

**STEUBEN LAKES REGIONAL WASTE DISTRICT  
BOARD OF TRUSTEES MEETING  
MARCH 27, 2024  
24-3R  
6:00 P.M.**

**MEMBERS PRESENT:**

Abby VanVlerah  
Rob Moreland (remote)  
Mike Miller  
Jon Flaugh  
Kelly Johnson

**MEMBERS ABSENT:**

Craig Rice  
Renee Clauss

**Also Present**

Andrew Boxberger – Carson LLP  
Steve Henschen – Jones Petrie Rafinski

Abby VanVlerah called the meeting to order at 6:00 p.m.

Abby VanVlerah 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.

Abby VanVlerah requested that we move the agenda to address the encroachment variance request at the beginning of this meeting for consideration of the attendee that is here asking for an easement encroachment. Kelly Johnson moved, and Jon Flaugh seconded the motion, to accept and approve the request to address the New Business item of an easement encroachment at the beginning of this meeting 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 to address the New Business item of an easement encroachment at the beginning of this meeting.

1. 35 Dolby Way Lot #22 – Encroachment: Jim Kiracofe owner of Kiracofe Homes LLC presents an easement variance request for 35 Dolby Way lot #22 for a concrete driveway that will encroach upon the force main sewer line. Jon Flaugh moved, and Renee Clauss seconded the motion, to accept and approve the encroachment request for 35 Dolby Way for a concrete driveway 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 encroachment request for 35 Dolby Way lot #22 for a concrete driveway.

**APPROVAL OF THE FEBRUARY 2024 MEETING MINUTES CHANGES OR ADDITIONS.**

The Board presented minutes of the FEBRUARY 28, 2024, board meeting minutes for review and approval. Upon motion duly made by Jon Flaugh and seconded by Rob Moreland, the

Board unanimously approved the board meeting minutes FEBRUARY 28, 2024. Each board member must vote in roll call due to Rob Moreland participating remotely. Each board member voted in approval of the FEBRUARY 2024 board meeting minutes.

## FINANCIAL REPORTS

The financial reports, check register, project check register, bank account report, and claims for FEBRUARY 2024 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 FEBRUARY 2024 were presented for review. Rob Moreland moved, and Kelly Johnson seconded the motion, to accept and approve the FEBRUARY 2024 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 FEBRUARY 2024 financial reports.

Invoice from State Board of Accounts: The invoice from the SBOA for the 2022 audit totals \$18,908.27. The audit was completed remotely by Crowe LLP per the SBOA. Normally we have a two year audit every two years. Due to SRF financing for the NED II project, we had to have an audit for 2022. Kelly Johnson moved, and Rob Moreland seconded the motion, to accept and approve the payment of the SBOA invoice for the 2022 audit in the amount of \$18,908.27 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 payment of the SBOA invoice for the 2022 audit in the amount of \$18,908.27.

## ATTORNEY REPORT

N/A

## ENGINEERS REPORTS

- A. NED Phase 2 – Contract A and B – Construction Update: Steve Henschen gives the updates. For contract A we are still waiting for one big piece of electrical equipment. The contract with the contractor expires in June. We are discussing giving them a time extension but will wait until after Labor Day due to the increased flows during the holiday weekend. Contract B, onsite work has not actually started except for a little clearing at pump station 31 site. The contractor is using a subcontractor for some of the big pipe drilling and is expected to start mid-April along State Rd 120 and 300. We will have more formally written updates when work begins.
- B. NED Phase 2 – Contract C – Agreement between Owner and Contractor: This is for the SRF funded project we just closed on March 5<sup>th</sup>. We gave authorization to send out the Notice of Award to the contractor and it has been returned and reviewed by JPR and Carson. We are ready to sign that contract with Selge for Contract C with a start time of April 1, 2024. They have 900 days to complete Contract C which puts the Completion of Contract C in 2026. We need board approval to sign the contract with Selge for Contract

C and can motion on the notice to proceed at the same time. Kelly Johnson moved, and Jon Flaugh seconded the motion, to accept and approve the agreement between owner and contractor for NED Phase 2 Contract C in the amount of \$7,549,972.75 as well as the NED Phase 2 Contract C Notice to Proceed 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 agreement between owner and contractor for NED Phase 2 Contract C in the amount of \$7,549,972.75 as well as the NED Phase 2 Contract C Notice to Proceed. Bryan Klein will sign, and we will have a pre-construction conference within the next 30 days.

- C. NED Phase 2 – Contract C – Notice to Proceed: motioned in the above item.
- D. PS 24 Control Panel Replacement – Agreement between Owner and Contractor: We received quotes on that last month and the board gave recommendations to move forward with the notice of award issued to Service Electric of Allen County to install the Control Panel at pump station 24. The District has already purchased the control panel and it's expected delivery to be May 11<sup>th</sup>, 2024. This contract for the installation is in the amount of \$11,945.00. The contract and notice to proceed can be motioned together. Kelly Johnson moved, and Jon Flaugh seconded the motion, to accept and approve the agreement between owner and contractor for pump station 24 control panel replacement in the amount of \$11,945.00 as well as the pump station 24 control panel replacement Notice to Proceed 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 agreement between owner and contractor for pump station 24 control panel replacement in the amount of \$11,945.00 as well as the pump station 24 control panel replacement Notice to Proceed.
- E. PS 24 Control Panel Replacement – Notice to Proceed: motioned in the above item.
- F. Pump Station Replacement Project – Phase 1 and 2 – Funding Update: We have been planning replacements of the District's pump stations for years now and as we see with pump station 24 as mentioned previously and then pump station 13 which we will address shortly, all of the pump stations are approaching 20 years in age and requiring replacement. When these stations were installed in 2005, the technology was different and things now last longer. Steve Brock ran different scenarios of what we could accomplish with different financing options. If receiving SRF financing with 0% interest, we should be able to get the entire project done with no change in rates. If we are in a program with a 2% interest rate, we would only be able to get about half of the pump stations completed. If we had to go to pool funding or conventional financing, we would only be able to get about 5 of the pump stations completed. We have prepared an update to go to the SRF that will be there by April 1<sup>st</sup>. We already have approval for the overall concept of the pump station replacement project. We are asking them for 0% interest and notifying them that we are ready to move forward. We will not be spending anymore design time on this until we know what financing commitment, we have from the SRF in July or August. That would put the project out for bid in the Fall (2024) and perhaps the construction contract next year. We are telling them our updated budget numbers of about \$15 million compared to the \$11 million 3 years ago. The prices have jumped 30%-35% since 2021. The first document is the asset management plan which has been updated with District staff assistance. The second item is the memo that will be going to the SRF. No action needed.

