

**STEUBEN LAKES REGIONAL WASTE DISTRICT
BOARD OF TRUSTEES MEETING
NOVEMBER 19, 2025
25-11R
6:00 P.M.**

MEMBERS PRESENT:

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

MEMBERS ABSENT:

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 OCTOBER 29TH MEETING MINUTES CHANGES OR ADDITIONS.

The Board presented minutes of the OCTOBER 29TH, 2025 board meeting minutes for review and approval. Upon motion, duly made by Kelly Johnson and seconded by Judy Rowe, the Board unanimously approved the OCTOBER 29TH, 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 OCTOBER 29TH, 2025 board meeting minutes as amended.

FINANCIAL REPORTS

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

Public Hearing for BOT contract: no public present. This is the official public hearing. Abby VanVlerah closes the public hearing.

NEW BUSINESS

N/A

ATTORNEY REPORT

- A. Steuben Lakes RWD Sewer SRF Engagement Letter: The engagement letter presented is for the renewal of BAN C as approved in the October 2025 meeting as well as the future bond funds for the Pump Station Replacement Project. Estimated fee for the BAN is \$10,000 and for the bond is \$35,000. Abby VanVlerah to sign engagement letter since Rob Moreland is acting remotely at this meeting.

Craig Rice moved, and Kelly Johnson seconded the motion, to accept and approve the SRF engagement letter 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 SRF engagement letter.

- B. Approve BOT Agreement: The presented BOT agreement is not to exceed \$6,059,502.00 as agreed upon by Selge for all 9 pump stations. Under this agreement, the contractor will complete the work on each pump station, operate it for 14 days, and then they will hand it back over to the District. The project will be done in stages until all 9 pump stations are complete. The estimated contract time is 18 months. The agreement does state that if we do not have financing by June 2026 we can terminate the agreement. This agreement allows Selge to get purchase orders started with vendors. Craig Rice notes and Steve Henschen confirms doing the project this way saves us around \$700,000. Abby VanVlerah to sign BOT agreement since Rob Moreland is acting remotely at this meeting.

Kelly Johnson moved, and Craig Rice seconded the motion, to accept and approve the BOT agreement 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 BOT agreement.

ENGINEERS REPORTS

A. JPR General Project Update Memo:

A. NED Phase 2 – Construction Update – Steve Henschen updates:

Contract A: Pump station 9 is getting new impellers through Xylem at no cost. We are confident that we will address the underperforming pumps. All pump stations are operating and doing well. As discussed at the last meeting, we are looking to make a change order in the future to change the VFDs to soft starts and we will be moving forward with that as soon as we have SRF approval.

Contract B: Niblock has completed milestone one completion, which is the main trunkline and Selge is now actively hooking customers up in their area around the North side of Snow Lake. Pump Station 10 has a couple of pump performance issues and higher level of static pressure than predicted. We are working with Xylem on this matter. Niblock has completed milestone two which was to get all the grinders installed and ready for the new customer primarily on CO Rd 300. They did miss the target dates for both milestones and they are looking at \$74,000 in liquidated damages. Those charges will be assessed on the final change order. Niblock is aware of that number and that liquidated damages are being enforced.

Contract C: Selge has all of their grinder stations in and they are making customer connections in the Ln 820 area right now.

B. Pay Apps:

1. NED Phase 2 – Contract A Pay Application #13 in the amount of \$25,000.00: Selge Construction is asking for payment in the amount of \$25,000.00.
2. NED Phase 2 – Contract B Pay Application #20 in the amount of \$505,493.67: Niblock Excavating is asking for payment in the amount of \$505,493.67.
3. NED Phase 2 – Contract C Pay Application #14 in the amount of \$503,444.90: Selge Construction is asking for payment in the amount of \$503,444.90.

Craig Rice moved, and Renee Clauss seconded the motion, to accept and approve the NED Phase 2 Contract A Pay Application #13 in the amount of \$25,000.00 to Selge Construction, Contract B Pay Application #20 in the amount of \$505,493.67 to Niblock Excavating, and the Contract C Pay Application #14 in the amount of \$503,444.90 to Selge Construction as submitted, which motion was unanimously approved. Each board member voted in approval of the NED Phase 2 Contract A Pay Application #13 in the amount of \$25,000.00 to Selge Construction, Contract B Pay Application #20 in the amount of \$505,493.67 to Niblock Excavating, and the Contract C Pay Application #14 in the amount of \$503,444.90 to Selge Construction.

C. Change Orders:

1. NED Phase 2 – Contract C Change Order #13 in the amount of \$3,055.00: Selge Construction is asking for a change order in the amount of \$3,055.00 due to some unique individual customer changes where a customer has placed their septic tank under a deck and it was not known during the design phase. The septic will be pumped out and then filled with flowable fill to abandon.
2. NED Phase 2 – Contract B Change Order #18 in the amount of \$97,852.50: Niblock Excavating is asking for a change order in the amount of \$97,852.50 due to the District buying 59 shared grinder pumps at a discounted rate of \$1800 each from Niblock. Normally the District purchases these pumps at around \$2200 each. Niblock miss ordered a certain number of standard head pumps which was their error and they were stored outside in cardboard boxes and the vendor would not take them back. Since the District was getting ready to place their final order of pumps for the year to be paid for by Capital funds, we have purchased these pumps which still have the full warranty from the manufacturer. These will be paid from contingency project funds.

Kelly Johnson moved, and Judy Rowe seconded the motion, to accept and approve the NED Phase 2 Contract C Change Order #13 in the amount of \$3,055.00 and the NED Phase 2 Contract B Change Order #18 in the amount of \$97,852.50 to Niblock Excavating as submitted, which motion was unanimously approved. Each board member voted in approval of the NED Phase 2 Contract C Change Order #13 in the amount of \$3,055.00 and the NED Phase 2 Contract B Change Order #18 in the amount of \$97,852.50 to Niblock Excavating.

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.

- D. Pump Station Replacement Project Phase 1 Land Acquisition Update: With closing on project funds in March 2026, we need to have all land acquisitions completed. We have 4 out of 9 in hand.

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.