

**ENROLLED MINUTES OF THE
HIGHLAND WATERWORKS BOARD OF DIRECTORS
JANUARY 25, 2018**

The Highland Water Works Board of Directors convened in study session immediately before the Regular Meeting at 6:30 p.m. on Thursday January 25, 2018 in the upper meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland Indiana, in order to discuss the final agenda of the regular meeting.

ROLL CALL: Present on silent roll call were Directors George A. Smith, George Georgeff, Ed Dabrowski, and Matthew Timmer. Also present were Derek Snyder, NIES Engineering Inc.; John Bach, Public Works Director; Mark Knesek, Operations Director; Rhett Tauber, Board Attorney; and Mark Herak, Town Council Liaison.

1. The Board discussed the Capital Budget Resolution No. 2018-03. Mr. Bach reported that, in addition to the approval of spending authority for engineering services associated with the 5th Street Water Main Replacement Project, the utility also needed spending authority for material purchases, including water meters, throughout the year. Mr. Bach advised that the utility has been replacing approximately 8-10 meters per week. Presently, most meter change outs are covered by the warranty; however, some of the older meters are now outside warranty period and are not covered. Staff will prepare a report on the state of meters in order to better predict the long term capital outlay.
2. The Board discussed the ongoing shut-off procedures for delinquent accounts.
3. The Board discussed the hearing procedures for customers appealing their shut-off notice.
4. Mr. Snyder discussed the status of three (3) projects currently under design; 5th Street Water Main Replacement Project; Martha Street Water Main Replacement and Extension Project; and Wicker Park Manor Water Main Replacement Project.
5. Mr. Herak initiated a discussion with the Board on a particular customer's utility bill and on the manner in which it was handled. The matter related to a newly constructed home, the timing in which the account transferred from construction usage to meter billed usage, and the billing of sewer use before and after the summer sewer rates were in effect.

The Highland Water Works Board of Directors met in its Regular Session on Thursday, January 25, 2018 at 7:00 p.m. in the upper meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland Indiana. Director Smith opened the meeting. The minutes were recorded by John Bach, Recording Secretary, *Pro Tempore*. The session was opened with the Pledge of Allegiance.

ROLL CALL: Present on roll call were Directors George A. Smith, George Georgeff, Matthew Timmer, and Ed Dabrowski. Absent: None. Also present were Mark Herak, Town Council Liaison; Derek Snyder, NIES Engineering Inc.; John Bach, Public Works Director; Mark Knesek, Operations Director; and Rhett Tauber, Board Attorney.

MINUTES: Director Smith indicated that he and the other Board member did not have ample opportunity to review the minutes of the December 14, 2017 public meeting and suggested that consideration for approval be deferred until the next meeting. Director Georgeff moved to defer consideration for approval

of the minutes of the Regular Meeting on December 14, 2017. Director Timmer seconded. On a vote viva voce, the motion passed.

Special Orders:

1. Election of Officers

President – Director Smith moved to nominate Director Georgeff for President of the Waterworks Board of Directors. With no other nominations, Director Smith moved to elect Director Georgeff for President of the Waterworks Board of Directors. Director Timmer seconded. On a vote viva voce, the motion passed.

Vice President – Director Smith moved to nominate Director Timmer for Vice President of the Waterworks Board of Directors. With no other nominations, Director Smith moved to elect Director Timmer for Vice President of the Waterworks Board of Directors. Director Timmer seconded. On a vote viva voce, the motion passed.

Secretary – Director Smith moved to nominate Director Smith for Secretary of the Waterworks Board of Directors. With no other nominations, Director Smith moved to elect Director Smith for Secretary of the Waterworks Board of Directors. Director Timmer seconded. On a vote viva voce, the motion passed.

Communications:

1. A letter received from Derek Snyder, NIES Engineering, Inc., dated December 14, 2017, regarding a Proposal for Profession Design Engineering Services, 5th Street Water Main Replacement Project – 98th Street to 45th Street. President Georgeff advised that the matter would be considered under General Orders.

2. A letter from Lucio M. Ternieden, Chief, Field Inspection Section, Drinking Water Branch, Office of Water Quality, Indiana Department of Environmental Management (IDEM) regarding Inspection Summary Letter, Highland Water Works, PWSID IN5245021. Mr. Bach advised that the IDEM inspection occurred on January 16, 2018. The inspector noted one deficiency in the letter concerning the storage of chlorine cylinders, which has been corrected. Received as information.

Unfinished Business and General Orders:

1. Highland Waterworks, Board of Directors, Resolution No. 2017-22, A Resolution Authorizing and Approving an Agreement between NIES Engineering, Incorporated and the Water Works District of Highland to perform Professional Engineering Services as District Water Works Engineer for the Year 2018. Director Dabrowski moved to approve Resolution No. 2018-01. Director Timmer seconded. Discussion: None. Upon a roll call vote, were four (4) ayes and no nays. The motion passed.

