

**STEUBEN LAKES REGIONAL WASTE DISTRICT
BOARD OF TRUSTEES MEETING
AUGUST 27, 2025
25-08R
6:00 P.M.**

MEMBERS PRESENT:

Rob Moreland
Craig Rice (arrived at 6:10pm)
Abby VanVlerah
Kelly Johnson
Judy Rowe

MEMBERS ABSENT:

Renee Clauss
Mike Stephenson

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 JULY 23RD MEETING MINUTES CHANGES OR ADDITIONS.

The Board presented minutes of the JULY 23RD, 2025 board meeting minutes for review and approval. Upon motion, duly made by Abby VanVlerah and seconded by Kelly Johnson, the Board unanimously approved the JULY 23RD, 2025 board meeting minutes.

FINANCIAL REPORTS

The financial reports, check register, project check register, bank account report, and claims for JULY 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 JULY 2025 were presented for review. Abby VanVlerah moved, and Kelly Johnson seconded the motion, to accept and approve the JULY 2025 financial reports as submitted, which motion was unanimously approved.

Proposed 2026 Budget: Bryan clarifies for Judy Rowe as a newer board member that every August he submits next year's proposed budget for review and the board is able to approve

at that meeting or to make a motion at the next meeting in September. This gives the board a month to review and ask any questions they may have. The proposed 2026 budget is at a slightly less than 2% increase from the current budget. The current medical insurance premium is being raised by 42.21% which is causing us to reconsider the insurance provider. The current yearly cost is \$162,991.20 and the cost for 2026 with their premium increase would be \$231,734.40. We have two options, PHP at an 8.58% increase or UHC with a 6.89% decrease. PHP is who we previously had for insurance, and it would be a yearly cost of \$175,952.64 with much less coverage for employees as they would also lose the GAP insurance. UHC would retain the GAP coverage and employees would be responsible for co-pays at a yearly cost of \$151,757.16. Bryan's recommendation would be option 2, which is the UHC plan with GAP at the yearly cost of \$151,757.16 which is a savings to the District of 6.89%. No motion is needed as it is a part of the proposed budget which should be discussed and motioned at next month's meeting.

NEW BUSINESS

- A. Encroachment Request – 3925 W SHADY SIDE RD: Eventt Norris presents plans to the board to increase his concrete drive/parking area into his 7 ½' easement towards his grinder tank, lateral line, and control box. He is asking to get as close as the board will allow to the sewer. The yellow line shown on the proposed plot plan will represent the distance approved by the board. Cole did a site visit and confirmed he is comfortable with the encroachment of 2' and keeping 5' free and clear on all sides of the tank, lateral line, and control box. The concrete will not go over the line or equipment at any point. He understands that he is responsible if the District needs to access our sewer within that 7 ½' easement and it will be at his cost, and we will not replace the concrete.

Abby VanVlerah moved, and Kelly Johnson seconded the motion, to accept and approve the encroachment of concrete no more than 2' into the 7 ½' easement, leaving 5' on all sides free and clear in the easement at 3925 W Shady Side Rd as submitted, which motion was unanimously approved.

- B. Encroachment Request – 880 LN 800 SNOW LK: Stephen Shoda presents plans to the board to install a concrete driveway that will come as close as 5' of the lateral line. This will encroach 2' into the 7 ½' easements. Cole did a site visit and confirmed he is comfortable with the encroachment of 2' and keeping 5' free and clear on the South side of the lateral line. The concrete will not go over the line and will remain the minimum 7 ½' away from the grinder tank and control box. He understands that he is responsible if the District needs to access our sewer within that 7 ½' easement and it will be at his cost, and we will not replace the concrete.

Abby VanVlerah moved, and Craig Rice seconded the motion, to accept and approve the encroachment of concrete up to 5' from the lateral sewer line at 880 In 800 Snow Lk as submitted, which motion was unanimously approved.

