

**STEUBEN LAKES REGIONAL WASTE DISTRICT  
BOARD OF TRUSTEES MEETING  
JULY 26, 2023  
23-07R  
6:00 P.M.**

**MEMBERS PRESENT:**

Craig Rice  
Larry Keeler  
Rob Moreland  
Jon Flaugh

**MEMBERS ABSENT:**

Renee Clauss  
Kelly Johnson  
Abby VanVlerah

Also Present

Andrew Boxberger – 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 JUNE 2023 MEETING MINUTES CHANGES OR ADDITIONS.**

The Board presented minutes of the JUNE 29, 2023, board meeting minutes for review and approval. Upon motion duly made by Craig Rice and seconded by Larry Keeler, the Board unanimously approved the board meeting minutes JUNE 29, 2023.

**FINANCIAL REPORTS**

The financial reports, check register, project check register, bank account report, and claims for JUNE 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 JUNE 2023 were presented for review. Craig Rice moved, and Jon Flaugh seconded the motion, to accept and approve the JUNE 2023 financial reports as submitted, which motion was unanimously approved.

Superintendent Bryan Klein updated that all three departments individually and the District as a whole, are at exactly 51% of the budget remaining which is right on track with where we should be. Discussed that the 2018 and 2019 bonds have been reissued at 0% interest. Document showing the current schedule of monthly sinking funds transfers for all open debt is

shown. Current remaining balances and payoff date for each bond are also presented. Will post this schedule to website in transparency of our monthly debt payments. Next month (August 2023) is when we present the preliminary 2024 budget for review. Voting for finalizing the 2024 budget will take place at the September 2023 board meeting.

#### ATTORNEY REPORT

N/A

#### ENGINEERS REPORTS

- A. NED-2 Funding Update: Clean Water SRF Funds came out with their preliminary scoring for projects. As we have closed with projects A and B for NED-2, we are requesting funding for contracts C (overall southern part of NED-2 system) and D (Pokagon State Park) for NED-2. Draft list presented and unfortunately, we did not score in the fundable range. Projects 1-11 on that list are what IDEM has called their fundable range. We are ranked as 17. Steve Brock has since spoken with the SRF and reiterated our need for funding. The SRF indicated there is still an opportunity for this scoring to change. The SRF will take this list and contact projects 1-11 and ask for closing date and if they are not ready, those projects will move down the ranking on the list. They do have an incorrect requested funds amount of \$45,000,000. It is unknown where that number is from. The correct amount of requested funds would be \$9,500,000 for project C and \$7,020,000 for project D. Steve Brock has sent those corrected numbers to the SRF. The SRF expects to have notifications on their final listing and where projects stand by the end of July/first week of August. We expect to hear from them about where we end up on the list. To cover our bases, Steve Brock submitted the SLRWD request to participate in the fall 2023 SRF pool program. It is typically a loan only program. We are not committed as a District to moving forward with pool funding. If we do not make the project priority list, Steve Brock will be crunching numbers to continue with contracts C and D of NED-2 without affecting the customer rate.

#### OLD BUSINESS

- A. Remote Participation: John McCoy addressed the 'OWL' that has been set up for remote participation. Some of the board members do not have Microsoft based email accounts and none have SLRWD email accounts. When trying to setup to make this first meeting, we could not make any of the non-Microsoft email accounts presenters which meant no audio or video. Looking into fixing the issue. We may need to upgrade licensing. Teams has three different types of meetings (Teams meeting, Teams webinar, and Teams live event). The Teams webinar or live event would be the best option for us; however, the webinar requires participants to register online for every meeting they want to attend. This is not ideal. We are looking for a simple system where the customers push a button to get to the meeting and push a button to leave the meeting. The Teams live event does not require registration, the audience is completely view only, and we can have a panel of participants. We do need additional licensing for the Teams live event (cost is an additional \$7.00 monthly). John discovered there is an option to have guest presenters in Teams which allows us to invite

the email address to participate and leaves the audience as view only. He is going to continue testing and find a solution. If he cannot configure to allow participation off of current email address, we would need to add SLRWD email address for all board members, attorney, and engineer at a cost of \$12 per user per month (\$108).

- B. Website: District staff has been working with and had another meeting with Asher regarding wire frames and mockups. We are getting close to having an example to show the board. It is a lot a reorganizing to make all information more accessible.
- C. Monthly Billing: The first monthly statements went out this month (July). Courtney masters discussed all of the phone calls the office received asking questions regarding the new billing. This statement notified people of credit balances they were unaware of. Rob Moreland was one of those customers that received a statement reflecting a credit he was unaware of. We had a large influx of customers signing up for e-billing and automatic payments.

#### NEW BUSINESS

- A. Boardable 3 Year Contract: Boardable software has an annual fee that we pay for their services. The fee will be due next month (August). They have given us a significant discount every year (over 60%) which will no longer be offered. We will be receiving a discount of 44% moving forward. They offered a 3-year contract to lock in the 44% discount. The 3-year Essential Yearly Plan is \$1,415.70/year. Discussed that going back to paper documents at each board meeting for all board members and attendants was a cost of over \$2000 per year (ink, paper, printer rental, staff member's time. Not including cost of shredding company to shred papers left over from meeting). Craig Rice moved, and Larry Keeler seconded the motion, to accept and approve the Boardable 3-year contract in the amount of \$1,415.70 per year as submitted, which motion was unanimously approved.

#### DISTRICT BUSINESS & OTHER GENERAL MATTERS

N/A

#### PUBLIC COMMENT

N/A

#### 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.