**WATER WORKS DISTRICT OF HIGHLAND
Board of Directors
Resolution No. 2018-01**

A RESOLUTION AUTHORIZING AND APPROVING AN AGREEMENT BETWEEN NIES ENGINEERING, INCORPORATED AND THE WATER WORKS DISTRICT OF HIGHLAND TO PERFORM PROFESSIONAL ENGINEERING SERVICES AS DISTRICT WATER WORKS ENGINEER FOR THE YEAR 2018

Whereas, The Water Works District of Highland, through its Board of Directors, has heretofore determined a need to engage the professional engineering services in order carry out the mission of the District; and

Whereas, NIES Engineering, Incorporated, (Consultant) has offered and presented an Agreement to provide and furnish Professional Engineering Services in consideration for fees to be charged and billed monthly; and

Whereas, There are sufficient and available appropriations balances on hand to support the payments under the agreement, pursuant to IC 5-22-17-3(e); and

Whereas, The Water Works District of Highland, through its Board of Directors, now desires to accept and approve the agreement for services as herein described.

Now, Therefore Be it Resolved by the Board of Directors for the Water Works District of Highland, Lake County, Indiana, as follows:

Section 1. That the Professional Engineering Agreement (incorporated by reference and made a part of this resolution) between NIES Engineering, Incorporated, and the Water Works District of Highland for District Water Works Engineer for the year 2018 is hereby approved, adopted and ratified in each and every respect;

Section 2. That the terms and charges under the agreement for professional engineering services are found to be reasonable and fair;

Section 3. That the Water Works District of Highland, through its Board of Directors, believes that NIES Engineering, Incorporated has demonstrated professional competence and qualifications to perform the particular professional engineering services called for in the Agreement and associated project, pursuant to I.C. 5-16-11.1-5;

Section 4. That the President of the Water Works District of Highland be authorized to execute the Agreement with his signature as attested thereto by Secretary of the Water Works District of Highland.

Duly Adopted, Resolved and Ordered by the Water Works Board of Directors of Highland, Lake County, Indiana, this 25th day of January 2018. Having been passed by a vote of 4 in favor and 0 opposed.

**WATER WORKS DISTRICT OF HIGHLAND, INDIANA
BY ITS WATER WORKS BOARD OF DIRECTORS:**

/s/George Georgeff, President

Attest:

/s/George A. Smith, Secretary

2. Waterworks District of Highland, Board of Waterworks Directors, Resolution No. 2018-02, A Resolution Accepting and Approving a Proposal from NIES Engineering, Incorporated for Professional Engineering Design Services for the 5th Street – 98th Street to 45th Avenue - Water Main Replacement Project in the amount not-to-exceed \$17,500. Director Timmer moved to approve Resolution No. 2018-02. Director Smith seconded. Discussion: None. Upon a roll call vote, were four (4) ayes and no nays. The motion passed.

**WATERWORKS DISTRICT OF HIGHLAND
BOARD OF WATERWORKS DIRECTORS
RESOLUTION NO. 2018-02**

A RESOLUTION ACCEPTING AND APPROVING A PROPOSAL FROM NIES ENGINEERING, INCORPORATED FOR PROFESSIONAL ENGINEERING DESIGN SERVICES FOR THE 5TH STREET – 98TH STREET TO 45TH AVENUE - WATER MAIN REPLACEMENT PROJECT IN THE AMOUNT NOT-TO-EXCEED \$17,500

Whereas, the Waterworks District of Highland (District) is governed by its Board of Waterworks Directors, pursuant to the provisions of IC 8-1.5-4 et seq.; and

Whereas, IC 8-1.5-4-4 specifically provides that the Board of Directors shall manage and control all works of the waterworks and may purchase, acquire, construct, reconstruct, operate, repair and maintain all water works; and

Whereas, the District had determined a need to replace the 6-inch/8-inch diameter water main on 5th Street between 45th Avenue and 98th Street in advance of the 45th Avenue and 5th Street Intersection Project, owing to ongoing maintenance issues over the past several years; and

Whereas, NIES Engineering, Inc. has submitted a proposal that details the terms and conditions for engineering services, as described therein, for the work for a fee not to exceed the amount of **Seventeen Thousand Five Hundred Dollars and no cents (\$17,500.00)**; and

Whereas, The Water Works District of Highland, through its Board of Directors, now desires to accept and approve the proposal and contract agreement for services as herein described.

Whereas, There are sufficient and available appropriations balances on hand to support the payments under the agreement, pursuant to IC 5-22-17-3(e); and

Now, Therefore Be it Resolved by the Board of Directors of the Highland Waterworks, Lake County, Indiana, as follows:

Section 1. That the Professional Engineering Final Design Services Agreement (incorporated by reference and made a part of this resolution) between NIES Engineering, Incorporated, and the Water Works District of Highland for the **5TH STREET – 98TH STREET TO 45TH AVENUE – WATER MAIN REPLACEMENT PROJECT** is hereby approved, adopted and ratified in each and every respect;

Section 2. That the terms and charges under the agreement for Professional Design Engineering services in the not to exceed amount of **Seventeen Thousand Five Hundred Dollars and no cents (\$17,500.00)** is found to be reasonable and fair;

Section 3. That the Water Works District of Highland, through its Board of Directors, believes that NIES Engineering, Incorporated has demonstrated professional competence and qualifications to perform the particular professional engineering services called for in the Agreement and associated project, pursuant to I.C. 5-16-11.1-5;

Section 4. That the President of the Water Works District of Highland be authorized to execute the Agreement with his signature as attested thereto by Secretary of the Water Works District of Highland.

