

**STEUBEN LAKES REGIONAL WASTE DISTRICT
BOARD OF TRUSTEES MEETING
JANUARY 28, 2026
26-01R
6:00 P.M.**

MEMBERS PRESENT:

Bruce Deters
Abby VanVlerah
Mike Stephenson (Remote but unable to participate)
Renee Clauss
Craig Rice
Judy Rowe
Kelly Johnson

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.

Mike Stephenson is attending remotely. He is unable to participate as he cannot be seen on screen or heard via microphone. No roll call vote needed.

APPROVAL OF THE DECEMBER 17TH MEETING MINUTES CHANGES OR ADDITIONS.

The Board presented minutes of the DECEMBER 17TH, 2025 board meeting minutes for review and approval. Upon motion, duly made by Kelly Johnson and seconded Craig Rice, the Board unanimously approved the DECEMBER 17TH, 2025 board meeting minutes. Each board member voted in approval of the DECEMBER 17TH, 2025 board meeting minutes as amended.

Election of 2026 Officers: Kelly Johnson moved, and Renee Clauss seconded the motion, to accept and approve Craig Rice as Board President, Abby VanVlerah to continue as Vice President, and Bruce Deters as Secretary Treasurer as submitted, which motion was unanimously approved.

FINANCIAL REPORTS

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

NEW BUSINESS

- A. Jeff Olds speaking to board regarding private lane where lift station 22 is located: Jeff Olds 6055 N 175 W is here to discuss the lift station that runs adjacent to lane W 610 N. This was recently installed by Niblock as a part of the NED II project. He is asking for us to sign a petition to the Steuben County Highway Department. This is currently a private lane with no one maintaining it. The County will come out and look at the road in the spring. The petition includes verbiage that if the County will not take over responsibility of maintaining this lane, that SLRWD will. Jeff Olds present pictures of property prior to lift station and after including some low spots with collected water. Since SLRWD has graded our property with LS22, water is no longer flowing off the road and pooling on our property. He would like a retention area to be made. Andy agrees all the adjoining property owners on this lane should sign the petition so Jeff can move forward with the County. Jeff clarifies that the water problem has always been there but has gotten worse since LS 22 has gone in. Jeff is asking for a low area to be put back in and the entire road to be chip and sealed and maintained by the County. He wants SLRWD to pay for this. Craig proposes we agree to sign the petition as a property owner and that is where it ends for SLRWD. Jeff can come back to us in the future once he has an answer from the County.

Craig Rice moved, and Kelly Johnson seconded the motion, to accept and approve Bryan Klein as signer on behalf of the District on the petition as submitted, which motion was unanimously approved.

- B. Upgrade of Biosolids Skid Loader: We have a lease program with Bobcat which they are no longer doing for wheeled machines. If we would like to continue with a lease program, we would need to trade in our skid-steer and upgrade to a track machine. Attached is the invoice for the new track machine in the amount of \$28,544.00 and we would have a yearly lease program with them. We have the option every year to continue with the lease or not.

Brue Deters moved, and Craig Rice seconded the motion, to accept and approve the upgrade of the biosolids skid loader in the amount of \$28,544.00 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 but they were not installed correctly. They will be fixed on Friday. PS 1 and 2 converting VFDs out and soft starts in. Was approved by SRF.

Contract B: 84% complete. PS 22, 31, and 10 startups have been completed and issues with PS 10. Quote BL Anderson to replace the two pumps plus a spare. We found Straeffler pumps to be just as robust and not a high in price, so we are waiting for a quote from them. Niblock liquidated damages have accrued to \$151,000 for milestone 2. JPR has discussed it with the owner of Niblock and Steve advised him to come to the board. Even if they complete milestone 2, liquidated damages will continue for milestone 3. The liquidated damages are not doubled when they are behind on more than one milestone. Working with SRF on soft starts.

Contract C: 82% complete. 2/3 done with customer connections. Homeowners of 3 properties recently passed away and have not made any obligations with electricians.

C. Pay Apps:

1. NED Phase 2 – Contract B Pay Application #22 in the amount of \$3,348.83: Niblock Excavating is asking for payment in the amount of \$3,348.83.
2. NED Phase 2 – Contract C Pay Application #16 in the amount of \$121,475.55: Selge Construction is asking for payment in the amount of \$121,475.55.

Craig Rice moved, and Kelly Johnson seconded the motion, to accept and approve Contract B Pay Application #22 in the amount of \$3,348.83 to Niblock Excavating, and the Contract C Pay Application #16 in the amount of \$121,475.55 to Selge Construction as submitted, which motion was unanimously approved.

D. Change Orders:

1. NED Phase 2 – Contract A Change Order #7 in the amount of \$26,231.20: Selge Construction is asking for a change order in the amount of \$26,237.20 due to the conversion of PS from VFDs to soft starts.
2. NED Phase 2 – Contract B Change Order #19 in the amount of \$32,703.00: Niblock Excavating is asking for a change order in the amount of \$32,703.00 due to the conversion of PS from VFDs to soft starts.

Bruce Deters moved, and Renee Clauss seconded the motion, to accept and approve the NED Phase 2 Contract A Change Order #7 in the amount of \$26,231.20 and the NED Phase 2 Contract B Change Order #19 in the amount of \$32,703.00 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 1 Land Acquisition Update: PS 19 not responsive anymore – Andy sent letter. Due to our pump station already existing there, we must move forward with this property. We have started the eminent domain process with a notice being sent to the property owner and 14 days after that notice, we are able to go onto the property to begin surveying and doing any work we need to do. We are still hopeful to work things out without eminent domain but due to time sensitivity we have to start the process. PS14 is coming along.
- F. Pump Station 15 – Project Cost Summary: For pump station 6 Ken Jones attended the County Commissioners meeting on December 22, 2025, and the commissioners agreed to the compensation offered of \$8,203.04. We are ready to make an agreement on pump station 12A in the amount of \$1,303.86. For pump station 12B we have had conversations with them, and they have agreed to the approved valuation and are asking for some compensation for some trees that would need removed for that project at the cost of about \$300 per tree in the total amount of \$5,301.50.

Renee Clauss moved, and Judy Rowe seconded the motion, to accept and approve the acquisitions for pump station 6 in the amount of \$8,203.04, pump station 12A in the amount of \$1,303.86, and pump station 12B in the amount of \$5,301.50 as submitted, which motion was unanimously approved.

- G. Pump Station 15 – Proposal from Selge: This is related to the blockage on the force main at the facility that was found last fall. The District is to do what we are calling phase 2 repair which is work the District is going to perform and purchase equipment directly to save contractor markups and keep costs as far down as possible. This is in the amount of about \$187,000. This includes pump, control panel, automatic transfer switch, contracting directly with specialty contractors for the coating system, and self-performing the bypass and all work possible. We requested quotes from Selge, Niblock, and Cornerstone for emergency repairs to pump station 15. Selge was the only one to respond with a proposal in the amount of \$298,356.00. JPR has reviewed and found that to be in line. The total is \$530,356.00.

Kelly Johnson moved, and Bruce Deters seconded the motion, to accept and approve the Selge proposal for pump station 15 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, Abby VanVlerah asked for a motion to adjourn. Such motion was made, seconded, and unanimously carried; the meeting was adjourned.