

**STEUBEN LAKES REGIONAL WASTE DISTRICT
BOARD OF TRUSTEES MEETING
SEPTEMBER 24, 2025
25-09R
6:00 P.M.**

MEMBERS PRESENT:

Rob Moreland
Craig Rice
Abby VanVlerah
Kelly Johnson
Judy Rowe
Renee Clauss

MEMBERS ABSENT:

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 AUGUST 27TH MEETING MINUTES CHANGES OR ADDITIONS.

The Board presented minutes of the AUGUST 27TH, 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 AUGUST 27TH, 2025 board meeting minutes.

FINANCIAL REPORTS

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

Final approval of 2026 Budget: Abby VanVlerah moved, and Renee Clauss seconded the motion, to accept and approve the 2026 budget as submitted, which motion was unanimously approved.

NEW BUSINESS

- A. Lot adjacent to 9705 W St Rd 120 in Orland owned by SLRWD: The family at the neighboring lot has mowed 9705 W St Rd 120 for many years. They are interested in purchasing the lot from the District. We need to investigate the easement on the lot for our mainline.

ATTORNEY REPORT

N/A

ENGINEERS REPORTS

- A. JPR General Project Update Memo:
- B. NED Phase 2 – Construction Update – Steve Henschen updates: We have 99% of easements in hand. 6400 N 300 W is a new customer that has not responded after several more attempts to contact. 6440 N 300 W is a new customer that the District met with but they did not sign the easement. 6860 N 300 W is a new customer that has signed the easement.

Contract A: 99% complete besides the pump performance issues. The factory testing was completed on the spare units and JPR noted a discrepancy between the approved shop drawing pump curves and the test result pump curve. Pump station test results, factory reran tests and say the pump was performing per the original pump performance curve as approved by JPR. Factory reps will come to witness the spare pumps being installed.

Contract B: 98.3% complete. Pump stations 22, 31, and 10 anticipated completion date in early October. Paving at the Big Boys Toys (pump station 31) is scheduled for September 25th. Grinder stations, laterals, and tie-ins at Ln 755, Ln 755A, Ln 755B, Ln 800 and ST 120 areas. Substantial completion is projected to be October 22nd, 2025, and final completion to be November 21st, 2025.

Per Change Order 15: Milestone 1 (main trunkline and pump stations) completion date August 29, 2025, Milestone 2 (new customers on CR 300 W and SR 120) completion date September 29, 2025, Milestone 3 (all grinder stations installed) completion date December 15, 2025, substantial completion (all existing customers reconnected) date March 16th, 2026, and final completion date of May 1st, 2026.

Contract C: Grinder station installations at Big Otter Lake area. Anticipated completion date per recent project schedule is June 25th, 2026.

C. Pay Apps:

1. NED Phase 2 – Contract B Pay Application #18 in the amount of \$432,308.58: Niblock Excavating is asking for payment in the amount of \$432,308.58.
2. NED Phase 2 – Contract C Pay Application #12 in the amount of \$661,038.03: Selge Construction is asking for payment in the amount of \$661,038.03.

Abby VanVlerah moved, and Kelly Johnson seconded the motion, to accept and approve the NED Phase 2 Contract B Pay Application #18 in the amount of \$432,308.58 to Niblock Excavating, and the Contract C Pay Application #12 in the amount of \$661,038.03 to Selge Construction as submitted, which motion was unanimously approved.

D. Change Orders:

1. NED Phase 2 – Contract C Change Order #11 in the amount of \$23,196.00: Selge Construction is asking for a change order in the amount of \$23,196.00 due to grinder station changes, grinder station and alarm panel relocations.
2. NED Phase 2 – Contract B Change Order #16 in the amount of \$26,928.00: Niblock Excavating is asking for a change order in the amount of \$26,928.00 due to grinder station and alarm panel relocations and 400 LFT of undistributed quantity for alarm panel relocations.

Abby VanVlerah moved, and Kelly Johnson seconded the motion, to accept and approve the NED Phase 2 Contract C Change Order #11 in the amount of \$23,196.00 and the NED Phase 2 Contract B Change Order #16 in the amount of \$26,928.00 to Niblock Excavating 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 – Just compensation and sample purchase agreement: The scoping period is August 28th through October 8th. Plans to present guaranteed max cost and final project scope to the board on October 22, 2025. Board acceptance of BOT proposal and GMC scheduled for meeting on October 29th, 2025. Financial closing through RWA funds set for March 2026. Construction contract start time would be April 2026 with a project completion in fall 2027.

OLD BUSINESS

- A. Selge Invoice for Work Performed at State Rd 120: The work on the US 20 culvert replacement at West Otter Lk has been completed. The pay application submitted for approval is attached in the amount of \$82,600.00 to be paid to Selge Construction.
- B. Jellystone Campground (Barton Lake) has renewed interest in connecting to the SLRWD system. The campground engineer, Gensic Engineering, is requesting JPR assistance in design of the pump station and onsite grinder stations. JPR would contract directly with Gensic for this work. The board has previously approved.
- C. Pump Station 15: JPR is working with the District on final scope of work being done as an emergency repair.

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.