

**ENROLLED MINUTES OF THE
HIGHLAND WATER WORKS BOARD OF DIRECTORS
THURSDAY, FEBRUARY, 25 2021**

Study Session. The Highland Water Works Board of Directors convened in study session immediately before the Regular Public Meeting at 6:30 p.m. on Thursday, February 25, 2021 via an on-line Zoom Meeting due to the Covid-19 Pandemic, in order to discuss the final agenda of the regular meeting.

ROLL CALL: Present on silent roll call were Directors George A. Smith, Jason Tharp, Rick Volbrecht, Curt Schroeder, and Ed Dabrowski. Also present were Mark Knesek, Public Works Director; Derek Snyder, NIES Engineering; Robert F. Tweedle, Board Attorney; Tom Black, Town Council; Michael Griffin, Clerk Treasurer; and Kim Webb, Recording Secretary.

1. Derek Snyder, NIES Engineering, discussed with the Board planned Water Main Replacement projects for 2021: Martha Street (from Kennedy Avenue west to Longwood Drive) and the 3500 Block of Jewett Avenue.
2. Mark Knesek, Public Works Director, discussed with the Board a current water main break in a backyard on Grace Street.
3. Michael Griffin, Clerk Treasurer, discussed with the Board the financial statement of the Water Works Board. Also, a presentation of utility rates was presented to the Board.

Regular Meeting: The Highland Water Works Board of Directors met in its Regular Public Session on Thursday, February 25, 2021 via an on-line Zoom Meeting due to the Covid-19 Pandemic directly following the study session. President Smith opened the meeting at 7:23 pm. The meeting was opened with the Pledge of Allegiance. The minutes were recorded by Ed Dabrowski, serving as Administrator of the Zoom Meeting.

ROLL CALL: Present on roll call were Directors Ed Dabrowski, George A. Smith, Jason Tharp, Rick Volbrecht, and Curt Schroeder. A quorum was attained. Also present were Derek Snyder, NIES Engineering, Inc.; Mark Knesek, Operations Director; Robert F. Tweedle, Board Attorney; Tom Black, Town Council; Michael Griffin, Clerk Treasurer; and Kim Webb, Recording Secretary.

MINUTES: President Smith asked if there were any corrections to the Minutes of the Regular Meeting of January 28, 2021 as prepared and posted. Director Volbrecht moved to approve the minutes of the Regular Meeting on January 28, 2021. Director Dabrowski seconded. Upon a roll call vote, there were (5) affirmations and no negatives. The motion passed.

Special Orders:

1. Oath of Office was administered for the following Board of Directors:

George A. Smith
Jason Tharp

Communications: None.

Unfinished Business and General Orders:

1. Highland Water Works
Board of Directors
Resolution No. 2021-03

A Resolution establishing the 2021 Capital Project Budget of the Water Works to be paid from its Water Works Improvement Fund. Director Dabrowski moved to approve Resolution 2021-03. Director Volbrecht seconded. Upon a roll call vote, there were (5) affirmations and no negatives. The motion passed.

**Water Works District of Highland
Board of Directors
Capital Budget Resolution No. 2021-03**

A RESOLUTION ESTABLISHING THE 2021 CAPITAL PROJECT BUDGET OF THE WATER WORKS TO BE PAID FROM ITS WATER WORKS IMPROVEMENT FUND

Whereas, The Highland Water Works 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 Water Works 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 Water Works 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 Water Works to be necessary for the sound management and control of the Water Works 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 Water Works, Lake County, Indiana, as follows:

Section 1. That for the Capital expenses as hereinafter identified of said Water Works, 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 Water Works Improvement Fund:

Martha St Water Main Improvement Project (PE) - Addendum	\$4,500.00
3500 Block of Jewett Ave Water Main Improvement Project (PE)	\$17,000.00
Water Meters	\$70,000.00
Equipment	\$9,810.00
Hydrants/Valves/Fittings	\$50,000.00
<hr/>	
Total	\$151,310.00

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 Water Works 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 Water Works Board of Directors of Highland, Lake County, Indiana, this 25th day of February, 2021. Having been passed by a vote of 5 in favor and 0 opposed.

