

**STEUBEN LAKES REGIONAL WASTE DISTRICT  
BOARD OF TRUSTEES MEETING  
DECEMBER 18, 2024  
24-12R  
6:00 P.M.**

**MEMBERS PRESENT:**

Craig Rice  
Rob Moreland  
Kelly Johnson  
Renee Clauss

**MEMBERS ABSENT:**

Abby VanVlerah  
Jon Flaugh

Mike Miller is no longer a board member.

**Also Present:**

Andy 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 NOVEMBER 2024 MEETING MINUTES CHANGES OR ADDITIONS.**

The Board presented minutes of the NOVEMBER 24<sup>th</sup>, 2024, board meeting minutes for review and approval. Upon motion duly made by Kelly Johnson and seconded by Craig Rice the Board unanimously approved the NOVEMBER 24<sup>th</sup>, 2024, board meeting minutes.

**FINANCIAL REPORTS**

The financial reports, check register, project check register, bank account report, and claims for NOVEMBER 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 NOVEMBER 2024 were presented for review. Kelly Johnson asks about a charge for work done on the freightliner truck as reflected in the Capital Expenditures/Accounts Payable Register Summary. Cole Shock confirmed this was for damages to the axel of the vac truck that were covered and reimbursed by insurance. The cause was accidental from taking a turn too tight. Kelly Johnson moved, and Renee Clauss seconded the motion, to accept and approve the NOVEMBER 2024 financial reports as submitted, which motion was unanimously approved.

## NEW BUSINESS

Rob Moreland addresses an email sent to the board members from Mike Miller last week. We considered that email at the agenda meeting on Monday. Since it alleges employee misconduct, that is something usually addressed in an executive session. Rob has decided to hold an executive session before next meeting at 5:40pm to discuss the issues presented in Mike Millers email.

Repair Parts to Repair Bio-Solids Mixing Equipment – The current mixing auger has been used in the final mix of the fly ash and de-watered sludge to create the biosolid product. It is 20 years old and has been band aided together multiple times over the last couple of years. That is no longer an option. Wes and reached out to Cementech that manufactures this equipment. To replace the entire unit the cost was estimated at \$80,000 plus hiring a millwright company to remove the old and install the new unit. We came up with a way to utilize parts of the equipment that are not worn out and only replace some of the internal equipment. We would have District staff perform this work. The invoice from Cementech for these replacement parts would be \$11,330.42. Kelly Johnson asks if this fix will last another 15-20 years. There is no guarantee of that as we are not replacing the entire unit, but this is more than just a quick fix. Wes Link addresses the parts that were discovered to be salvageable and others that need to be replaced. Renee Clauss appreciates the fact they are fixing it this way instead of replacing a full unit. All members agree this is a great example of cost savings. Kelly Johnson moved, and Renee Clauss seconded the motion, to accept and approve the Cementech quote in the amount of \$11,330.42 as submitted, which motion was unanimously approved.

Bryan Klein addresses that Tyler Weldon is no longer working for the District as he moved to a position with the Town of Clear Lake. Wes Link has moved into the wastewater treatment department head.

## ATTORNEY REPORT

Pokagon State Park – Andy Boxberger received an e-mail from the attorney for the City of Angola in regard to Pokagon State Park. Andy sent the agreement we had with DNR that no other connections could be made to that line. The mayor has called Bryan Klein and they have a meeting set up in two weeks.

## ENGINEERS REPORTS

- A. JPR Update Memo: We are still working on getting all easements returned. We did have a jump in returned easements in December after sending a reminder letter. JPR is asking the board on how to handle those that do not sign and return their easement agreement. We have three types of customers in the project that all have to return a new or updated easement agreement. The brand-new customers that are currently on private septic systems and are currently being charged an interim construction rate. Out of the 30-40 new customers around 10 have not signed and returned their easement agreements. The

due date given to have these easement agreements returned is January 22<sup>nd</sup>, 2025. With these customers what is being done is we are laying the main line in the roadway in front of these homes. Instead of installing the grinder tanks they will be stored at the District facility until they do connect. Their monthly bill will continue, their capacity fee is still due, and the contractor costs after our construction is complete/moved on from that property would be at the cost of the customer to hookup. Once the contractor has passed that property, there would be extra costs to get the contractor to remobilize back to that property to install if it is still an available option at that time. If they do not agree to pay that cost, we will skip them in the installation process. This is done in other Districts in this same situation and is what we did in the last project. We have existing customers that have SLRWD equipment, but we are unable to locate the easement that was executed many years ago and recorded with the County. We have about a dozen of these situations. Andy offered for his co-worker Chris to research and try to find these old easements. The District staff has checked for these easements in our system and paper files. Andy confirmed with or without an easement we do have rights to maintain the equipment that has existed for years, but we are wanting to find any existing easements. Once they start drilling lateral lines and we don't have any easement we are in the situation of moving on and coming back at our cost once an easement is found or returned. Some customers we have old easements for, and they have not returned an updated easement agreement. The old easements are 5' on all sides (10' total) and the new are 7 1/2' (15' total) which is what we have used for around 20 years now. We have an estimated 25-30 of those customers. Bryan is ok moving forward with the old easement in the worse case scenario. We will send a follow-up letter to all customers after the January 22<sup>nd</sup>, 2025, deadline has passed.

