

**STEUBEN LAKES REGIONAL WASTE DISTRICT
BOARD OF TRUSTEES MEETING
FEBRUARY 19, 2025
25-02R
6:00 P.M.**

MEMBERS PRESENT:

Craig Rice
Rob Moreland (remote)
Kelly Johnson
Renee Clauss
Abby VanVlerah
Judy Rowe
Mike Stephenson

MEMBERS ABSENT:

Jon Flaugh is no longer a board member.

Also Present:

Amanda Landis – 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.

APPROVAL OF THE NOVEMBER 2024 MEETING MINUTES CHANGES OR ADDITIONS.

The Board presented minutes of the December 18th, 2024 board meeting minutes for review and approval. Upon motion, duly made by Craig Rice and seconded by Kelly Johnson the Board unanimously approved the December 18th, 2024 board meeting minutes. There were no meeting minutes for January 2025 as there was no meeting due to lack of quorum. Each board member must vote in a roll call due to Rob Moreland participating remotely. Each board member voted in approval of the DECEMBER 18th, 2024 board meeting minutes as amended.

FINANCIAL REPORTS

The financial reports, check register, project check register, bank account report, and claims for DECEMBER 2024 and JANUARY 2025 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 2024 and JANUARY 2025 were presented for review. Craig Rice moved, and Kelly Johnson seconded the motion, to accept and approve the DECEMBER 2024 and JANUARY 2025 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 DECEMBER 2024 and JANUARY 2025 financial reports.

Transferring Excess Operating Funds to Capital: Bryan Klein asks for approval for a transfer of funds that has not been done for two years. The operating and capital bank accounts are our two main bank accounts and funds. The operating account is used to pay the basic operating expenses, and we are required to keep \$1,000,000 in the operating account. The capital account is to pay capital asset expenses. We do know that we will need to use capital in the near future for treatment plant repairs/replacements as well as for lift stations. Bryan asks to transfer \$974,781.25 from Operating to Capital. Kelly Johnson moved, and Renee Clauss seconded the motion, to accept and approve the transfer of excess operating funds in the amount of \$974,781.25 to capital as submitted, which motion was unanimously approved. Each board member must vote in a roll call due to Rob Moreland participating remotely. Each board member voted in approval of the transfer of excess operating funds in the amount of \$974,781.25 to capital.

NEW BUSINESS

Encroachment 160 Ln 425 Jimmerson Lk – Greg Mills representing the homeowners of 160 Ln 425 Jimmerson Lk asks the board to re-do an existing retaining wall that is broken down, replace it as it is, and add an additional 6-7', and will relocate control panel to within 2' of the grinder tank lid. Kelly Johnson moved, and Craig Rice seconded the motion, to accept and approve the encroachment request for the replacement and addition to the retaining wall and the relocation of the control box at 160 Ln 425 Jimmerson Lk as submitted, which motion was unanimously approved. Each board member must vote in a roll call due to Rob Moreland participating remotely. Each board member voted in approval of the encroachment request for 160 Ln 425 Jimmerson Lk.

Encroachment 3580 N Bay View Rd – Dan Reinhold with Reinhold Construction representing the homeowner(s) of 3580 N Bay View Rd asks the board to construct a new retaining wall and adding steps within 2' of the lateral sewer line. Homeowner also wants concrete from the seawall to the steps. The board instructed a new check valve must be installed first at the customer cost. Craig Rice moved, and Kelly Johnson seconded the motion, to accept and approve the encroachment request for a new retaining wall, steps, and concrete at 3580 N Bay View Rd with a new check valve to be installed by the homeowner/contractor as submitted, which motion was unanimously approved. Each board member must vote in a roll call due to Rob Moreland participating remotely. Each board member voted in approval of the encroachment request for 3580 N Bay View Rd.

Quotes for Rehabbing the Plant Disinfection System: The plant operations department head, Wes Link, has been inundated with breakdowns and problems. We use intense UV light disinfection which has been used since this plant was built 20 years ago (2005) and it is failing.

If we do not do something during this cold season where we do not need to disinfect, we will be in trouble when April 1st comes and by permit, we will have to start disinfecting. Wes explains we have an old trojan brand UV system which is two banks of 6-7 lights each. The problem with the design is the ballasts where the lightbulbs plug in, around 30% have melted and you cannot singularly replace them. We looked into all of our options including rehabbing what exists. Trojan has become less easy to work with and most of their sales and services are in Canada which does us little good here. We requested three quotes for a replacement system and received two back. One quote is from J. Dwight Thompson Co. for a Glasco system and the other is from American Pump Repair & Service, Inc. for an ULTRAAQUA UV system. The quote for the Glasco system is \$160,000 plus installation costs. They also gave a quote for a Glasco noncontact UV system at \$420,000 plus installation. Not only is cost not ideal for the noncontact system, but there are other concerns with this type of system such as freezing. The ULTRAAQUA system is the least expensive of the two options at a cost of \$116,151.00 and installation cost of \$54,340.00 and is also local and much more accessible for service in the future. They also offer a 2-year warranty. Mike Stephenson asks about the company size and information for American Pump Repair & Service, Inc. and Wes clarifies that although they are based in Texas, who would be our rep lives on Snow Lake. Craig Rice asks if we are at a disadvantage being down while they install, and Bryan confirms that is why we want and need to do it ASAP due to high summer flows starting around July. This is one of those situations of a capital expense that we were discussing during the discussion of transferring excess operating funds to capital. Bryan Klein asks that we approve the purchase and installation of the ULTRAAQUA UV System.

