

**STEUBEN LAKES REGIONAL WASTE DISTRICT
BOARD OF TRUSTEES MEETING
MAY 24, 2023
23-05R
6:00 P.M.**

MEMBERS PRESENT:

Craig Rice
Larry Keeler
Abby VanVlerah
Rob Moreland

MEMBERS ABSENT:

Renee Clauss
Kelly Johnson
Jon Flaugh

Also Present

Logan Stevens – Carson LLP
Steve Henschen – Jones Petrie Rafinski

Rob Moreland called the meeting to order at 6:00 p.m.

Rob Moreland read the following statement: At the end of the meeting, the public will be given an opportunity to speak. In the interest of time, each person shall be limited to three minutes. Your comments will be part of the public record of the meeting, so we ask that you present them in a professional manner and speak only to the matters at hand.

APPROVAL OF THE APRIL 2023 MEETING MINUTES CHANGES OR ADDITIONS.

The Board presented minutes of the APRIL 26, 2023, board meeting minutes for review and approval. Upon motion duly made by Abby VanVlerah and seconded by Craig Rice, the Board unanimously approved the board meeting minutes APRIL 26, 2023.

FINANCIAL REPORTS

The financial reports, check register, project check register, bank account report, and claims for APRIL 2023 were presented for review.

The Revenue Report, Appropriation Report, Capital Expenditures, Accounts Payable Register, Fund Report with Investments, and Monthly Budget Report with Capital for APRIL 2023 were presented for review. Abby VanVlerah moved, and Larry Keeler seconded the motion, to accept and approve the APRIL 2023 financial reports as submitted, which motion was unanimously approved.

ATTORNEY REPORT

Rob Moreland addresses setting an executive session to go over the contract with DNR before the next board meeting. Craig Rice suggests having a short session (30 minutes to an hour) before our next board meeting (June 28th, 2023).

ENGINEERS REPORTS

- A. Steve Henschen with JPR addresses the board for an update on NED II: Monday (5/22/2023) of this week the District closed on the financing for the NED II project. The next step is to sign contracts and issue notice to proceed. Carson LLP has reviewed all contracts.
- a. Contract A – Selge: Construction contract for \$3,790,495.00. The work associated with Contract A is replacements of pump stations 1, 2, and 9. The effective date of the agreement would be today if approved. Start of construction would be June 5th, 2023. The contractor would have 360 days to complete that work. Substantial completion of that work would be set for May 30th, 2024, and final completion of June 29th, 2024. Craig Rice moved, and Abby VanVlerah seconded the motion, to accept and approve Contract A with Selge as presented and approved by our attorneys and issue the notice to proceed as submitted, which motion was unanimously approved.
 - b. Contract B – Niblock: Construction contract for \$8,739,227.00. The work associated with Contract B is a new force main that will connect to pump station 10, rebuild of pump station 10, adding a new pump station (31) and getting rid of the leach fields (Antrup and Bearman). The effective date of the agreement would be today if approved. Start of construction would be June 5th, 2023. The contractor would have 870 days for substantial completion and 900 days for final completion. Substantial completion of the work would be set for October 22nd, 2025, and final completion would be set for November 21st, 2025. One intermediate milestone is 450 days to complete the main trunk line which goes from pump station 22 to pump station 10 with a completion date of August 28th, 2024. Abby VanVlerah moved, and Larry Keeler seconded the motion, to accept and approve Contract B with Niblock as presented and approved by our attorneys and issue the notice to proceed as submitted, which motion was unanimously approved.
 - c. Shipman Consulting for Davis Bacon wage compliance for the NED 2 Project: Because this project is funded with federal funds, we are required to have a compliance officer review all of the payroll on a weekly basis for anyone working on the construction site (Contractor, subcontractor etc.). The estimated fee from Shipman Consulting is \$25,000 for both contracts A and B. We had \$35,000 budgeted for this capital cost. Craig Rice moved, and Abby VanVlerah seconded the motion, to accept and approve the Shipman Consulting proposal to monitor our Davis Bacon wage compliance requirements as submitted, which motion was unanimously approved.

OLD BUSINESS

- A. Monthly Billing: Courtney Masters, Director of Administration, updates us on the monthly billing. The software company emailed requesting some information from the District to

get the invoices ready. That information has been sent to them. Last week they asked for a backup to test what they have done so far. Have not heard back at this time. Possible start date of July 1st, 2023, for the monthly billing statements. Will add text to the new statements notifying customer they no longer need their coupon books as the statements will replace those coupon book slips.

- B. Website Upgrade: Had a meeting to share ideas and get the ball rolling. Talked about Analytics for the new website which is something we are not using on our current site. This will give us a monthly report.
- C. Remote Access: the OWL is in. We are waiting on cables and a tripod to get it mounted. Once that is completed and set up, we will do some test runs at the plant and hopefully be online in the next two months (hopefully by August board meeting). This will allow the general public to access our meetings.
- D. Lakes Council: Started pulling samples last week and there were a couple spots that were inaccessible that we will need to revisit again for samples. The results were what was expected. Looking to gather more data and see how it is trending.

NEW BUSINESS

N/A

DISTRICT BUSINESS & OTHER GENERAL MATTERS

N/A

PUBLIC COMMENT

- A. Dennis Brandt who resides at 1495 N 290 W: Dennis asks if the remote access through OWL will allow him to sit at home and watch the meetings and also ask questions. Rob Moreland clarifies that OWL will allow him to watch the meeting from home, however it will not allow him to ask questions. He would need to come in person for the public comment portion of the meeting.
- B. Scott Lantz who resides at 1390 N 290 W: Scott asks if all of the PDF's presented at the board meetings are available to the public. Courtney Masters confirms that yes, they are available to the public by request. She asked him to contact the office directly with a request for what documents he would like copies of. Scott asks if the project funds for Contacts A and Contracts B for NED II are available. Rob Moreland confirms that yes, that money is available to pay for those specific project contracts at this time.

MOTION TO ADJOURN

There being no further business to come before the meeting, Rob Moreland asked for a motion to adjourn. Such motion was made, seconded, and unanimously carried; the meeting was adjourned.