

**STEUBEN LAKES REGIONAL WASTE DISTRICT
BOARD OF TRUSTEES MEETING
OCTOBER 25, 2023
23-10R
6:00 P.M.**

MEMBERS PRESENT:

Craig Rice
Renee Clauss
Rob Moreland (remote)
Jon Flaugh
Kelly Johnson

MEMBERS ABSENT:

Abby VanVlerah
Larry Keeler

Also Present

Andrew Boxberger – Carson LLP
Steve Henschen – Jones Petrie Rafinski

Craig Rice called the meeting to order at 6:00 p.m.

Craig Rice 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 SEPTEMBER 2023 MEETING MINUTES CHANGES OR ADDITIONS.

The Board presented minutes of the SEPTEMBER 27, 2023, board meeting minutes for review and approval. Upon motion duly made by Rob Moreland and seconded by Kelly Johnson, the Board unanimously approved the board meeting minutes SEPTEMBER 27, 2023. Each board member must vote in roll call due to Rob Moreland participating remotely. Each board member voted in approval of the September 27, 2023, board meeting minutes.

FINANCIAL REPORTS

The financial reports, check register, project check register, bank account report, and claims for SEPTEMBER 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 SEPTEMBER 2023 were presented for review. Kelly Johnson moved, and Renee Clauss seconded the motion, to accept and approve the SEPTEMBER 2023 financial reports as submitted, which motion was unanimously approved. Each board member must vote in roll call due to Rob Moreland participating remotely. Each board member voted in approval of the September 2023, financial reports.

Employee Christmas: The Christmas bonus for staff is to be the same as it has been for the last two years. This expense was built into the wages in the budget. No motion necessary as it was originally approved in the budget.

Customers Switched to the Electronic Payment Method as a Result of the Monthly Billing: Roughly 225 customers have signed up since July when we started monthly billing statements in replacement of the coupon books.

ATTORNEY REPORT

N/A

ENGINEERS REPORTS

- A. NED Phase 1 Septic Tank Abandonment at 1960/1980 Lane 105: The work has been completed and VanGordon Construction has been paid in full by the District (\$8,950.00). JPR will reimburse the District for half of the cost. Invoice to be emailed to JPR.
- B. NED Phase 2 Contracts A and B: No change orders at this time. Both contractors are ordering supplies and materials. Niblock expects to mobilize on their contract B work late this year or early 2024. Selge may need an extension due to the long wait time to acquire generators. We gave them 12 months to complete their work which is reconstruction of 3 main pump stations. The total time to do that project would probably be 8 weeks but because we have to keep the pump stations running in the meantime, they have to have all equipment on hand prior to starting that work. We may be looking at an estimated 3-month extension.
- C. NED Phase 2 Contract C: This is the project we are moving forward with Selge Construction. It is on track for pre-closing in January 2024 and closing in March 2024. Technically the contract's start time would be in May 2024 but again, the contractor would not be starting until around December 2024.

OLD BUSINESS

- A. Employee Handbook Update: Bryan Klein updated the handbook per employee request to change the breakdown of when employees move from one level of personal time off (PTO) to the next. The last update to the handbook simply copied the breakdown from the previous handbook without revision. The first two designations for 60 days (16 hours) and 180 days (16 hours) are to remain the same. The 1-year was 64 hours and will now be 104. We have done away with the 2-year (104 hours). This allows PTO to fall in 5-year increments (5-year/10-year/15-year) instead of the previous 1-year, 2-year, 7-year, 15-year increments. PTO is capped at 10 years (204 hours). The original handbook gave no time given to employees for the first year. This was not reasonable for illness, emergencies, those with children etc. Bryan reviewed the entire handbook to update any other information including

contact information for current staff members. The most recent revision date has been noted on each updated section in the table on contents to keep track of all updates to the handbook. Rob Moreland moved, and Kelly Johnson seconded the motion, to accept and approve the changes to the employee handbook paid time off as submitted, which motion was unanimously approved. Each board member must vote in roll call due to Rob Moreland participating remotely. Each board member voted in approval of the changes to the employee handbook paid time off.

- B. Website: We have finished the videography that will be a part of the new website home page. This has been turned in to the Asher Agency and we should be getting close to completion of the website. Bryan Klein is happy with the results of the videography.

