

**STEUBEN LAKES REGIONAL WASTE DISTRICT  
BOARD OF TRUSTEES MEETING  
MARCH 26, 2025  
25-03R  
6:00 P.M.**

**MEMBERS PRESENT:**

Rob Moreland (remote)  
Kelly Johnson  
Abby VanVlerah  
Judy Rowe  
Mike Stephenson

**MEMBERS ABSENT:**

Craig Rice  
Renee Clauss

Jon Flaugh is no longer a board member.

**Also Present:**

Andy 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.

**APPROVAL OF THE FEBRUARY 26<sup>TH</sup> MEETING MINUTES CHANGES OR ADDITIONS.**

The Board presented minutes of the FEBRUARY 26, 2025 board meeting minutes for review and approval. Upon motion, duly made by Rob Moreland and seconded by Kelly Johnson the Board unanimously approved the FEBRUARY 26, 2025 board meeting minutes. Each board member must vote in a roll call due to Rob Moreland participating remotely. Each board member voted in approval of the FEBRUARY 26, 2025 board meeting minutes as amended.

**FINANCIAL REPORTS**

The financial reports, check register, project check register, bank account report, and claims for FEBRUARY 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 FEBRUARY 2025 were presented for review. Kelly Johnson moved, and Rob Moreland seconded the motion, to accept and approve the FEBRUARY 2025 financial reports 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 FEBRUARY 2025 financial reports.

## NEW BUSINESS

Encroachment 80 Ln 350 Big Otter Lk – Homeowners Mike and Chris Ross presented plans to replace their fence with an unlocked 15' gate at the location of the lateral sewer line in reference to an easement violation. They will remove all of the improvements covering the control box. It is mainly latticework and wood framing that is the issue. This address is a part of the NED II project so the control box will be relocated during the project. The 15' gate must remain unlocked at all times for District access. Mike asks if the gate must be of a certain material or if a bi-fold gate will suffice. Bryan Klein agreed material is up to them but the bifold is recommended. Kelly Johnson moved, and Mike Stephenson seconded the motion, to accept and approve the encroachment at 80 Ln 350 Big Otter Lk for a fence with an unlocked 15' gate 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 at 80 Ln 350 Big Otter Lk for a fence with an unlocked 15' gate.

Emergency Repairs to Cementech Biosolids Processing Unit: Wes Link addresses the board. In December we had discussed replacing the auger arm assembly which was at a cost close to \$100,000 so it was decided at that time that we would rebuild what we could of the internal rotating mechanism. After ordering the parts and starting that rebuild, the Cementech auger arm broke again which became a situation that needed immediate action. The Auger housing for that unit was living on borrowed time and resembled Swiss cheese. We got an estimate from Cementech for a new unit which was \$75,966.00. Cole found a local steel fabricator who came out to take some measurements and get us a quote which was \$20,747.00. We did have the local steel fabricator complete the work and fabricate it out of stainless steel which is much more durable than the mild steel from Cementech. The work is already completed versus Cementech's lead time of 4-6 months. We could not be down without sludge processing for that amount of time. Part of that wait time is Cementech sending off their stuff to their engineers since the unit we have is so old it has not been made for a number of years. We waited less than 3 weeks for the local fabricator. There is another quote from Cementech for the gearbox which is what turns the whole thing and makes it run, in the amount of \$7,715.68. We are in the process of getting the two gearboxes we have rebuilt for an estimated \$3,000. This will give us our main gearbox back and one spare as both our original gearbox and spare gearbox had gone out. This is due to the problems with the framework causing a misalignment issue. Although we had no choice in moving forward with the rebuilding and repairs in this situation, due to the cost we will need the board to motion. Kelly Johnson moved, and Rob Moreland seconded the motion, to ratify the expenditure of the emergency repairs to the Cementech biosolids processing unit 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 to ratify the expenditure of the emergency repairs to the Cementech biosolids processing unit.

## ATTORNEY REPORT

Equipment Purchase Resolution – This is related to the Pump Station Replacement project. There are general exceptions to the fitting requirements under the statute. The reasons for doing this are to obtain supplies at a substantial savings, the compatibility of equipment, accessories, and replacement parts, and the other is a single source provider. This allows Bryan's team to purchase these items from an approved provider. This prevents continually coming back to getting authorization for these broader bids. For example, if we needed to buy a pump, we would continue with our chosen vendor without having to get multiple bids from multiple vendors and returning to the board for a motion. This is only in relation to the Pump Station Replacement project and was done on previous projects (NED I and NED II). There is a typo in the agreement where it references the NED II project instead of the Pump Station Replacement project. They will amend this. Mike Stephenson confirms the list of equipment in the exhibit remains the same for this project. We are transitioning to a different pump which will have significant savings. Kelly Johnson moved, and Rob Moreland seconded the motion, to accept and approve the equipment purchase resolution as amended for the Pump Station Replacement project 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 equipment purchase resolution as amended for the Pump Station Replacement project.

Easement Agreement for Neighbor Crossing, Thomas Property – There is a customer at Snow Lk who wants to cross a part his neighbor's lot with the lateral line to connect to SLRWD. The neighbors agree and have signed. A regular easement will also be signed. No motion needed.