**HIGHLAND WATER WORKS
BY ITS BOARD OF DIRECTORS:**

/s/George A. Smith, President

Attest:

/s/Richard E. Volbrecht, Jr., Secretary

2. Highland Water Works
Board of Directors
Resolution No. 2021-04

A Resolution declaring a special purchase and accepting a quote from Utility Supply Company for the purchase of 25 Mueller Fire Hydrants (various bury depths) at a total cost of \$49,466.00. Director Volbrecht moved to approve Resolution 2021-04. Director Tharp seconded. Upon a roll call vote, there were (5) affirmations and no negatives. The motion passed.

**WATER WORKS DISTRICT OF HIGHLAND
BOARD OF WATER WORKS DIRECTORS
RESOLUTION NO. 2021-04**

A RESOLUTION DECLARING A SPECIAL PURCHASE AND ACCEPTING A QUOTE FROM UTILITY SUPPLY COMPANY FOR THE PURCHASE OF 25 MUELLER FIRE HYDRANTS (VARIOUS BURY DEPTHS) AT A TOTAL COST OF \$49,466.00

Whereas, the Water Works District of Highland (District) is governed by its Board of Water Works 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 Water Works and may purchase, acquire, construct, reconstruct, operate, repair and maintain all water works; and

Whereas, The District has determined the need to replace 25 aging fire hydrants in order to provide reliable fire protection and maintenance flushing for the water system; and

Whereas, Pursuant to §3.05.050 (D) (6) of the Highland Municipal Code (HMC), the Public Works Director as Water Works Superintendent serves as the purchasing agent for the Highland Water Works Department; and

Whereas, Pursuant to §3.05.065 (I) of the HMC, the purchasing agent may make a special purchase of fire hydrants considering that (1) the compatibility of equipment, accessories, or replacement parts is a substantial consideration in the purchase of fire hydrants; and (2) only one source meets the agency's reasonable requirements; and

Whereas, The Water Works Superintendent has procured a quote from Utility Supply Company for the purchase of 25 Mueller fire hydrants (various bury depths) at a total cost of \$49,466.00; and

Whereas, Pursuant to §3.05.030 (B) of the HMC, the purchase exceeds \$15,000.00, which requires the additional approval of the purchasing agency; and

Whereas, Pursuant to §3.05.050 (B) of the HMC, the Board of Water Works Directors serves as the purchasing agency for the Water Works department; 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 District, through its Board of Directors, now desires to accept the quote for 25 Mueller fire hydrants from Utility Supply Company.

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

1. That the District has determined that the purchase of 25 Mueller fire hydrants constitutes a special purchase, pursuant to §3.05.065 (I);
2. That the quote from Utility Supply Company, attached hereto and made a part of this Resolution, in the amount of Forty-nine Thousand Four Hundred Sixty-six and 00/100 (\$49,466.00) for the purchase of 25 Mueller fire hydrants (various bury depths) is hereby accepted;
3. That the Water Works Superintendent is authorized to execute the agreement and all documents necessary to implement the purchase.

Duly Adopted, Resolved and Ordered by the Water Works Board of Directors of Highland, Lake County, Indiana, this 25th day of February, 2021. Having been passed by a vote of 5 in favor and 0 opposed.

**HIGHLAND WATER WORKS
BY ITS BOARD OF DIRECTORS:**

/s/George A. Smith, President

Attest:

/s/Richard E. Volbrecht, Jr., Secretary

3. Highland Water Works
Board of Directors
Resolution No. 2021-05

A Resolution declaring a special purchase and accepting a quote and proposal from Water Resources for the purchase of a data collector and a 3-year cloud-based software contract for Neptune 360 in the amount of \$51,030.00 over 3 years. Director Dabrowski moved to approve Resolution 2021-05. Director Volbrecht seconded. Upon a roll call vote, there were (5) affirmations and no negatives. The motion passed.

