**
  - 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
  - b. Wastewater Treatment Plant
    - i. Design of WWTP Improvements to be included in the Phase I Project has been completed.
    - ii. Proposed WWTP Expansion for Phases II and III will be designed in 2025.
  - c. Wastewater Collection System
    - i. Design of Wastewater Collection System included in the Phase I Project has been completed.
    - ii. Hudson Lake pressure sewer system plan and profile drawings to be continued to be worked on into 2025.
    - iii. BL Anderson/Xylem Flygt/Toric Engineering – Proposed Preselected Equipment Price Increase of \$3,820 for Pump Station No. 7 Control Panel
      - a. Original Price - \$93,242.00
      - b. Proposed Revised Price - \$97,062.00

- c. Request Board Authorization to accept this price increase and modify preselected price in Bid Form.
  - d. Project Permitting
    - i. The following permit applications have already been submitted on behalf of the District:
      - a. IDEM Wastewater Treatment Plant Construction Permit
      - b. IDEM Sanitary Sewer Construction Permit
        - i. We have received comments from IDEM on the above two permit applications and are formulating a response, which we expect to be issued on or before December 2, 2024.
        - ii. NICTD South Shore Railroad Crossing Permit
        - iii. LaPorte County Drainage Board – Regulated Drain Crossing Permit
      - b. The following permits require District Board authorization to be submitted:
        - i. LaPorte County MS4 Erosion Control Permit
        - ii. IDEM Construction Stormwater General Permit – Notice of Intent
        - iii. LaPorte County Highway Department – R/W Use and Driveway Permit
      - c. Request District Board Authorization for John Carr to execute any remaining permit forms for the Phase I project outside of a regular Board meeting.
  - e. Land Acquisition
    - Grinder Station Easements (Saugany Lake Only)

Owners with Parcels that need easements	273	
Needed but not completed	95	35%
Needed but not completed (main, no GS)	3	1%
Completed	175	65%
Exemptions Granted	0	

- f. Tentative Project Schedule
  - 1. Advertisement for bid the **week of November 11** and **week of November 18**.
  - 2. Bid opening **December 17** at the start of the regular Board Meeting
  - 3. JPR presents bid results to a financial advisor – **December 18**
  - 4. Financial Advisor prepares final rate study and presents to Board on **January 14**
  - 5. Attorney prepares rate ordinance draft for Board action on **January 14**
  - 6. Engineer’s recommendation around **January 14**
  - 7. Due Diligence to SRF – 4 weeks prior to closing – **February 19**

8. Completed SBOA Audit – 4 weeks prior to closing – **February 19**
9. Construction Permits Secured – 3 weeks prior to closing – **February 26**
10. Land Acquisition Secured - 3 weeks prior to closing – **February 26**
11. Anticipated Closing Date – **March 20, 2025.**

- **Pumps and Controls Pre-Selection – Revise Price**

Dan Byam stated in regard to the Wastewater Collection System, he reached out to the preselected vendors to obtain statements that they were going to hold their prices through closing of the project. Only one vendor requested a price increase, Torok Engineering (the control panel manufacturing that works along side Xylum and BL Anderson). They have indicated a price increase of \$3,820.00 on the pump station #7 control panel. The original price was \$93,242.00, so with the increase the proposed price is \$97,062.00. Dan Byam requested Board authorization to update the price of that one unit item in the pre-selection form.

Mark Danielson made a motion to update the pre-selection form for the one pump station control panel price increase. Seconded by Corey Campbell. Attorney McDonnell inquired as to the last date for JPR to no longer do the billing. Jennifer Ransbottom reported by the end of the year. Roll Call vote was taken. John Carr – yes, Mitch Bishop– yes, Corey Campbell – yes, Mark Danielson – yes, Jerry Jackson – yes, Marcella Kunstek – yes, Amanda Lahners – yes. The motion was approved unanimously.

- **Permit Applications – Phase**

Dan Byam indicated permits have been submitted for the wastewater plant and collection system. Comments have been received from review engineer and a response was formulated and to be submitted on December 2.

Have also submitted a permit for the Jack and Bore crossing of the South Shore railroad and a permit for the crossing of a regulated drain on the east side of Saugany Lake. Still have 3 permits that require the District Board to sign off on LaPorte County Erosion Control Permit, the IDEM Stormwater Construction Permit and the LaPorte County Highway Department Right of Way Driveway and Use Permit. Dan Byam asked the Board to authorize John Carr to sign these permits outside of a District Board meeting.

Jerry Jackson made a motion to authorize the Board President to sign the LaPorte County Erosion Control Permit, the IDEM Stormwater Construction Permit and the LaPorte County Highway Department Right of Way Driveway and Use Permit. Seconded by Mark Danielson. Attorney McDonnell inquired as to the last date for JPR to no longer do the billing. Jennifer Ransbottom reported by the end of the year. Roll Call vote was taken. John Carr – yes, Mitch Bishop– yes, Corey Campbell – yes, Mark Danielson – yes, Jerry Jackson – yes, Marcella Kunstek – yes, Amanda Lahners – yes. The motion was approved unanimously.

- **Pre-Bid Meeting for Contractors**

December 3 at 10:00 AM conference room – 809 State Street Suite 401A – only 3 board member to attend. John Carr and Corey Campbell to attend.

**J. Executive Committee - Engineering Committee**

- Engineering Committee – no meeting held
- Notice of Statutory Exemption and Extension of Service Letter  
Jennifer Ransbottom reported there are only a few that property owners that have completed the exemption forms. Jennifer will assemble the list for review by the Board.

**K. New Business**

- Next Meeting – December 17, 2024, in person and Zoom/Teams Links.
- Pre-Agenda Meeting & Attendees – John, Marcella, Steve H, Steve C, Randy, Jennifer – December 10, 2024 @ 9:00 AM Central (10:00 AM Eastern)
- 2022 and 2023 Audit – Jennifer Ransbottom reported this is continuing and has a call with scheduled.
- Meeting Room Approved for 2025 dates
- Steve Carter suggested a second meeting in January for introduction of the rate ordinance. A second meeting in February may also be needed and is firming up March closing date with SRF. Jennifer to arrange these meetings.
- Jerry Jackson stated the flow meter that measures the flow from Rolling Prairie into LaPorte has failed. The meter is in a vault at the bottom of a ditch. It is advisable to keep this meter dry and there maybe some cost to reshape the ditch and fix the drainage issue.

**L. Old Business**

- Interlocal Agreement  
Informational item - next step will be after closing with SRF will have 30 days to submit invoice to County to obtain the money.

**M. Adjournment**

Marcella Kuntsek made a motion to adjourn. Seconded by Mark Danielson. Attorney McDonnell inquired as to the last date for JPR to no longer do the billing. Jennifer Ransbottom reported by the end of the year. Roll Call vote was taken. John Carr – yes, Mitch Bishop– yes, Corey Campbell – yes, Mark Danielson – yes, Jerry Jackson – yes, Marcella Kunstek – yes, Amanda Lahners – yes. The motion was approved unanimously.

The meeting adjourned at 9:30 AM.