

**STEUBEN LAKES REGIONAL WASTE DISTRICT
BOARD OF TRUSTEES MEETING
MAY 30, 2024
24-5R
6:00 P.M.**

MEMBERS PRESENT:

Mike Miller
Craig Rice
Rob Moreland
Jon Flaugh
Kelly Johnson
Renee Clauss

MEMBERS ABSENT:

Abby VanVlerah

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 APRIL 2024 MEETING MINUTES CHANGES OR ADDITIONS.

The Board presented minutes of the APRIL 24, 2024, board meeting minutes for review and approval. Upon motion duly made by Craig Rice and seconded by Jon Flaugh, the Board unanimously approved the board meeting minutes APRIL 24, 2024.

FINANCIAL REPORTS

The financial reports, check register, project check register, bank account report, and claims for APRIL 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 APRIL 2024 were presented for review. Renee Clauss moved, and Kelly Johnson seconded the motion, to accept and approve the APRIL 2024 financial reports as submitted, which motion was unanimously approved.

NEW BUSINESS

- A. 175 Ln 850 Snow Lk – Encroachment: Jack Musson with Musson Builders, contractor for 175 Ln 850 Snow Lk attended the 5/22/2024 meeting in which we did not have a quorum. The encroachment was discussed, and permission was given as there were no issues with their request. Encroachment agreement has been signed. Craig Rice moved, and Kelly Johnson seconded the motion, to accept and approve the encroachment request for 175 Ln 850 Snow Lake as submitted, which motion was unanimously approved.

ATTORNEY REPORT

- A. LIFT STATION 13 DOCS: We need extra space. The property owner did not want to sell property but has verbally agreed to an easement. The exclusive use easement has been prepared and presented for review. Kelly Johnson moved, and Craig Rice seconded the motion, to accept and approve the exclusive use easement agreement for pump station 13 as submitted, which motion was unanimously approved.
- B. ADJACENT PARCEL GRINDER AGREEMENT: For specific situations when a property owner wants to place their grinder tank on a vacant and adjacent property, to service their structure on their other adjacent lot. This agreement allows the tank to be placed on the adjacent property without being sold separately in the future. This has come up in the NED II. This is a potential to be used in the future. This is an additional form for this specific situation. It does not replace the easement agreement form. Kelly Johnson moved, and Jon Flaugh seconded the motion, to accept and approve the adjacent parcel grinder agreement as submitted, which motion was unanimously approved.

ENGINEERS REPORTS

- A. NED Phase 2 – Construction Update: Steve Henschen updates that the contractors are just getting underway so not a lot to updated. The potential utility conflict on a section of 300 addressed last month is still being worked out with the contractor on a proposed cost to move it under the pavement as there is no room left outside of the pavement between pump station 10 and Co Rd 500. Should be ready to look at that next month. Frontier is installing more fiber optics. They appear to be putting their proposed conduit where our forced main is to go on Co Rd 500 N up to State Rd 120. We had a conference call with the engineers for Frontier where we discussed that we had that space first and it is dedicated to our force main. They will be following up with us. They said that work was not supposed to be done until next year and were surprised their people were there working now. It seems they are installing the tubing that the fibers will go in down the road. That first 7-8' off the pavement is for the sewer forced main. They claim they will be 12' off the pavement but we are not seeing where that space is available. We have reserved our location with the County Highway Department.
- B. NED Phase 2 – Contract B PAY APP 3 – NIBLOCK: Pay application No. 3 in the amount of \$359,698.50 to Niblock for materials delivered this month and stored on site. We have paid out 17% for contracts A and B at this time. This is primarily material

storage. Craig Rice moved, and Kelly Johnson seconded the motion, to accept and approve Pay Application No. 3 for Niblock as submitted, which motion was unanimously approved.

- C. PS 13 EMERGENCY REPAIR – PROJECT UPDATE: Phase 1 has been completed as discussed last meeting and Phase 2 is underway right now. We did get formal quotes in for Phase 3. The cost summary does not include the bypass pumping which the District is paying for directly. Bypass pumping was done today and possibly more next week. Phase 2 with Selge in the amount of \$299,250.00 was previously approved. We requested quotes from Niblock and Selge. Niblock did not reply to our request. Phase 3 installation quote from Selge is in the amount of \$238,735.00. This has been reviewed with Bryan Klein and Cole Shock. Total of all 3 phases is \$786,126.00. Renee Clauss moved, and Jon Flaugh seconded the motion, to accept and approve the quote from Selge for PS 13 Phase 3 repairs as submitted, which motion was unanimously approved.

- D. PS 13 EMERGENCY REPAIR – QUOTES FROM CONTRACTORS:

OLD BUSINESS

N/A

DISTRICT BUSINESS & OTHER GENERAL MATTERS

- A. PAYMENT DROPBOX: The District owns property leased by NIPSCO on Bay View Rd. Craig Rice would like to have an agreement with NIPSCO to put a payment drop box at this location as it is central to a majority of our customers. The cost is roughly \$2,500.00 for the new drop box. Quote from American Security Cabinets presented. The billing clerk, Alyssa, has agreed to be responsible for checking the drop box daily. The lease with NIPSCO is good through summer of 2025. Craig is looking into possibly selling the property we lease to NIPSCO. He will contact NIPSCO. He will have more at the next meeting. No motion needed today.

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.