Kelly Johnson moved, and Renee Clauss seconded the motion, to accept and approve the quote from American Pump Repair & Service, Inc. in the amount of \$116,151.00 for the ULTRAAQUA UV System and the installation costs of \$54,340.00 as submitted, which motion was unanimously approved. Each board member must vote in a roll call due to Rob Moreland participating remotely. Each board member voted in approval of the quote from American Pump Repair & Service, Inc. in the amount of \$116,151.00 for the ULTRAAQUA UV System and the installation costs of \$54,340.00.

ATTORNEY REPORT

N/A

ENGINEERS REPORTS

A. JPR Update Memo:

B. NED Phase 2 – Construction Update – Steve Henschen updates: With Contract B change order in the amount of \$84,034.50 we are still left with a healthy contingency fund of an estimated \$606,000 for contracts A and B as well as an estimated \$900,000 in unmarked contingency funds. Total estimated contingency for NED II project is about 1.5 million at this time. All of the below pay applications are from December 2024 through January 2025. The pump station replacement project should be bid early spring/summer

and closing in fall 2025. We should be able to do 5-7 pump stations without a rate increase. We will be closing and borrowing somewhere between \$5-\$7 million from SRF funds. An INDOT project on US 20 near West Otter Lake will be replacing a culvert and if our stuff is in the way, we will have to move it. Estimated cost is \$110,000, not including non-construction costs of an estimated \$15,000-\$20,000, with no compensation. This should take place later this summer. We are expecting to do a quotation project based on the size. We will request quotes from our current contractors on the NED II project as well as at least two other contractors. We will need to get an access easement from DNR for the boat ramp/launch and a property owner, both on the West side. For NED II easements we have 92% of Contract B easements returned and 89% of Contract C easements returned. A total of 38 properties that still need to submit their signed easement agreements between Contract B and Contract C. There is a total of only 10 where we cannot find evidence of an existing easement. We want some advice from Carson LLP as to the legality of accessing an existing grinder tank that has been there for a long period of time or do we mark that grinder as out of service and not install a new system in those locations. If a project does not put in the equipment during the path of the project, that installation and costs will fall onto the property owner and will be forced to connect. These are currently paying customers and their bill will continue regardless of how this moves forward. Will need to figure out how to move forward next meeting.

Contract A which is being done by Selge Construction for Lift Stations 1, 2, and 9. Has an estimated completion date of April 1st, 2025.

Contract B which is being done by Niblock Excavating for the West service area collection system phase 1. 34% complete with the pay apps submitted to date with an estimated completion date of November 26, 2025.

Contract C which is being done by Selge Construction for the East service area. has an estimated completion date of September 18, 2026.

- C. Progress Map Contract B –
- D. Progress Map Contract C –
- E. Proposed Project Schedule Map form Selge, Contract C
- F. NED Phase 2 – Contract B Pay Application #10 in the amount of \$106,722.45: Niblock Excavating is asking for payment in the amount of \$106,722.45.
- G. NED Phase 2 – Contract B Pay Application #11 in the amount of 147,787.95: Niblock Excavating is asking for payment in the amount of \$147,787.95.
- H. NED Phase 2 – Contract C Pay Application #4 in the amount of \$358,665.85: Selge Construction is asking for payment in the amount of \$358,665.85.

- I. NED Phase 2 – Contract C Pay Application #5 in the amount of \$334,908.73: Selge Construction is asking for payment in the amount of \$334,908.73.

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 B Pay Application #10 in the amount of \$106,722.45 to Niblock Excavating, Contract B Pay Application #11 in the amount of 147,787.95 to Niblock Excavating, Contract C Pay Application #4 in the amount of \$358,665.85 to Selge Construction, and Contract C Pay Application #5 in the amount of \$334,908.73 to Selge Construction as submitted, which motion was unanimously approved. Each board member voted in approval of Contract B Pay Application #10 in the amount of \$106,722.45 to Niblock Excavating, Contract B Pay Application #11 in the amount of 147,787.95 to Niblock Excavating, Contract C Pay Application #4 in the amount of \$358,665.85 to Selge Construction, and Contract C Pay Application #5 in the amount of \$334,908.73 to Selge Construction.

Bryan Klein clarifies for the new board members that the amounts being approved and paid for these pay applications are being paid from borrowed SRF Funds (2023A and 2023B bonds) as well as a \$5,000,000 grant we do not pay back. They are not being paid out of operating or capital funds.

- J. NED Phase 2 – Contract B Change Order #9 in the amount of \$84,034.50: This is for upgrades and changes to the orientation of control panels and concrete pads for the District. We also added costs for the eliminated ConShield which was previously discussed as not working and we added a coating. When originally bid the District went with some enhancements on how we do the control panels and prevention of erosion due to gases which did add expense. We are still just under 6% over the original contract amount.
- K. NED Phase 2 – Contract C Change Order #4 in the amount of \$21,257.00: This primarily to do with grinder station adjustments per property owners requests and some changing of isolation valves in the system where we had an over abundance of valves and we eliminated some of the valves. We are currently 2% under the original contract amount.

Kelly Johnson moves, and Renee Clauss seconded the motion, to accept and approve Contract B Change Order #9 in the amount of \$84,034.50 and Contract C Change Order #4 in the amount of \$21,257.00 as submitted, which motion was unanimously approved. Each board member voted in approval of Contract B Change Order #9 in the amount of \$84,034.50 and Contract C Change Order #4 in the amount of \$21,257.00.

OLD BUSINESS

N/A

DISTRICT BUSINESS & OTHER GENERAL MATTERS

Election of 2025 Officers: Keep everything the same. Kelly Johnson moves, and Renee Clauss seconded the motion, to accept and approve the decision for the officials to remain as they are, which motion was unanimously approved. Each board member voted in approval of the current officers.

PUBLIC COMMENT

N/A

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.