

**STEUBEN LAKES REGIONAL WASTE DISTRICT  
BOARD OF TRUSTEES MEETING  
MAY 27, 2026  
26-05R  
6:00 P.M.**

**MEMBERS PRESENT:**

Bruce Deters  
Judy Rowe  
Craig Rice  
Kelly Johnson  
Abby VanVlerah  
Renee Clauss  
Mike Stephenson

**MEMBERS ABSENT:**

**Also Present:**

Andy Boxberger – Carson, LLP  
Steve Henschen – Jones Petrie Rafinski

Craig Rice called the meeting to order at 6:00 p.m.

Craig Rice 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 APRIL 2026 MEETING MINUTES CHANGES OR ADDITIONS.**

The Board presented minutes of the APRIL 22<sup>ND</sup>, 2026 board meeting minutes for review and approval. Upon motion, duly Bruce Deters, and seconded Mike Stephenson, the Board unanimously approved the APRIL 22<sup>ND</sup>, 2026 board meeting minutes. Each board member voted in approval of the APRIL 22<sup>ND</sup>, 2026 board meeting minutes as amended.

**FINANCIAL REPORTS**

The financial reports, check register, project check register, bank account report, and claims for APRIL 2026 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 APRIL 2026 were presented for review. Abby VanVlerah moved, and Kelly Johnson seconded the

motion, to accept and approve the APRIL 2026 financial reports as submitted, which motion was unanimously approved.

## NEW BUSINESS

A. New Computers for Collections System Technicians: We are running into an issue with our computers not being compatible with the new operating system, so we are moving to MAC as talked about in a previous meeting. The final number for the collections system technicians is \$10,806.78. We will eventually have a number for replacements for the board as well as a take home computer for Courtney and Bryan for remote work when necessary. These will replace the current laptops. Craig Rice asked if we donate the old laptops/computers to a non-profit organization. Andy agrees we can do that.

Abby VanVlerah moved, and Bruce Deters seconded the motion, to accept and approve the \$10,806.78 purchase of the new computers as submitted, which motion was unanimously approved.

Abby VanVlerah moved, and Renee Clauss seconded the motion, to accept and approve the donate the old laptops and computers to a non-profit as submitted, which motion was unanimously approved.

B. Software Upgrades for Financial, Billing, and Accounting: Courtney has investigated our options for a software upgrade with our current company (Boyce) as they are moving to a new system. Our current software was merged with BS&A and is moving to a cloud-based software instead of our system that works off backups. They are currently waiving the migration fees which total \$42,320.00 until June 2026 so a decision needs to be made at this meeting and documents signed to move forward. We are currently paying around \$9,000 a year for our software and it will go to \$26,000 per year. There is no autorenewal. They invoice yearly. Did not see anything that locks in for a certain amount of time. The current estimate with training is about \$60,405 that can go up or down depending on the number of days for training. They do offer online training we can work on before they come to the office to train us that may cut down on the time spent on days in the office. This is a large change as it is one system instead of separate software. We received an estimate from Edmunds Gov Tech in the amount of \$79,600, including training, and then annually a fee of \$41,600. That option would be learning a completely new system. They are both cloud-based systems. Courtney will run the agreement through copilot to see if anything stands out that would need to be discussed or negotiated per Renee's recommendation. Andy recommends we ask for a 3-year lock-in on price and no autorenewal. Renee wants the migration fee waived regardless of when we sign up and an annual cost of \$24,000 or \$25,000 if possible.

Abby VanVlerah moved, and Kelly Johnson seconded the motion, to accept and approve Courtney to make the best deal possible with the Boyce Cloud BS&A software change, with no autorenewal, and Bryand Klein to sign as submitted, which motion was unanimously approved.

## ATTORNEY REPORT

- A. Miller Poultry Service Agreement: Miller Poultry is outside of our district and we have an outdated agreement that does not accurately reflect how we process for them. There is standard flow and process flow. We treat their standard flow every day and their process flow was not included in the old agreement. Their meter is bigger than we have in our ordinance so we will charge them the largest meter size (4inch) that is in our ordinance and a fee per 1000 gallons for the actual flow. They treat their processing on site. If they were to ever need to send it here, they could, but they would need to notify us, we would have to agree, and there is another larger dollar amount we would charge for that treatment. We need to charge them the standard commercial rate for the standard treatment and this agreement rectifies that issue. The current agreement has expired, and we want to correct our billing issue with this new agreement. They will be billed the same as any other commercial customer.

Mike Stephenson moved, and Bruce Deters seconded the motion, to accept and approve the updated Miller Poultry Service Agreement as submitted, which motion was unanimously approved.

- B. First Amendment to the BOT Agreement: This is for the Pump Station Replacement Project and has a 5% retainage built in which is standard, but the construction lobby was active in the last legislative session and Indiana law has changed that standard to 3%.

Kelly Johnson moved, and Bruce Deters seconded the motion, to accept and approve the amendment to change the 5% retainage to 3% retainage as submitted, which motion was unanimously approved.

