

**ENROLLED MINUTES OF THE
HIGHLAND WATER WORKS BOARD OF DIRECTORS
THURSDAY, MAY 27, 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, May 27, 2021 in the lower meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in order to discuss the final agenda of the regular meeting. COVID-19 precautions were exercised. The session was opened with the Pledge of Allegiance.

ROLL CALL: Present on roll call were Directors George A. Smith, Jason Tharp, Rick Volbrecht, and Ed Dabrowski. Director Curt Schroeder was absent with prior notice given. A quorum was attained. Also present were Mark Knesek, Public Works Director; Derek Snyder, NIES Engineering; Robert F. Tweedle, Board Attorney; Tom Black, Town Council; Brian Bell, acting Operations Director; Mike Pipta, Fire Department; Michael Griffin, Clerk Treasurer; and Kim Webb, Recording Secretary.

1. Mark Knesek, Public Works Director, discussed with the Board the progress of the elevated water tank rehabilitation. A Suez representative reported the interior of the tank is 98% complete and the exterior is 1/3 sandblasted. Weather permitting, the exterior painting is estimated to be completed June 14, 2021.

Today there was a water main break at Grace St and Wirth Rd on a road that was just repaved last year. The pavement will be patched and the sod restored.

The purchase of a drone is needed in order to inspect the exterior of the tanks and keep inspection logs for the EPA.

2. Robert Tweedle, Board Attorney, discussed with the Board the ongoing negotiations with the Hammond Water Works on the increase in water rates. The negotiations are expected to be finalized in the next couple of weeks.
3. Derek Snyder, NIES Engineering, discussed with the Board the two water main replacement projects scheduled for this year. The Martha Street Water Main Replacement Project (Longwood Dr. to Kennedy Ave.) bids were received yesterday and the recommendation will be to award the project to Gatlin Plumbing & Heating, Inc. as the lowest, responsive and responsible bid. The survey is complete and design work is underway for the 3500 Block of Jewett Ave Water Main Replacement Project.

Regular Meeting: The Highland Water Works Board of Directors met in its Regular Public Session on Thursday, May 27, 2021 in the lower meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, directly following the study session. President

Smith opened the meeting at 7:05 pm. COVID-19 precautions were exercised. The minutes were recorded by Kim Webb, Recording Secretary.

ROLL CALL: Present on roll call were Directors George A. Smith, Jason Tharp, Rick Volbrecht, and Ed Dabrowski. Director Curt Schroeder was absent with prior notice given. Also present were Mark Knesek, Public Works Director; Derek Snyder, NIES Engineering; Robert F. Tweedle, Board Attorney; Tom Black, Town Council; Brian Bell, acting Operations Director; Mike Pipta, Fire Department; 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 April 22, 2021 as prepared and posted. Director Volbrecht moved to approve the minutes of the Regular Meeting on April 22, 2021. Director Tharp seconded. Upon a vote *viva voce*, the motion passed.

Special Orders: None.

Communications: None.

Unfinished Business and General Orders:

1. Highland Water Works
Board of Directors
Resolution No. 2021-10

A Resolution awarding a bid to Gatlin Plumbing & Heating, Inc. for the Martha Street Water Main Replacement Project – Longwood Drive to Kennedy Avenue in the amount of \$606,000.00 as the lowest responsive and responsible bid. Director Volbrecht moved to approve Resolution 2021-10. Director Dabrowski seconded. Upon a roll call vote, there were (4) affirmations and no negatives, (1) absent. The motion passed.

**WATER WORKS DISTRICT OF HIGHLAND
BOARD OF WATER WORKS DIRECTORS
RESOLUTION NO. 2021-10**

**A RESOLUTION AWARDING A BID TO GATLIN PLUMBING & HEATING, INC. FOR THE MARTHA STREET
WATER MAIN REPLACEMENT PROJECT - LONGWOOD DRIVE TO KENNEDY AVENUE IN THE AMOUNT OF
\$606,000.00 AS THE LOWEST RESPONSIVE AND RESPONSIBLE BID**

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 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 Water Works District of Highland (District), through its Board of Directors, has determined the need to replace the Water Main on Martha Street, Longwood Drive to Kennedy Avenue, in order to provide for adequate water supply and water quality; and