We have a unique request from a property owner on Lane 890 Snow Lake. They have a main house and a guesthouse on an adjacent lot with a shared tank. With the NED II project, the standards have been updated and we no longer allow a shared grinder tank. This property owner is looking to do a tear down on one of the lost in September 2025. They do not plan to rebuild. They are asking that we delay work on their grinder until after September 1<sup>st</sup>, 2025. We cannot say exactly when our contractor will be in that area installing grinders, but we do think it will be Fall 2025. If we agree to this with Andy writing up certain terms and conditions for the homeowner to sign, if the house is not torn down by the time we come through to install, the homeowner will have to pay a remobilization cost for us to come back through and install. His reaction was neutral to this proposal. No dollar amount was given so we have asked Selge to give us the worst-case scenario remobilization fees to present to the homeowner. If the homeowner agrees they will need to sign the agreement and pay that amount to JPR upfront and will be reimbursed any amount not owed.

- B. NED Phase 2 – Construction Update – Steve Henschen updates: No change orders to address tonight but will have some next month. Last month the board approved the additional OBIC coatings in the wet wells, and one lift station has been coated as of today. The other two will be coated in mid to late January. Selge will start working through lift stations 1, 2, and 9 getting them up and running and online in early to mid-February. Craig Rice asks Cole Shock what he thought of the new coating. Cole said it was nice and saved \$1800 per lift station by using our own vac truck and staff and not

hiring any of that out. Another example of cost savings. Quick update on the Con Shield, after some prompting, we have heard back from Midwest Tile who used the Con Shield on the manholes. The manufacturer rep who sells the Con Shield to Midwest Tile asked us to take some wastewater samples to test the PH levels to make sure they were in a range that their product could handle. They confirmed the wastewater PH levels are of no issue. They now want to take samples of the concrete that has the Con Shield in it. There is one case where their product did not make it into the concrete. If they test the concrete and there is no Con Shield in it, then there would be some kind of litigation with Midwest Tile. If there is Con Shield in the concrete, there would need to be something worked out or litigation with the Con Shield manufacturer. Bryan Klein thinks it would be fair if that were the case for them to pay for the coatings, we are now having to do which should have been unnecessary with the Con Shield. We will have to wait to see what the concrete samples show as it is not visible to the eye if the Con Shield is or is not mixed into the concrete.

*Contract A* which is being done by Selge Construction for Lift Stations 1, 2, and 9. 80% complete with the pay apps submitted to date with an estimated completion date of April 1<sup>st</sup>, 2025.

*Contract B* which is being done by Niblock Excavating for the West service area collection system phase 1. 33% complete with the pay apps submitted to date with an estimated completion date of October 2025. Contact ends at the end of October 2025.

*Contract C* which is being done by Selge Construction for the East service area. 3% complete with the pay apps submitted to date with hopes to be completed at the end of 2025.

- C. Progress Map Contract B – A fair amount of pipe done. Contractor away for 2 weeks over the holidays.
- D. Progress Map Contract C – Just getting started. Contractor away for 2 weeks over the holidays.
- E. Proposed Project Schedule Map form Selge, Contract C
- F. NED Phase 2 – Contract A Pay Application #8 in the amount of \$173,406.48: Selge Construction is asking for payment in the amount of \$173,406.48.
- G. NED Phase 2 – Contract B Pay Application #9 in the amount of \$338,334.28: Niblock Excavating is asking for payment in the amount of \$338,334.28.
- H. NED Phase 2 – Contract C Pay Application #3 in the amount of \$59,108.75: Selge Construction is asking for payment in the amount of \$59,108.75.

JPR has reviewed all pay applications for work completed and found them to be appropriate. These are to be paid from project SRF funds.

Craig Rice moved, and Kelly Johnson seconded the motion, to accept and approve Contract A Pay Application #8 in the amount of \$173,406.48 to Selge Construction, Contract B Pay Application #9 in the amount of \$338,334.28 to Niblock Excavating, and Contract C Pay Application #3 in the amount of \$59,108.75 to Selge Construction as submitted, which motion was unanimously approved.

#### OLD BUSINESS

N/A

#### DISTRICT BUSINESS & OTHER GENERAL MATTERS

2025 Holiday Schedule – Kelly Johnson moved, and Renee Clauss seconded the motion, to accept and approve the 2025 holiday schedule as submitted, which motion was unanimously approved.

2025 Pre-Agenda and Regular Board Meeting Schedule - Kelly Johnson moved, and Renee Clauss seconded the motion, to accept and approve the 2025 Pre-Agenda and Regular Board Meeting Schedule 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.