- C. Letter from Winkler: Andy has the letter and will move forward as discussed.

## ENGINEERS REPORTS

- A. JPR Engineer's Report:
- B. NED Phase 2 – Construction Budget Update – Steve Henschen updates: As we wrap up all contracts of the project, we sit at about \$1.2 Million in contingency funds and an estimated \$250,000 in liquidated damages with Niblock. Final restoration is underway right now. Craig rice updates that we are completely independent of the Town of Fremont now and we will need to eventually dispose of our old absorption fields that are officially retired.
- C. NED Phase 2 – Contract B – Certificate of Substantial Completion: They have missed their conditional contract timeframes as well as their revised previous time frames. They

have achieved substantial completion which was reconnecting all grinder tanks and seeding/restoration work. With this we have reviewed and assembled a punch list. This starts the 1-year warranty period as of May 21<sup>st</sup>, 2026.

Abby VanVlerah moved, and Judy Rowe seconded the motion, to accept and approve the Certificate of Substantial Completion for Contract B as submitted, which motion was unanimously approved.

- D. NED Phase 2 – Contract B – Liquidated Damages: Potential liquidated damages are \$251,000 as of May 21<sup>st</sup>. We have not yet deducted this from their contract. the deduction of the liquidated damages will occur after final completion. Do we want to apply every bit of liquidated damage that we can, or could we not go that severely? Bruce discusses we have already gone down this rabbit hole, and we will be taking it all the way. This same company works with JPR in another area and had liquidated damages there as well.
- E. NED Phase 2 – Contract C – Certificate of Substantial Completion: Substantial completion was done April 14<sup>th</sup>, 2026. Final restoration should be completed in the next few weeks.

Abby VanVlerah moved, and Judy Rowe seconded the motion, to accept and approve the Certificate of Substantial Completion for Contract C financial reports as submitted, which motion was unanimously approved.

- F. NED Phase 2 – Contract C – Change Order 16 Final: Unit price contracts with contractors with lots of pay items listed totaling \$155,928.50. The contractor gets paid the final amount based on the actual quantities installed. We had quite a bit of quantities that were not needed resulting in a deduction of \$155,928.50. That is to our favor and is a part of the contingency fund we discussed is remaining.

Abby VanVlerah moved, and Bruce Deters seconded the motion, to accept and approve Change Order 16 in the amount of \$155,928.50 as submitted, which motion was unanimously approved.

G. Pay Apps:

1. NED Phase 2 – Contract A Pay Application #14 and Final in the amount of \$26,237.20. Selge Construction is asking for payment in the amount of \$26,237.20.
2. NED Phase 2 – Contract B Pay Application #26 in the amount of \$635,205.82. Niblock Excavating is asking for payment in the amount of \$635,205.82.

3. NED Phase 2 – Contract C Pay Application #20 in the amount of \$372,588.10: Selge Construction is asking for payment in the amount of \$372,588.10.
4. NED Phase 2 – Contract C Pay Application #21 in the amount of \$327,927.05: Selge Construction is asking for payment in the amount of \$327,927.05.

Kelly Johnson moved, and Renee Clauss seconded the motion, to accept and approve Contract A Pay Application 14 in the amount of \$26,237.20 to Selge Construction, Contract B Pay Application #26 in the amount of \$635,205.82 to Niblock Excavating, Contract C Pay Application #20 in the amount of \$372,588.10 to Selge Construction, and Contract C Pay Application #21 in the amount of \$327,927.05 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.

- H. NED Phase 2 – JPR Amendment and Supplemental Information: This is regarding the time extension granted to Niblock granted last fall when a change order was approved and deducted \$40,000 from their contract. This amendment is in the amount of \$60,000 for additional inspection, construction, and post construction administration. This is an hourly and not to exceed amount.

Kelly Johnson moved, and Renee Clauss seconded the motion, to accept and approve the Amendment to the engineering agreement as submitted, which motion was unanimously approved.

- I. Pump Station Replacement Project Phase 1 Land Acquisition Update: The County has donated a parcel for PS6. We are waiting for the final paperwork, and it is expected in the next week or so for final signatures.
- J. Pump Station Replacement Phase 1 – BOT Amendment No.1 – Retainage:
- K. WWTP Maintenance Building Request for Quotes: We have the plans set at 95% complete and we need a final review once Cole has returned. We are confirming to proceed with requesting quotes for a 60'x80' building. We will request 3 quotes. We would like to have the quotes for the next board meeting to be opened publicly.

Abby VanVlerah moved, and Kelly Johnson seconded the motion, to accept and approve JPR to request quotes for the maintenance building as submitted, which motion was unanimously approved.

- L. WWTP Blower Replacement – BOT: Update we are expecting to have Selge’s initial scope of work and cost to us on or by June 10<sup>th</sup>. The plan is to come to the June meeting with a proposed contract. A hearing will have to be conducted at the start of the next meeting to pass the BOT.

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