

**ENROLLED MINUTES OF THE
HIGHLAND WATERWORKS BOARD OF DIRECTORS
FEBRUARY 22, 2018**

The Highland Water Works Board of Directors convened in study session immediately before the Regular Meeting at 6:30 p.m. on Thursday February 22, 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.; Mark Knesek, Operations Director; Rhett Tauber, Board Attorney; and Mark Herak, Town Council Liaison.

The Highland Water Works Board of Directors met in its Regular Session on Thursday, February 22, 2018 at 7:00 p.m. in the upper meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland Indiana. Director Georgeff opened the meeting. The minutes were recorded by Michelle Kobeszka, Recording Secretary *and transcribed by John Bach, Waterworks Superintendent*. 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.; Mark Knesek, Operations Director; and Rhett Tauber, Board Attorney.

MINUTES: President Georgeff asked if there were any corrections to the Minutes of the Regular Meeting of December 14, 2017 as prepared and posted. Director Smith moved to approve the Minutes of the December 14, 2017 meeting of the Water Works Board of Directors. Director Timmer seconded. On a vote *viva voce*, the motion passed. President Georgeff asked if there were any corrections to the Minutes of the Regular Meeting of January 25, 2018 as prepared and posted. Director Smith moved to approve the Minutes of the January 25, 2018 meeting of the Water Works Board of Directors. Director Timmer seconded. On a vote *viva voce*, the motion passed.

Special Orders: None

Communications: None

Unfinished Business and General Orders: None

New Business: None

Reports: Waterworks Superintendent – Absent
Waterworks Attorney - No Report
Waterworks Engineer - Mr. Snyder reported on the status of 45th Avenue/5th Street Water Main Replacement Project; the Wicker Park Drive, Robertson Place/Walnut Drive Project that includes the replacement of the 4” Water main that services the area; and the Martha Street Water Main Replacement and extension Project.

Business from the Floor: None

Claims:

Per the docket in the amount of:

061	Water Works District Bond and Interest	\$80,296.00
062	Consumer Deposits	\$110.59
064	Waterworks Operating	\$240,684.29
066	<u>Water Improvement</u>	<u>\$53,221.70</u>
Total		\$374,312.58

Director Timmer moved to approve the claims per the February 22, 2018 docket in the amount of \$374,312.58. Director Smith seconded. On a vote *viva voce*, the motion passed.

Next Meeting:

The next Public Meeting will be held on Thursday, March 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 Georgeff adjourned the meeting.

Meeting Adjourned at 7:21 p.m.

The Highland Water Works Board of Directors reconvened in study session immediately following the Regular Meeting at 7:15 p.m. on Thursday February 22, 2018 in the upper meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland Indiana.

1. Director Timmer requested that the Board engage a company to audit the accounts of the utility. Mr. Griffin suggested that prior to taking those steps, he would prefer to meet with the public works staff to conduct an in-house inventory.

2. Mr. Griffin discussed the late fee protocols with the Board and the challenges of implementing late fees for both utilities. The water utility and sewer utility have differing rules, pursuant to state statute, on when late fees can be imposed, which can cause confusion to those customers that do not pay prior to the bills monthly due date. The Board discussed the option of rescinding the water utility Ten Dollar (\$10.00) late fee until the conflict is resolved. President Georgeff suggested that the Public Meeting reconvene in order that the Board could consider removing the Ten Dollar late fee.

Without objection, President Georgeff reopened the public meeting. Present on silent roll call were Directors George A. Smith, George Georgeff, and Matthew Timmer.

New Business:

1. Director Timmer moved to suspend the Ten Dollar (\$10.00) late fee until such time that Board can align the fee with the late fee imposed by the Sanitary District. Director Smith seconded the motion. Upon a roll call vote, there were three (3) affirmatives and no (0) negatives, the motion passed. Mr. Griffin stated that he would prepare an instrument to perfect the action taken this evening.

ADJOURNMENT: With no other business to come before the Board of Waterworks Directors, President Georgeff adjourned the meeting.

Meeting adjourned at 7:41 p.m.

Respectfully Submitted,

John M. Bach, Recording Secretary *Pro Tempore*