

**STEUBEN LAKES REGIONAL WASTE DISTRICT  
BOARD OF TRUSTEES MEETING  
DECEMBER 20, 2023  
23-12R  
6:00 P.M.**

**MEMBERS PRESENT:**

Renee Clauss  
Abby VanVlerah  
Rob Moreland  
Kelly Johnson  
Mike Miller

**MEMBERS ABSENT:**

Craig Rice  
Jon Flaugh

**Also Present**

Chris Nussbaum – 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 NOVEMBER 2023 MEETING MINUTES CHANGES OR ADDITIONS.**

The Board presented minutes of the NOVEMBER 29, 2023, board meeting minutes for review and approval. Upon motion duly made by Abby VanVlerah and seconded by Kelly Johnson, the Board unanimously approved the board meeting minutes NOVEMBER 29, 2023.

**FINANCIAL REPORTS**

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

Asher presentation of purposed new website: Emily Bartrom and Brandon Peat with Asher go over the new website that is ready to launch pending tonight's approval. Our current website is built on a content management system known as word press which is the leading CMS

platform on the market. This makes it easy to get in the back end and edit the content. The home page with the video is shown first. Accessibility is shown. The body of the website is built with a modular builder so that kinds of functionality are easy to plug and play from page to page. You can swap out layout, colors, and information from page to page. The footer drives everyone to the main ‘calls to action’ such as ‘FAQs’ and ‘pay my bill’ section as those will be some of the most used functions by customers on the website. All of the pages follow a similar format. Would like to add a new map showing the current NED II project and the updated District boundaries. Confirmed the new logo as shown. Once the motion is passed, give, or take a week, Asher will be ready to get the server prepped and the website launched. Once the website is live, there will be monthly analytics to review at future board meetings. Kelly Johnson moved, and Abby VanVlerah seconded the motion, to accept and approve the new website as submitted, which motion was unanimously approved.

## ATTORNEY REPORT

- A. Lake View Estates – Plat has been recorded as of last week.

## ENGINEERS REPORTS

- A. NED Phase 2 Project Update: Steve Henschen updates - Contract A with Selge Construction for pump stations 1, 2, and 9 update shows the original contract amount of \$3,790,495.00 and the change order in the amount of \$3,733.00. This is an increase of 0.10% . Contract B with Niblock Excavating for the West service area (300 W and North Snow Bay) update shows the original contract amount of \$8,739,227.00 and the change order in the amount of \$146,204.00. This is an increase of 1.67%. For the property owners in the project that want to relocate equipment farther than our current project budget allows, they will incur those costs as shown as variance payments in the contingency of this report.
- B. Contract Pay Application 1 for Selge – The contract pay application is presented in the amount of \$104,386.90 with 5% retainage being held in the amount of \$5,494.05. We have a unit price-based contract on Contract A for the three main items (pump stations 1, 2, and 9). The contractor has claimed for work completed today which includes some clearing at lift station 1 and 2 sites as well as 70% of the cost of one of the large generators that will be going into one of these sites. These are safely stored with the manufacturer at this time. The contractor has provided photographs. Renee Clauss moved, and Kelly Johnson seconded the motion, to accept and approve Contract A Pay Application 1 for Selge in the amount of \$104,386.90 as submitted, which motion was unanimously approved.
- C. Pump Station #24 Control Panel Replacement – Bryan had presented to the board in a prior meeting and was granted approval for this control panel replacement. The expected ship date continues to be delayed and is now April 2024. JPR is working with the District to get this installed, including hiring an electrical contractor whose costs estimate we are seeing between \$15,000 and \$25,000. We do not have to do a formal advertising bidding process, but we do need three quotes submitted from electrical contractors. Steve asks the board for approval to request installation quotes from electrical contractors. Expected to request the quotes in mid-January, have them received by Mid-February, and presented to

the board at the February 2024 meeting. Abby VanVlerah moved, and Kelly Johnson seconded the motion, to accept and approve JPR to request quotes for the installation of the control panel at Lift Station 24 as submitted, which motion was unanimously approved.

#### OLD BUSINESS

- A. 2020 Vac Truck Parts and Repair: The services and repairs as previously approved on November 29<sup>th</sup>, 2023; meeting was completed in the amount of \$10,584.40 which is a difference of \$1,499.62 from the approved amount of \$9,084.78. No motion needed.
- B. 2020 Vac Truck PM Service: Service Order presented for general knowledge in the amount of \$7,927.84. No motion needed.

#### NEW BUSINESS

- A. Lift Station 23 Pump Replacements: One of the two pumps went out completely and the other on its last leg. We took it in for repair and received the estimate to repair the pump which is in the neighborhood of \$6,000. It was brought to our attention the brand of the pump is MODY which neither Bryan nor Cole Shock had heard of before. This is from an old project. Bryan decided to look at replacing rather than ‘band-aiding’ the situation. The quote to replace with the same brand pumps is \$63,750.00. The brand we are recommending we go with is KSB pumps, which is represented by Straeffler Pump & Supply, which is the supplier we work with for all of our grinder pumps, ARVs, ARIs, etc. The Straeffler quote for quantity 3 new KSB pumps is in the amount of \$49,500.00. This is a Capital expenditure. Renee Clauss moved, and Abby VanVlerah seconded the motion, to accept and approve the Straeffler Pump and Supply quote in the amount of \$49,500.00 for the quantity 3 KSB pumps for Lift Station 23 as submitted, which motion was unanimously approved.

#### DISTRICT BUSINESS & OTHER GENERAL MATTERS

- A. Election of 2024 Officers: Craig Rice informed Rob Moreland prior to the meeting that he is willing to continue as Secretary Treasurer for the District. Kelly Johnson moved, and Renee Clauss seconded the motion, to accept and approve the officers to remain as they are as submitted, which motion was unanimously approved.
- B. Encroachment Request – 6071 W South Lake Gage Drive: Jamie Lancia with Lancia Homes at 9430 Lima Rd Fort Wayne, IN 46818 presents on behalf of Donald & Diane Gotsch who reside at 6071 W South Lake Gage Drive. He is asking for an encroachment to tear down and rebuild a concrete driveway to come within +/-24” of the force main line. Property owners to sign encroachment in our office. Kelly Johnson moved, and Renee Clauss seconded the motion, to accept and approve the easement encroachment for 6071 W South Lake Gage Drive for the concrete driveway as submitted, which motion was unanimously approved.

- C. Bryan presented a report showing all of the work orders for the previous month to show the board a visualization of what the maintenance department is working on. There are 572 work orders just for the month of November. These work orders include locates, maintenance, repairs, service calls, readings, and inspections.

#### PUBLIC COMMENT

- A. Jamie Lancia with Lancia Homes requests a checklist for building permits for future reference be added to the new website.

#### 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.