

**STEUBEN LAKES REGIONAL WASTE DISTRICT  
BOARD OF TRUSTEES MEETING  
JUNE 28, 2023  
23-06R  
6:00 P.M.**

**MEMBERS PRESENT:**

Craig Rice  
Larry Keeler  
Abby VanVlerah  
Rob Moreland  
Kelly Johnson  
Renee Clauss

**MEMBERS ABSENT:**

Jon Flaugh

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 MAY 2023 MEETING MINUTES CHANGES OR ADDITIONS.**

The Board presented minutes of the MAY 24, 2023, board meeting minutes for review and approval. Upon motion duly made by Abby VanVlerah and seconded by Larry Keeler, the Board unanimously approved the board meeting minutes MAY 24, 2023.

**FINANCIAL REPORTS**

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

## ATTORNEY REPORT

- A. Agreement for Extension of Sanitary Sewer: Andy has created an Agreement per the request of Bryan Klein. In situations where a development comes through and the developer pays for the costs of adding a mainline for the housing addition, and later on surrounding areas connect to that line, we would divide the cost of the line divided by the number of potential customers/lots and create a fee to be paid the District and directly reimbursed to the developer. We have done this before with Lake Pleasant. This reimbursement fee is not the same as the capacity fee paid to the District directly. No motion made.
  
- B. Ordinance no. 2023-\_\_ : This subdivision control ordinance deals with anyone wanting to put in a subdivision to reserve capacity for 5 years. They would pay a cost to do that. This would help with administrative costs and reserve the capacity the developer is asking for. The purposed capacity reservation fee is \$500.00 per EU (equivalent unit). This is not the same as the capacity fee each lot owner will pay when they hook up to the system individually. This cost is simply to reserve the capacity for the entire development for a 5-year period as it takes time for a development to be developed and we have to ensure we have the available capacity for the development. The \$500.00 per EU capacity reservation fee is not refundable. Craig Rice moved, and Abby VanVlerah seconded the motion, to accept and approve the introduction of the \$500.00 Capacity Reservation Fee per EU as submitted, which motion was unanimously approved.

## ENGINEERS REPORTS

N/A

## OLD BUSINESS

- A. Monthly Billing: We are waiting for the postage reserve check to be received by Boyce and then we will be ready to start monthly billing statements. If received by this Friday 6/30, July will start the monthly billing statements.
  
- A. Website Upgrade: We have a meeting set for July 12<sup>th</sup> with Asher to continue progress on the website upgrade. We are hoping to have a rough draft to show the board at the next meeting.
  
- B. Remote Access: We have all the equipment and are ready for setup and training. Due to a family emergency, the IT Technician was unable to set up before this meeting. We will touch base to get that setup and training rescheduled. Will send an email and website notice when it is ready. Mailing a notice to each customer is too high of a cost. We will include a note about this on the monthly mailed statement and not issue a separate mailed notice.

## NEW BUSINESS

- A. Replacement Pump, Controls, and Necessary Equipment for Continued Use of Lift Station 22: Lift Station 22 is the lift station near Antrup and Bearman fields and we have been nursing it along for quite some time knowing it was a part of the NED II project. Unfortunately, it has completely failed (the control panel and pumps) which has required around the clock attention. We have a quote from Toric in the amount of \$10,974.00 for the motor control panel replacement as well as a quote for a spare pump from Straeffer Pump & Supply in the amount of \$8,380.00. Toric has already completed the work as it was emergent. We have resolved the pump problems, but the replacement is necessary to have on-hand in case of a future pump issue. Craig Rice moved, and Kelly Johnson seconded the motion, to accept and approve the invoices for the new pump for Lift Station 22 and the control panel already built in the total amount of \$19,354.00 from Capital Funds for as submitted, which motion was unanimously approved.

## DISTRICT BUSINESS & OTHER GENERAL MATTERS

- A. Encroachment Request - 180 Ln 160 Crooked Lake: Susan and Richard Reger who reside at 180 Ln 160 Crooked Lake added a bathroom addition of which a permit was pulled for, and also added a concrete driveway. When they realized they needed an encroachment variance from the District, they made the choice to put the concrete driveway over the lateral line knowing we may ask them to tear it out. The concrete is in the easement and over the lateral line. The cleanout and tank are not affected. Susan apologizes for not knowing she needed to ask permission to add the concrete driveway to their construction project. The County does not permit flat work, so it is only the District they need permission from. The site has been inspected by our maintenance department. It is understood if the concrete needs to be removed in the future for our access to the equipment and line, it is at the cost of the homeowners and will not be replaced by the District as stated in the encroachment documents. Craig Rice moved, and Renee Clauss seconded the motion, to accept and approve the easement encroachment for 180 Ln 160 Crooked Lake as submitted, which motion was unanimously approved.
- B. 11780 E 568 N - Possible Tank Relocation: Bryan Klein addresses a tank that was installed to eventually be a shared tank and is located on the property line. The homeowner that this tank does NOT service wants to put a privacy fence along the property line. We came up with the solution of a double gate in the fence for our access. The homeowner has decided he wants a solid fence and not a double gate. Although we legally have the right according to the easement to leave the equipment as is, in fairness to the homeowner we would like to move the tank, control box, electric, and plumbing. The quote presented today to move the tank is from M&C Trenching in the amount of \$9,865.00 to relocate the tank. *It should be noted the District does NOT move things because a homeowner wants to build things where our system is located. The only reason this is being moved and at the District cost is because the original placement of this equipment was incorrect, and we are correcting that error.* Kelly Johnson moved, and Craig Rice seconded the motion, to accept and approve the relocation of sewer equipment for 11780 E 568 N and payment to M&C

Trenching in the amount of \$9,865.00 as submitted, which motion was unanimously approved.

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.