NEW BUSINESS

- A. Lift Station 15 Transfer Switch Controller: The transfer switch for the generator controller went out and had a replacement cost of \$899.34. No motion needed as the amount is less than \$5,000. This was simply informational. No motion needed.
- B. Lift Station 23 Transfer Display and Radiator Flush: The transfer display, radiator flush, and mechanical repairs come at a cost of \$5,060.83 from the contract maintenance funds, not capital funds. Kelly Johnson moved, and Jon Flaugh seconded the motion, to accept and approve the repairs to Lift Station 23 in the amount of \$5,060.83 as submitted, which motion was unanimously approved. Each board member must vote in roll call due to Rob Moreland participating remotely. Each board member voted in approval of the repairs to Lift Station 23 in the amount of \$5,060.83.
- C. Vac Truck Water Circulation Pump: Cost to replace the water pump in the Vac truck is invoiced at \$3,157.08 and has been paid from Capital funds. This was simply informational. No motion needed.
- D. Surge Protection for VFD's: After multiple issues with VFD's as we have previously covered in past meetings, the replaced VFD's on lift stations were under warranty and we have replaced 2 VFD's and acquired a spare for the treatment plant. Those 3 were not under warranty and their purchase was approved at last month's board meeting. Engineers have been brought in to continue with diagnosing the problem. We spoke with the company we purchased them from, BL Anderson, and they spoke with the manufacturer. After a representative from Energy Conservancy Group, LLC visited each lift station site that experienced these VFD failures, we were informed it is a surge protection issue. The representative gave Bryan Klein over thirty references, and he called ten of them. All ten have had their equipment for at least 5 to 10 years and they all had nothing but good things to say. They were also having similar issues with VFD failure and other electrical equipment, control panels, and larger equipment in their treatment plants. Two of the references had instances that destroyed their surge protector and they had to call in on the warranty. Within a couple of days they had new surge protectors installed at no charge and their equipment was protected. The quote for these surge protectors and a 25-year full replacement warranty for the lift stations is \$17,100.00 and for the treatment plant is

\$13,025.00 to be paid from Capital Funds. Craig Rice asked for Steve Henschen's opinion from an engineer's standpoint and Steve confirmed they brought a licensed electrician who does a lot of heavy wastewater utility work to each lift station site experiencing these failures. They tried to rule out all the issues they could think of. They also brought in an electrical engineer to remotely review all failure reports and site inspections but there was not a definitive cause found. They did confirm the voltages being supplied by the electric company is higher than is ideal. They contemplated putting line reactors in to protect the VFD's, but it would not protect any of the other equipment in the panel. The surge protectors being proposed would be a better source of protection for the VFD's and other equipment. Steve agrees this is the correct next step. LaGrange county is having similar issues with failures, so this is not an issue only the District is experiencing. Kelly Johnson moved, and Jon Flaugh seconded the motion, to accept and approve the quotes for surge protectors with the 25-year replacement warranty for the lift stations in the amount of \$17,100.00 and for the treatment plant in the amount of \$13,025.00, totaling \$30,125.00 to be paid from Capital funds as submitted, which motion was unanimously approved. Each board member must vote in roll call due to Rob Moreland participating remotely. Each board member voted in approval of the quotes for surge protectors with the 25-year replacement warranty for the lift stations in the amount of \$17,100.00 and for the treatment plant in the amount of \$13,025.00, totaling \$30,125.00 to be paid from Capital funds. Bryan will sign the quotes and return to Energy Conservancy Group, LLC to move forward.

- E. Steuben Lakes RWD Chemical Feed PLC Replacement Quote: The quote to replace the PLC in the Chemical Feed Control Panel with Toric Engineering is in the amount of \$3,137.00. This price includes the hardware as well as the engineering services (installation of hardware, on-site startup, on-site training, one year warranty on parts and labor, and PLC programming). This was simply informational. No motion needed.

DISTRICT BUSINESS & OTHER GENERAL MATTERS

- A. Easement Encroachment Variance Request for 800 Ln 101 D Jimmerson Lake: Tom West and Barbi West who reside at 800 Ln 101 D Jimmerson Lake requests an encroachment on the easement for a home addition to join an existing home and existing detached garage together with an enclosed bridge (15' above the ground). The third-floor overhang would encroach 6" into the 5' easement towards the grinder tank. Renee Clauss moved, and Jon Flaugh seconded the motion, to approve the easement encroachment variance for 800 Ln 101 D Jimmerson Lake as submitted, which motion was unanimously approved. Each board member must vote in roll call due to Rob Moreland participating remotely. Each board member voted in approval of the easement encroachment request for 800 Ln 101 D Jimmerson Lake.
- B. Thank You Letter: Scott Miller who attended the September 27th board meeting to request an easement encroachment sent an email to District staff regarding his positive experience working with the District through the meeting, encroachment, and permit process. The positive feedback is greatly appreciated.

PUBLIC COMMENT

N/A

MOTION TO ADJOURN

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