

**STEUBEN LAKES REGIONAL WASTE DISTRICT
BOARD OF TRUSTEES MEETING
AUGUST 26, 2026
26-08R
6:00 P.M.**

MEMBERS PRESENT:

Bruce Deters
Mike Stephenson
Craig Rice
Renee Clauss
Judy Rowe

MEMBERS ABSENT:

Cory Garman
Kelly Johnson

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 JULY 2026 MEETING MINUTES CHANGES OR ADDITIONS.

- A. The Board presented minutes of the JULY 22ND, 2026 board meeting minutes for review and approval. Upon motion, duly Renee Clauss, and seconded Mike Stephenson, the Board unanimously approved the JULY 22ND, 2026 board meeting minutes. Each board member voted in approval of the JULY 22ND, 2026, 2026 board meeting minutes as amended.
- B. Equipment Storage Building – Tentative Notice of Award: Bids opened are from LKD Properties in the amount of \$200,000 and Norms Construction in the amount of \$258,800.00. JPR to review the lowest bid and is asking for board authorization for Bryan Klein to accept the lowest bid.

Renee Clauss moved, and Michael Stevenson seconded the motion, Judy Rowe abstained (late to meeting) to accept and approve JPR to review the lowest bid and Bryan Klein to accept that bid as submitted, which motion was unanimously approved.

- C. Budget: Proposed 2027 budget to be reviewed and approved at next meeting.

FINANCIAL REPORTS

The financial reports, check register, project check register, bank account report, and claims for JULY 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 JULY 2026 were presented for review. Bruce Deters moved, and Renee Clauss seconded the motion, to accept and approve the JULY 2026 financial reports as submitted, which motion was unanimously approved.

NEW BUSINESS

- A. Belt Press Sludge Control Valve Actuator Replacement: Bryan confirms there is an automated valve controlled by the system when running the belt press system and the existing one we have has failed. It was original to the plant. They are having to manually adjust the flow in a confined space. BL Anderson invoice in the amount of \$10,495.00 including installation.

Bruce Deters moved, and Renee Clauss seconded the motion, to accept and approve the BL Anderson invoice in the amount of \$10,495.00 as submitted, which motion was unanimously approved.

- B. Encroachment Request – 20 Ln 280 Lk James: Rhett Eicher with Lynn Delagrange Inc. presents an encroachment request of the proposed home to encroach approximately 7” into the 5’ easement at the service lateral, not the tank.

Craig Rice moved, and all members seconded the motion, to accept and approve the encroachment request as submitted, which motion was unanimously approved.

- C. Encroachment Request – 95 Ln 242 Lk James: Todd Ramsey presents an encroachment request for a current easement violation of concrete over our lateral line, around the tank, and a diamond plate lid over the grinder tank lid. Bruce questions whether the lid is heavy or accessible for our maintenance crew. Cole confirms it is very heavy to lift. Major concern is access and not injuring our technicians while moving it. This easement violation was found during a locate, after the final inspection of the home, and prior to this work being done. No permit was issued as it should have been on the homeowner’s side. Work was done without a non-objection letter. The homeowner confirms this work was done after our final and our staff was not aware and it was not approved. The lid is the biggest issue. Owner is willing to remake the lid to where it is easier to lift. Craig would like Cole to research a lid that would be approved. Hinged or round is suggested by Bruce. Cole would like to see a lid like is used at the lift stations.

Mike Stephenson moved, and Bruce Deters seconded the motion, to accept and approve tabling this topic until next board meeting as submitted, which motion was unanimously approved.

- D. Encroachment Request – 360 In 800 Snow Lk: Jennifer Clark at 360 In 800 Snow Lk presents an encroachment request for a current easement violation of a removable walkway and landscaping into the 7 ½' easement. She understands in an emergency there may be damages done to remove the walkway given we don't have time to notify them to disassemble for future access.

Bruce Deters moved, and Renee Clauss seconded the motion, to accept and approve the encroachment request as submitted, which motion was unanimously approved.

- E. Bids for District Property in Orland: We have two offers on this lot. Kiracofe Homes, LLC in the amount of \$13,000 and Charles Stearns in the amount of \$6,500.

Judy Rowe moved, and Bruce Deteres seconded the motion, to accept and approve the offer of \$13,000 from Kiracofe Homes, LLC as submitted, which motion was unanimously approved.

ATTORNEY REPORT

- A. Winkler Lift Station Property Purchase: Resolution 2026-06 authorizes the president, Craig Rice, to sign the purchase agreement and close on the sale.

Renee Clauss moved, and Bruce Deteres seconded the motion, to accept and approve resolution 2026-06 as submitted, which motion was unanimously approved.

- B. Sale of Orland Property to Kiracofe Homes, LLC: Resolution 2026-07 authorizes the president, Crieg Rice, to sign the purchase agreement and close on the sale for \$13,000.

Judy Rowe moved, and Bruce Deteres seconded the motion, to accept and approve resolution 2026-07 as submitted, which motion was unanimously approved.

ENGINEERS REPORTS

- A. JPR Engineer's Report: Blowers are here.
- B. NED Phase 2 – Construction Progress Update – Steve Henschen updates: Construction contingency is around \$1,100,000. We did not have a pay application from either contractor this month. Niblock is working through punch list items and warranty items. Contract B has not issued a quantity correction or final change order. The work is waiting for delivery of LS 10 pumps and control panel modifications which are scheduled for October. Contract

C change order for an emergency repair is submitted. This is paid for in the contract but a letter has been sent to the property owner for reimbursement.

C. Pay Apps: N/A

D. Change Orders:

1. NED Phase 2 – Contract C Change Order #17 in the amount of \$ 21,331.25: Selge Construction is asking for a change order in the amount of \$ 21,331.25.

Mike Stephenson moved, and Renee Clauss seconded the motion, to accept and approve the NED Phase 2 Contract C Change Order #17 in the amount of \$ 21,331.25 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.

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.