- C. Replacement Trailer for Mini Excavator: The equipment trailer that we have for our mini excavator was not sized properly when purchased and is experiencing wear and tear and

structural damage. The three bids submitted are D-P Equipment Co. in the amount of \$12,199.00, I-69 Trailer Center in the amount of \$14,571.00, and Jason Dietsch Triler Sales in the amount of \$13,600.00. Bryan is recommending we go with the least costly option of \$12,199.00 from D-P Equipment Co.

Craig Rice moved, and Abby Van Vlerah seconded the motion, to accept and approve the bid by D-P Equipment Co. in the amount of \$12,199.00 as submitted, which motion was unanimously approved.

- D. Tie in of 8-inch main line into plant: Selge had given us a not to exceed of \$70,000 for their end of this job and they came in at \$31,657.00 and did a great job very quickly. This has already been approved so no motion is needed, however, for transparency the final bill for the 8-inch main line at the plant is \$38,531.04.
- E. Quotes for Roofing at Plant Facilities: We have four quotes for the new roofs of the admin building and biosolids buildings. Ocean Drive Contracting LLC in the amount of \$212,643.00, Old Fort Roofing in the amount of \$78,180.00, Northeast Indiana Roofing LLC in the amount of \$68,703.41, and Four Seasons Design and Remodeling in the amount of \$73,473.78. The lowest being the Northeast Indiana Roofing LLC. This does come with a 10-year warranty. The next closest would have been Four Seasons Design and Remodeling, which gives a 1-year warranty.

Craig Rice moved, and Kelly Johnson seconded the motion, to accept and approve the roofing work to move forward and the quote from Northeast Indiana Roofing LLC in the amount of \$68,703.41 as submitted, which motion was unanimously approved.

- F. Replacement SBR Blowers: Wes explains the blowers are mission critical. We have three quotes from American Pump Repair & Service, Inc. in the amount of \$109,686.00 and they offer installation which the other companies do not. The installation will be at an additional cost, and we will get a quote for that as well. It has been since July to get these initial quotes from suppliers. Their lead time is 12 weeks or more. Aerzen comes in at \$50,000 per blower with no installation offered. BL Anderson comes in at \$131,100.00 with no installation offered. We have five blowers and are dropping down to three. We should run more efficiently with the three new blowers than we did with the original five blowers. Hoffman is the manufacturer of these blowers through American Pump Repair & Service, Inc. and they are well known with a good quality product and good reputation in the industry for decades. We do estimate another \$100,000 for installation of the new blowers. Judy Rowe asked how long blowers and equipment like these last. Bryan clarifies the life expectancy of these blowers, and any motor operated equipment would be in the 20–25-year range and there would also be technological changes during that time.

Craig Rice moved, and Kelly Johnson seconded the motion, to accept and approve the American Pump Repair & Service, Inc. quote for the three blowers in the amount of \$109,686.00 as submitted, which motion was unanimously approved.

- G. Repair of Decant Line in Number 3 SBR: The life expectancy is 20 years which we reached this year. We are asking to have a new SBR for each of the three basins. We have one ordered and previously approved. The attached quote for the amount of \$25,576.88 is for one. But we will need two. The price has gone up \$3000 since we ordered the one decant pipe in April. We would like to order two now in hopes of avoiding another price increase. Wes and Cole believe with just a crane rental we should be able to install ourselves. This would be paid for out of Capital funds.

Abby VanVlerah moved, and Kelly Johnson seconded the motion, to accept and approve the purchase of two decant pipes from Aqua Aerobics as submitted, which motion was unanimously approved.

- H. Replacement Filter Press Belts: A last-minute addition to the meeting is a quote for two new filter press belts. The belt is what holds the sludge allowing the water to be removed along the conveyor. The quote presented from BL Anderson is in the amount of \$10,088.30 for quantity two belts.

Abby VanVlerah moved, and Kelly Johnson seconded the motion, to accept and approve the purchase of two replacement filter press belts as submitted, which motion was unanimously approved.

