

**STEUBEN LAKES REGIONAL WASTE DISTRICT
BOARD OF TRUSTEES MEETING
DECEMBER 17, 2025
25-12R
6:00 P.M.**

MEMBERS PRESENT:

Rob Moreland
Abby VanVlerah
Mike Stephenson
Renee Clauss
Craig Rice

MEMBERS ABSENT:

Judy Rowe
Kelly Johnson

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 NOVEMBER 19TH MEETING MINUTES CHANGES OR ADDITIONS.

The Board presented minutes of the NOVEMBER 19TH, 2025 board meeting minutes for review and approval. Upon motion, duly made by Abby VanVlerah and seconded by Renee Clauss, the Board unanimously approved the NOVEMBER 19TH, 2025 board meeting minutes. Each board member voted in approval of the NOVEMBER 19TH, 2025 board meeting minutes as amended.

FINANCIAL REPORTS

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

The November 2025 Capital budget report is ahead of schedule, and we should be on the plus side of the budget.

NEW BUSINESS

- A. Encroachment Request - 2315 W ORLAND RD: Chris from VanGordon Construction addressed the relocation of the grinder tank at 2315 W Orland Rd. They are asking to be 3' from the overhang of the structure. SLRWD staff have no issues with this request. Abby VanVlerah moved, and Renee Clauss seconded the motion, to accept and approve the encroachment request at 2315 W Orland Rd as submitted, which motion was unanimously approved.
- B. Encroachment Request - 200 LN 820B SNOW LK: Tim Smith is asking to extend the concrete driveway over the lateral line and install a catch basin system for rainwater. They are very aware of their liability should the District need access to these lines and equipment. Craig Rice moved, and Renee Clauss seconded the motion, to accept and approve the encroachment request at 200 Ln 820B Snow Lk as submitted, which motion was unanimously approved.
- C. Grinder Tank Placement Issue (NED II) - 55 LN 750 SNOW LK: Riyadh Al Awadi is requesting the grinder tank and control box be moved as it was installed in a location that he states was not the agreed upon location as discussed at a site meeting with JPR. Craig Rice clarifies that he did go to the site and did not observe any issue with the tank location. He also addresses the large cost of relocating the grinder tank and asks if they would be happy if the control box were relocated and the tank were to remain where it is. The homeowner agreed. Craig asks Cole if moving the control box to the right 15' would be a possibility and Cole confirms it is as long as our easement of 7 ½' on all sides is maintained. The concrete that exists would create a situation where they would need an encroachment. The potential solution would be to do another site meeting to get measurements and a plan to relocate the control box and bring that information to the next meeting on January 29, 2026.
- D. Quotes for Furnace Replacement: We have two furnaces and one has a heat exchanger that is rotting out and leaking. We asked for three quotes and received two. Gibson's Heating & Plumbing is quoted at \$6,661.00. We would like to go with the Great American Heating & Air quote in the amount of \$4,686.40. Abby VanVlerah moved, and Craig Rice seconded the motion, to accept and approve the Great American Heating & Air quote in the amount of \$4,686.40 as submitted, which motion was unanimously approved.

ATTORNEY REPORT

N/A

ENGINEERS REPORTS

- A. JPR General Project Update Memo:

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

Contract A: PS 9 impellers were replaced by Xylem on 12/8/2025 at their cost. We saw some minor pump increases but still not where we want to be. We are still working on this issue. The soft start conversions on PS 1 and PS 2 will be added to the change order in the amounts of \$16m482.40 (PS1) and \$9,754.80 (PS2).

Contract B: We do have completion of milestone 1 which was the main trunkline, however, we are still not done with milestone 2. As of Today, we are at about \$109,000 in liquidated damages with Niblock Excavating. They have been informed of this number in person during the meeting and in writing. Milestone 3 is right around the corner which is installing all of the grinder tanks.

Contract C: Customer connections have begun, and Selge Construction is finishing up the Ln 820 area.

C. Pay Apps:

1. NED Phase 2 – Contract B Pay Application #21 in the amount of \$420,551.82: Niblock Excavating is asking for payment in the amount of \$420,551.82.
2. NED Phase 2 – Contract C Pay Application #15 in the amount of \$174,945.83: Selge Construction is asking for payment in the amount of \$174,945.83.

Craig Rice moved, and Renee Clauss seconded the motion, to accept and approve Contract B Pay Application #21 in the amount of \$420,551.82 to Niblock Excavating, and the Contract C Pay Application #15 in the amount of \$174,945.83 to Selge Construction as submitted, which motion was unanimously approved.

- D. Pump Station Replacement Project Phase 1 Land Acquisition Update: We are finishing the acquisition of two of the land acquisitions as approved at last month's meeting. 3 of the 10 sites we have had very favorable communications with property owners, and we will be following up with those. Two of the sites have potential issues with coming to an agreement. One has not responded and the other has yet to give us their price. PS 19 in Glen Eden has another potential location that is not ideal long-term, but it is a possibility if we are unable to come to an agreement. JPR is working with the District on the final scope of work being done on LS 15 as an emergency repair.

OLD BUSINESS

N/A

DISTRICT BUSINESS & OTHER GENERAL MATTERS

A. Holiday and Board Meeting Schedules for 2026

PUBLIC COMMENT

Craig Rice would like to thank Rob Moreland for his service to the Waste District. We appreciate his 10 years of dedicated service and leadership.

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.