## OLD BUSINESS

N/A

## DISTRICT BUSINESS & OTHER GENERAL MATTERS

N/A

## NEW BUSINESS

1. Lift Station 28 Repairs: We had a pump failure at pump station 28. Presented to the board is the Xylem invoice for those repairs in the amount of \$5,264.75. Rob Moreland moved, and Jon Flaugh seconded the motion, to accept and approve the payment of the Xylem invoice in the amount of \$5,264.75 for pump station 28 repairs 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 payment of the Xylem invoice in the amount of \$5,264.75 for pump station 28 repairs.
2. HDPE Pipe Shut Off Clamps: The HDPE plastic pipe that we have in close to 90% of our system as pictured. We will need to purchase additional clamps for after the completion of the NED II project. These tools are a necessity and not a want. Kelly Johnson moved, and Jon Flaugh seconded the motion, to accept and approve the payment of the invoice in the amount of \$7,475.21 for HDPE pipe shut off clamps and equipment 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 invoice in the amount of \$7,475.21 for HDPE pipe shut off clamps and equipment.
3. Lift Station 13 Emergency Repairs: We had previously rated all lift stations from the worst condition to the best condition and lift station 13 was 5<sup>th</sup> on the list. Lift station 13 services most of the East and North parts of our entire system. Attached are pictures of lift station 13 check valves which have completely failed. When a check valve fails, the pump pumps and when it stops the flow starts going backwards which spins the pump backwards which can either snap the shaft or at the very least it will burn spots in the winding. This is an emergency and needs to be fixed. You can see what hydrogen sulfate does to the cast iron and steel parts and even the concrete. It eats it away. The gases have damaged the inside and outside. To replace this, there is a good change when pulling it all apart the pipe will break. We will need to have all parts on hand to fix anything that breaks during the repairs. Straeffler Pump met with us and Steve Henschen on site to go over the entire rehab of the wet well. The damage extends to the inside of the wet well where the pumps are, the concrete, all of the piping inside, and the pumps are 20 years old. Everything about station 13 needs replacement/repair. Something that was not engineered back when these lift stations were installed, was a way to bypass the stations when being worked on. This is being engineered now as we do replacements. The contractor's suggestion is to take the first section of pipe out of the first pump and put a check valve on top of the base elbow, cut the pipe, put the pipe back in which allows us to continue to run one pump without tearing it up. If it destroys the pump, then we have no pump at all. This is a temporary solution only as grit will develop in the long term. Steve Henschen is speaking with the contractor for the project to see if they could come in and do this work. We would most

likely be looking at around \$300,000 in costs. We will have to shut down 2 pump stations where we will have to manually haul for two days, 24/7. The waste haulers will charge us an estimated \$15,000-\$20,000 for those services (best guess). We have structural damage and damage to the concrete to the wet well structure. Right now, the concern is the temporary emergency repairs. There is not a formal estimate for these repairs. We need to shut it down, get the check valve in, pipe run, and then step back and see what our next steps are such as bypass structures. This would have to be a two-phase fix. Kelly Johnson moved, and Mike Miller seconded the motion, to accept and approve the emergency repairs to lift station #13 because of a threat to public health 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 emergency repairs to lift station #13 because of a threat to public health.

#### PUBLIC COMMENT

George Pifer, past board member of 10 years who resides at 1132 N 290 W: George has questions regarding a news article he saw stating that Pokagon State Park was going to consider hookup with Angola. Andy Boxberger confirms we were in talks with PSP and as we were closing on our loan with the Indiana Finance Authority, they asked us to put in our agreement that PSP can hookup to the City of Angola. We did not want to do this as PSP is in our District and they said then maybe we won't get the loan. It was required to agree to get our last funding. George asked who initiated that and Andy confirmed it was DNR. The City of Angola is doing a study of feasibility of whether or not they will be doing this or not. We have had no direct conversation or contact with DNR. They seem to communicate with the IFA and then the IFA communicates with us. George asked who pays for the engineering for PSP. Bryan Klein confirms PSP agreed to pay for those costs incurred by the District and Andy tried to put those costs into the agreement paperwork for the most recent funding for reimbursement of funds spend and we were told to take the agreement as is or not at all and not get our project funding. These funds were rolled into the funding for an amount around \$160,000. This was not the choice of the District. George said he will be making a lot of noise for this 'dirty deal'. The income from PSP was not part of the rate calculations as no contracts were signed and it was not a done deal. George's second question was regarding our new website. He could not find the most recent agenda on the new website. It will be addressed tomorrow with our Director of Administration. George asked if the meetings are streamed, and the board confirmed it is on teams and available online.

#### MOTION TO ADJOURN

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