Whereas, NIES Engineering, Inc. had prepared plans and specifications for the Project on behalf of the Water Works District; the Project was bid in accordance with IC 36-1-12 et seq.; and notice was published in accordance with IC 5-3-1; and

Whereas, the following bids were received at 10:00 a.m. on April 23, 2019:

Gatlin Plumbing & Heating, Inc.	\$606,000.00
Grimmer Construction, Inc.	\$777,735.00
Gough, Inc.	\$882,509.16
Engineer's Estimate	\$598,440.00

Whereas, NIES Engineering, Inc. has reviewed the bids and determined that the bid of **Gatlin Plumbing and Heating, Inc. in the amount of Six Hundred Six Thousand and 00/100 (\$606,000.00)** to be the lowest responsive and responsible bid.

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 bid and award the Project to **Gatlin Plumbing & Heating, Inc.**

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

1. That the Bid of Gatlin Plumbing & Heating, Inc. in the amount of **Six Hundred Six Thousand and 00/100 (\$606,000.00)** for the Martha Street Water Main Replacement - Longwood Drive to Kennedy Avenue Project is hereby accepted as the lowest responsive and responsible bid.
2. That the Water Works District Superintendent is authorized to execute the agreement and all documents necessary to implement the Project.

Duly Adopted, Resolved and Ordered by the Water Works Board of Directors of Highland, Lake County, Indiana, this 27th day of May, 2021. Having been passed by a vote of 4 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. 2021-11

A Resolution authorizing and approving an agreement between NIES Engineering, Inc. and the Water Works District of Highland for Professional Engineering Services during construction associated with the Martha Street Water Main Replacement Project – Longwood Drive to Kennedy Avenue in the amount not-to-exceed \$52,000.00. Director Volbrecht moved to approve Resolution 2021-11. Director Tharp seconded. Upon a roll call vote, there were (4) affirmations and no negatives, (1) absent. The motion passed.

**WATER WORKS DISTRICT OF HIGHLAND
BOARD OF WATER WORKS DIRECTORS
RESOLUTION NO. 2021-11**

A Resolution Authorizing and Approving an Agreement between NIES Engineering, Inc. and the Water Works District of Highland for Professional Engineering Services during Construction associated with the Martha Street Water Main Replacement Project – Longwood Drive to Kennedy Avenue in the amount not-to-exceed \$52,000.00

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 a need to replace the existing water main on Martha Street between Longwood Drive and Kennedy Avenue due to its condition; and

Whereas, the District has heretofore awarded a construction contract to Gatlin Plumbing & Heating, Inc. in the amount of Six Hundred Six Thousand Dollars and 00/100 (\$606,000.00) to be the lowest responsive and responsible bid; and

Whereas, NIES Engineering, Inc. has submitted a proposal that details the terms and conditions for professional engineering services during construction, as described therein, for the work for a fee not to exceed amount of **Fifty-two Thousand Dollars and no cents (\$52,000.00)**; 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; 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).

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 Services during Construction Agreement (incorporated by reference and made a part of this resolution) between NIES Engineering, Inc. and the Water Works District of Highland for the Martha Street Water Main Replacement Project – Longwood Drive to Kennedy Avenue 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 during construction in the not to exceed amount of **Fifty-two Thousand Dollars and no cents (\$52,000.00)** 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, Inc. 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 27th day of May, 2021. Having been passed by a vote of 4 in favor and 0 opposed.

**THE WATER WORKS DISTRICT OF HIGHLAND
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. 2021-12

A Resolution amending the 2021 Capital Project Budget of the Water Works to be paid from its Water Works Improvement Fund. Director Dabrowski moved to approve Resolution 2021-12. Director Sharp seconded. Upon a roll call vote, there were (4) affirmations and no negatives, (1) absent. The motion passed.

**Water Works District of Highland
Board of Water Works Directors
CAPITAL BUDGET RESOLUTION NO. 2021-12**

A RESOLUTION AMENDING 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 Project – Longwood Drive to Kennedy Ave. (CE)	\$52,000.00
<u>Martha St Water Main Project – Longwood Drive to Kennedy Ave. (CN)</u>	<u>\$606,000.00</u>
Total	\$658,000.00

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 27th day of May, 2021. