

**STEUBEN LAKES REGIONAL WASTE DISTRICT
BOARD OF TRUSTEES MEETING
JANUARY 24, 2024
24-1R
6:00 P.M.**

MEMBERS PRESENT:

Renee Clauss
Abby VanVlerah
Rob Moreland
Mike Miller
Jon Flaugh
Craig Rice (Remote)

MEMBERS ABSENT:

Kelly Johnson

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 DECEMBER 2023 MEETING MINUTES CHANGES OR ADDITIONS.

The Board presented minutes of the DECEMBER 20, 2023, board meeting minutes for review and approval. Upon motion duly made by Abby VanVlerah and seconded by Jon Flaugh, the Board unanimously approved the board meeting minutes DECEMBER 20, 2023. Each board member must vote in roll call due to Craig Rice participating remotely. Each board member voted in approval of the DECEMBER 2023, board meeting minutes.

FINANCIAL REPORTS

The financial reports, check register, project check register, bank account report, and claims for DECEMBER 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 DECEMBER 2023 were presented for review. Abby VanVlerah moved, and Jon Flaugh seconded the motion, to accept and approve the DECEMBER 2023 financial reports as submitted, which motion was unanimously approved. Each board member must vote in roll call

due to Craig Rice participating remotely. Each board member voted in approval of the DECEMBER 2023, financial reports.

District Overview: Bryan prepared a District overview of all the financial data for 2023. We finished the budget at either dead even or in the positive. Collection Systems budget was at 4%, Administration budget was at 0%, and Treatment budget was at 9%. This overview will be uploaded to our website.

ATTORNEY REPORT

- A. NED II Contract C Bond Closing Update: Andy Boxberger addresses the pre-closing of the 2024 Bond this morning and the closing is scheduled for March 5, 2024. One of the delays on the bond is that the Debt Service coverage will be better at that time. All contractors have extended their bids to April 1st, 2024.

ENGINEERS REPORTS

- A. Updating District Standards: Steve Henschen is working with Bryan and staff on another round of updates to the District Standards.
- B. Pump Stations 1 and 2 Replacement Project: This has been discussed previously and approved at the preliminary report level with the SRF. Steve Brock has been discussing potential ways to fund this approved project without any rate increase. This should be on the February board meeting agenda. Due to the infrastructure of these instrumental lift stations coming up on 20 years old next year, it is a necessity to address these lift stations.

OLD BUSINESS

- A. Permit Application Checklist: Per a prior request we have developed a permit checklist to be added to the website for their reference. This is in hopes of simplifying the permit process and creating a better understanding of the permit process.

NEW BUSINESS

Shores of Crooked Lake Development Approval: Steve Henschen addresses a memo from JPR and conceptual plan application for a new development on the West side of Crooked Lake. Applicant information is Third Basin, LLC on Lake Gage Drive. This is a 24-37 single family residential development. Currently going through the County planning process and needs a letter of non-objection from the District. Per Section II Standards, they completed the conceptual plan application and JPR reviewed and approved the conceptual plan approval at this time. This has little to no impact on our collection system, however, it will eat into our treatment plant capacity. In our analysis last fall, it showed we could accept another 650 residential units. Steve Henschen and Cole Shock worked together and agreed this is of little impact to the collection system. The developer will still need to reference the subdivision control ordinance from last fall and move forward with the capacity fee reservation if he wants to reserve capacity for the next 5 years. His next step, if approved by the County would be to get detailed plans to

the District and JPR and follow Section II Standards for final plan approval. He would like it to be under construction by this fall. Abby VanVlerah moved, and Jon Flaugh seconded the motion, to accept and approve the Shores of Crooked Lake analysis and conceptual application as submitted, which motion was unanimously approved. Each board member must vote in roll call due to Craig Rice participating remotely. Each board member voted in approval of the Shores of Crooked Lake analysis and conceptual application.

DISTRICT BUSINESS & OTHER GENERAL MATTERS

- A. Encroachment Request – 2140 Ln 200 Lk James: Ron Dick who resides at 914 W 23 presents his request for an easement encroachment at his property of 2140 Ln 200 Lk James. He is asking to install a new poly deck and replace and extend it over the existing concrete. He is wanting a 4' extension which puts the deck encroaching upon the lateral sewer line. The deck will be between 3'8" and 5'4" from the lateral line at its closest and farthest. This property has a 5' easement. Abby VanVlerah moved, and Jon Flaugh seconded the motion, to accept and approve the easement encroachment at 2140 Ln 200 Lk James as submitted, which motion was unanimously approved. Each board member must vote in roll call due to Craig Rice participating remotely. Each board member voted in approval of the easement encroachment at 2140 Ln 200 Lk James.

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.