Renew BAN C – Ban C is coming due 4/1/2025. There are remaining funds around the amount of \$500,000 that can be renewed at the same interest rate of 1.99% if we pay the interest now (\$46,786.50). This will be renewed until the end of this year. This will allow us to continue paying for pre-construction costs of the Pump Station Replacement project until our financing for the Pump Station Replacement project is secured. At that time, BAN C will be paid off in full using those project funds. There is an amendment to our bond ordinance that allows our Vice President to sign since our President is out of state at the moment. Kelly Johnson moved, and Rob Moreland seconded the motion, to accept and approve renewing BAN C and the amending bond ordinance allowing the Vice President to sign 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 renewing BAN C and the amending bond ordinance allowing the Vice President to sign.

West Otter Lake – Force Main Replacement Project: INDOT is redoing a bridge where we have a sewer line with an easement, but a portion is also in the road right-of-way requiring relocation. There is not enough room in the easement to do the work that is necessary. Andy presents a license agreement from that property owner that would allow us to go onto their property to access our easement to do work. This is on the North side of West Otter Lk that the outlet to West Otter Lk crosses US 20. INDOT is replacing the culvert that is a part of that lake outlet. We have an existing sewer line that crosses under that culvert. We cannot locate it or pothole in that area. Our only option is to come up with a plan. Because INDOT is funding this project they require all utilities in their right-of-way to move at the utilities expense. JPR, SLRWD, and INDOT

have been working together to come up with a plan. For us to relocate we have to drill a new line under that outlet channel to the South side of US 20. We need to access two properties to do this. One property (North) is an existing SLRWD customer with a standard easement and we would need an additional agreement. The other property (South) is the boat ramp area owned by the State of Indiana, DNR. We are working with them on an agreement as well. We simply need to be able to drive on those properties to put this new piping underground. Steve Henschen shows a map of the area, estimated existing line, and properties we are discussing. Mike Stephenson confirms where the estimated location of the current line is on the map. Andy is presenting a proposed license agreement for the North property. DNR is still getting their paperwork together for us to sign (South property). Judy Rowe moved, and Rob Moreland seconded the motion, to accept and approve the proposed license for the right of entry agreement for the property located North of US HWY 20 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 proposed license for the right of entry agreement for the property located North of US HWY 20.

## ENGINEERS REPORTS

### A. JPR Update Memo:

#### NED Phase 2 – Construction Update – Steve Henschen updates:

*Contract A* which is being done by Selge Construction for Lift Stations 1, 2, and 9. Has an estimated completion date of April 1<sup>st</sup>, 2025. Estimated to be 80% complete at this time. Startups at all three stations start next week and will be 1-2 weeks apart. We are hopeful to report at next month's meeting *Contract A's* completion.

*Contract B* which is being done by Niblock Excavating for the West service area collection system phase 1. About 37% complete around the North area of Otter Lk 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 being the end of 2025 or Spring of 2026, with a contract end date of September 18, 2026. Estimated to be 17% complete at this time.

County Rd 300 has about 1 mile of main line left to install. They will continue with the portable traffic signals.

- B. NED Phase 2 – Contract B Pay Application #12 in the amount of \$44,710.32: Niblock Excavating is asking for payment in the amount of \$44,710.32.
- C. NED Phase 2 – Contract C Pay Application #6 in the amount of \$400,946.07: Selge Construction is asking for payment in the amount of \$400,946.07.
- D. NED Phase 2 – Contract A Change Order #5 for a Time Extension: Selge Construction is asking for a 60-day extension due to equipment delays.

- E. NED Phase 2 – Contract B Change Order #10 in the amount of \$2,210.00: Niblock Excavating is asking for a change order in the amount of \$2,210.00 due to adjusting grinder locations with property owners.
- F. NED Phase 2 – Contract C Change Order #5 for a deduction in the amount of +\$8,641.50: Selge Construction is asking for a deduction in the amount of +\$8,641.50 due to adjustments in grinder tank locations and minor pipe alignment changes.

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

Kelly Johnson moved, and Rob Moreland seconded the motion, to accept and approve Contract A Change Order #5 to Selge Construction for a 60-day time extension, Contract B Change Order #10 to Niblock Excavating in the amount of \$2,210.00, and Contract C Change Order #5 to Selge Construction for a deduction of +\$8,641.50 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 Contract A Change Order #5 to Selge Construction for a 60-day time extension, Contract B Change Order #10 to Niblock Excavating in the amount of \$2,210.00, and Contract C Change Order #5 to Selge Construction for a deduction of +\$8,641.50

Kelly Johnson moved, and Rob Moreland seconded the motion, to accept and approve Contract B Pay Application #12 to Niblock Excavating in the amount of \$44,710.32 and Contract C Pay Application #6 to Selge Construction in the amount of \$400,946.07 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 Contract B Pay Application #12 to Niblock Excavating in the amount of \$44,710.32 and Contract C Pay Application #6 to Selge Construction in the amount of \$400,946.07.

- G. Pump Station Replacement Project, AMP/FSP Certification and JPR Comment Response to SRF: The Asset Management Plan (AMP) is prepared by JPR and SLRWD to submit to the SRF annually. After working with Steve Brock and Andy Boxberger's team, there was a new item requested this year which was a cyber security plan. Andy has some members with experience in that area and they will put that together. These items are due and will be submitted on Friday, March 28th. Bryan is already an authorized signer for these items.
- H. INDOT is planning to start their work later this year and wants the utilities relocated. The estimated cost to do so is \$105,000.00. JPR has prepared the design plans and will submit to IDEM once INDOT has confirmed they have no issues with our plans. We should get bids for this work due to the dollar amount. Andy confirms we need at least three quotes by mail which will be sealed bids and opened publicly. We will end most likely to Selge, Niblock and another contractor.

OLD BUSINESS

N/A

DISTRICT BUSINESS & OTHER GENERAL MATTERS

N/A

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.