#

**WATER WORKS DISTRICT OF HIGHLAND
BOARD OF WATER WORKS DIRECTORS
RESOLUTION NO. 2021-05**

A RESOLUTION DECLARING A SPECIAL PURCHASE AND ACCEPTING A QUOTE AND PROPOSAL FROM WATER RESOURCES FOR THE PURCHASE OF A DATA COLLECTOR AND A 3-YEAR CLOUD-BASED SOFTWARE CONTRACT FOR NEPTUNE 360 IN THE TOTAL AMOUNT OF \$51,030.00 OVER 3 YEARS

Whereas, the Water Works District of Highland (District) is governed by its Board of Water Works 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 water works and may purchase, acquire, construct, reconstruct, operate, repair and maintain all water works; and

Whereas, The District has determined the need to replace the current aged equipment and software for data collection of the water metering data; and

Whereas, Pursuant to §3.05.050 (D) (6) of the Highland Municipal Code (HMC), the Public Works Director as Water Works Superintendent serves as the purchasing agent for the Highland Water Works; and

Whereas, The District had previously selected Neptune Technology Group (Neptune) as its sole source of supply for water meters owing to its advanced metering and meter reading technology and has made significant capital investments in Neptune equipment and software for the purpose of meter reading and assessing customer usage; and

Whereas, Pursuant to §3.05.065 (I) of the HMC, a purchasing agent may make a special purchase of meter data collector and software considering that (1) the compatibility of equipment, accessories, or replacement parts is a substantial consideration in the purchase; and (2) only one source meets the agency's reasonable requirements; and

Whereas, The Water Works Superintendent has procured a quote from Water Resources for the purchase of a Neptune data collector and software license over the next three years in the amount as follows:

Year 1: Regular Price \$17,100.00	after 30% discount	\$11,970.00
Year 2: Regular Price \$17,100.00	after 15% discount	\$14,535.00
Year 3: Regular Price \$17,100.00		

Mobile Data Collector: \$7,425.00

For a total equipment and data management charge over 3 years of \$51,030.00; and

Whereas, Pursuant to §3.05.030 (B) of the HMC, the purchase exceeds \$15,000 and is for a duration of more than one year, which requires the additional approval of the purchasing agency, and

Whereas, Pursuant to §3.05.050 (B) of the HMC, the Board of Water Works Directors serves as the purchasing agency for the water works department; 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 the quote for Neptune equipment and software from Water Resources.

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

1. That the District has determined that the purchase of a Neptune data collector and software data management, pursuant to §3.05.065 (I), constitutes a special purchase;
2. That the quote from Water Resources, attached hereto and made a part of this Resolution, in the total amount of Fifty-One Thousand Thirty Dollars and 00/100 (\$51,030.00) for the replacement of the data collection equipment and a 3-year data management software subscription is hereby accepted;
3. That the Water Works District Superintendent is authorized to execute the agreement and all documents necessary to implement the purchase.

Duly Adopted, Resolved and Ordered by the Water Works Board of Directors of Highland, Lake County, Indiana, this 25th day of February, 2021. Having been passed by a vote of 5 in favor and 0 opposed.

**HIGHLAND WATER WORKS
BY ITS BOARD OF DIRECTORS:**

/s/George A. Smith, President

Attest:

/s/Richard E. Volbrecht, Jr., Secretary

New Business: Review and discuss proposals received from Suez, Inc. and Dixon Engineering to provide an Asset Maintenance Program for the elevated water storage tanks. Discussion ensued. Director Volbrecht made a motion to direct the Board Attorney and the Board

Engineer to move forward with obtaining a contract and scope of work with Suez, Inc. for a Tank Asset Management Plan for the elevated water tanks. Director Dabrowski seconded. Upon a roll call vote there were (5) affirmations and no negatives. The motion passed.

Reports:

1. Water Works Superintendent – No report.
2. Water Works Attorney – No report.
3. Water Works Engineer – No report.
4. Fire Department – No report.

Business from the Floor:

Claims:

Per the docket in the amount of:

061	Water Works District	\$0.00
062	Consumer Deposits	\$0.00
064	Water Works Operating	\$342,738.68
066	Water Improvements	\$238.36
068	Water Capital	\$0.00
<hr/>		
Total		\$342,977.04

Director Dabrowski moved to approve the claims per the February 25, 2021 docket in the amount of \$342,977.04. Director Volbrecht seconded. Upon a roll call vote, there were (5) affirmations and no negatives. The motion passed.

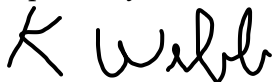
Next Meeting:

The next Plenary Meeting will be held on Thursday, March 25, 2021 at 6:30 p.m.

ADJOURNMENT: With no other business to come before the Board of Water Works Directors, the meeting was adjourned.

Meeting Adjourned at 8:01 p.m.

Respectfully Submitted,



Kim Webb, Recording Secretary