ATTORNEY REPORT

- A. Amended Sewer Rate Ordinance: Andy goes over a small change to the rate ordinance due to an issue of people operating campers on their property and dumping into our system. This is a violation of the County ordinance. We have amended our ordinance to clearly state you cannot have a connection in violation of our ordinance or any State, Federal, or County ordinance. The County allows for 48 hours only.

Abby VanVlerah moved, and Craig Rice seconded the motion, to accept and approve the amended sewer rate ordinance as submitted, which motion was unanimously approved.

- B. Amended Sewer Use Ordinance: Andy goes over a small change to the sewer use ordinance is that not everyone goes through the proper steps for an encroachment like the two gentlemen that attended tonight, and sometimes people do things they should not such as build a concrete driveway up to or over our sewer. We are adding to the ordinance that says if you violate our easements or property rights we may disconnect the sewer connection.

Abby VanVlerah moved, and Kelly Johnson seconded the motion, to accept and approve the amended sewer use ordinance as submitted, which motion was unanimously approved.

ENGINEERS REPORTS

- A. JPR General Project Update Memo:
- B. NED Phase 2 – Construction Update – Steve Henschen updates:

Contract A: Complete besides the pump performance issues.

Contract B: The first milestone as agreed upon in the change order last month is not even close to being met by Niblock. Niblock asked to reduce the \$40,000 fee. The first milestone being complete with pump stations 22, 31, and 10 by August 29th is nowhere close to being done. Niblock has not signed yet. The current contract time is October 22, 2025, for their entire contract and there is no way this will be met. Niblock did come back and accept the liquidated damages but asked the District to reduce the \$40,000 penalty if they get the project completion before March 16, 2025. We came up with the \$40,000 because of the extra RPR time and inspection time. That \$40,000 divided by the number of days would be roughly \$285 per day. We have presented the same change order as approved last month with the same \$1000 per day liquidated damages for each milestone and includes that \$40,000 penalty with an added clause that if they get substantially complete before the March 16, 2026 date, we would then reduce that \$40,000 penalty by \$1,285 per day they finish before March 16, 2026. We would do this hoping it would encourage progress. As of Friday, they will start paying the \$1000 per day out of pocket. Craig asks Steve if this is something he has seen in other areas and this being the solution and Steve said yes. We are not trying to lose a contractor for future projects. Steve confirms for Judy Rowe that in the building world it is more typical that contracts don't just have a negative penalty clause for not completing on time but also have an incentive for early completion. Currently we had an on-site meeting today with Niblock and he is saying the soonest to be up and operational would be the third week of September but Bryan and Steve suspect it to be the last day of September. See motion below in the Change Orders section D item 3.

There are still three new customers on 300 that need to sign their easements. Craig Rice did speak with two of the three homeowners. Both homeowners were amenable to it, but they did not respond when the District reached out. Craig is going to have Cole come with him to knock on the doors again. One homeowner told Cole he will sign the easement by the end of next week. At this time, there may be remobilization fees or legal fees which we are trying to avoid.

Contract C: Selge is moving forward very well, and they are the ones impacted by Niblock not having milestone one complete. They said today that in two to three weeks they will be ready. Next week they are coming in to do the US 20 force main relocation project. Bryan and Cole have been communicating between Niblock and Selge on where everyone is at. The delay on Niblock is not impacting Selge yet, but in a few weeks it will. Selge's substantial completion date is contracted through Fall of 2026, but they expect it to be done in June of 2026. We need to revisit the Fremont agreement and make

sure we are thinking ahead about the notice we need to give. Andy believes that it is a 120-day notice, and he will double check tomorrow. This is nothing we have to act on now but something to keep on top of. Steve recommends having a little communication ahead of time. Andy will contact their attorney. There is no negotiation as the contract ends, we simply have to give adequate notice.