Duly Adopted, Resolved and Ordered by the Waterworks Board of Directors of Highland, Lake County, Indiana, this 25th day of January 2018. Having been passed by a vote of 4 in favor and 0 opposed.

**HIGHLAND WATERWORKS
BY ITS BOARD OF DIRECTORS:**

/s/George Georgeff, President

Attest:

/s/George A. Smith, Secretary

3. Water Works District of Highland, Board of Directors, Capital Budget Resolution No. 2018-03, A Resolution Establishing the 2018 Capital Project Budget of the Waterworks to be Paid from its Waterworks Improvement Fund. Director Dabrowski moved to approve Resolution No. 2018-03. Director Timmer seconded. Discussion: None. Upon a roll call vote, were four (4) ayes and no nays. The motion passed.

**Water Works District of Highland
Board of Directors
Capital Budget Resolution No. 2018-03**

A RESOLUTION ESTABLISHING THE 2018 CAPITAL PROJECT BUDGET OF THE WATERWORKS TO BE PAID FROM ITS WATERWORKS IMPROVEMENT FUND

Whereas, The Highland Waterworks is governed by its Board of Directors, pursuant to the provisions of IC 8-1.5-4 et seq.; and

Whereas, IC 8-1.5-4-4 specifically provides that the Board of Directors shall manage and control all works of the waterworks and may purchase, acquire, construct, reconstruct, operate, repair and maintain all water works; and

Whereas, The Board of Directors in performing its duties, may adopt resolutions, rules and by-laws that are necessary to carry out the provisions of IC 8-1.5-4 et seq. including repealing or amending them consistent with the Waterworks Law; and

Whereas, The Board of Directors in performing its duties, now determines that passage and adoption of a Capital Budget Resolution establishing a Capital Budget to be paid from funds of the Waterworks to be necessary for the sound management and control of the waterworks and performing its duty to construct, reconstruct, repair, and maintain all water works.

Now, Therefore Be it Resolved by the Board of Directors of the Highland Waterworks, Lake County, Indiana, as follows:

Section 1. That for the Capital expenses as hereinafter identified of said Waterworks, the following allowances for the identified sums of money are hereby fixed and ordered set apart for the purposes herein specified to be paid from Waterworks Improvement Fund:

5 th Street Water Main Project (PE)	\$17,500.00
Water Meters	\$40,000.00
<u>Hydrants/Valves/Fittings</u>	<u>\$25,000.00</u>
Total	\$82,500.00

Section 2. That the Municipal Fiscal Officer is instructed and authorized to assign such accounts and establish such financial reporting methodology as to permit the regular review of the Capital expenses herein identified as compared to the budgeted amounts and to otherwise carry out the objects and purposes of this resolution;

Section 3. That the Superintendent of the Waterworks is instructed and authorized to prepare accounts payable for projects identified herein in such a manner as to support and permit the regular review of the Capital expenses herein identified as compared to the budgeted amounts and to otherwise carry out the objects and purposes of this resolution;

Section 4. That there shall be no capital expenditure for the identified projects in excess of the amounts fixed by this resolution without express action by the Board of Directors, revising the amount fixed and authorizing the additional allowance amount;

Section 5. That this Resolution shall be effective immediately upon its passage and adoption by the Board of Directors and may be amended or repealed by subsequent resolution duly passed and adopted.

Duly Adopted, Resolved and Ordered by the Waterworks Board of Directors of Highland, Lake County, Indiana, this 25th day of January 2018. Having been passed by a vote of 4 in favor and 0 opposed.

**HIGHLAND WATERWORKS
BY ITS BOARD OF DIRECTORS:**

/s/George Georgeff, President

Attest:

/s/George A. Smith George Georgeff, Secretary

New Business: NONE

Reports: 1. Waterworks Superintendent – No Report

2. Waterworks Attorney - No Report
3. Waterworks Engineer - No Report

Business from the Floor: NONE

Claims:

Per the docket in the amount of:		
062	Consumer Deposits	\$154.26
064	Waterworks Operating	\$303,005.94
Total		\$303,160.20

Director Dabrowski moved to approve the claims per the January 25, 2018 docket in the amount of \$303,160.20. Director Timmer seconded. On a vote *viva voce*, the motion passed.

Next Meeting:

The next Public Meeting will be held on Thursday, February 22, 2018 at 7:00 p.m. following a study session at 6:30 p.m.

ADJOURNMENT: With no other business to come before the Board of Waterworks Directors, President Smith moved to adjourn. Director Dabrowski seconded. On a vote *viva voce*, the motion passed.

Meeting Adjourned at 7:15 p.m.

Respectfully Submitted,

John M. Bach, Recording Secretary, *Pro Tempore*