C. Pay Apps:

1. NED Phase 2 – Contract B Pay Application #17 in the amount of \$418,756.15:
Niblock Excavating is asking for payment in the amount of \$418,756.15.
2. NED Phase 2 – Contract C Pay Application #11 in the amount of \$526,460.07:
Selge Construction is asking for payment in the amount of \$526,460.07.

Abby VanVlerah moved, and Craig Rice seconded the motion, to accept and approve the NED Phase 2 Contract B Pay Application #17 in the amount of \$418,756.15 to Niblock Excavating, and the Contract C Pay Application #11 in the amount of \$526,460.07 to Selge Construction as submitted, which motion was unanimously approved.

D. Change Orders:

1. NED Phase 2 – Contract C Change Order #10 in the amount of (\$12,101.50):
Selge Construction is asking for a change order in the amount of (\$12,101.50) due to grinder station changes and adjustment of quantities.

Craig Rice moved, and Kelly Johnson seconded the motion, to accept and approve the NED Phase 2 Contract C Change Order #10 in the amount of (\$12,101.50) to Selge Construction as submitted, which motion was unanimously approved.

2. NED Phase 2 – Contract B Change Order #14 in the amount of (\$4,683.50):
Niblock Excavating is asking for a change order in the amount of (\$4,683.50) due to grinder station changes and adjustment of quantities.

Abby VanVlerah moved, and Kelly Johnson seconded the motion, to accept and approve the NED Phase 2 Contract B Change Order #14 in the amount of (\$4,683.50) to Niblock Excavating as submitted, which motion was unanimously approved.

3. NED Phase 2 – Contract B Change Order #15 for a time extension and reduction in the \$40,000 fee.

Craig Rice moved, and Kelly Johnson seconded the motion, to accept and approve the NED Phase 2 Contract B Change Order #15 to Selge Construction as submitted, which motion was unanimously approved.

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.

- E. Pump Station Replacement Project Phase I – Scoring: Last month the board authorized the publishing of a request for proposal, and the board authorized the formation of a scoring committee that consists of Bryan, Steve, Cole, and Andy. Those requests were published to the District’s website as well as The News Sun, Herald Republican, and Daily Reporter. In addition, we sent that RFP directly to seventeen contractors and six have responded. We had a proposal meeting on August 5th, and five contractors attended the meeting. We gave a brief overview of the project, and they had a chance to ask questions. Proposals were due on Monday, August 18th. Two proposals were received. One from Selge Construction Co. Inc. and the other from Thieneman Construction. The scoring committee met the following day (August 19th) to open, review, and score those proposals. Those proposals were scored according to the matrix that was published in the RFP. The highest score wins the bid. Selge came in with 79 out of 100 points and Thieneman had 68.5 out of 100. Both are good contractors. Selge’s proposal was more specific to our project and not so much a canned proposal. They also focused more on things that are important to the District such as bypass pumping systems to stay in operation during construction. The other part of the proposal is if you are going to have a scoping fee which is a charge to help us develop the scope after the contractor is selected. They had to tell us that in their proposal. Selge waived any scoping fee and Thieneman did not mention the scoping fee at all. With that, the engineering committee is recommending we proceed with the scoping period with Selge Construction Co. starting as early as tomorrow. We need the board’s approval to proceed with that scoping period. It should be just under 4 weeks and finalized prior to the September board meeting to present a final guaranteed maximum. This would entail a kickoff meeting with them, meet with them as needed to answer questions, they would put together their initial pricing which is an open book on their vendor pricing and markup. We are working closely with Steve Brock, the District’s financial advisor, to see if we can fit a closing this fall or in the spring and it looks like it will be Spring 2026. Possible advantages could be lower interest rates at that time. We are looking more towards a March 2026 closing.

Abby VanVlerah moved, and Judy Rowe seconded the motion, to accept and approve moving forward with the BOT recommendation to proceed with the scoping period with Selge Construction as submitted, which motion was unanimously approved.

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, Rob Moreland asked for a motion to adjourn. Such motion was made, seconded, and unanimously carried; the meeting was adjourned.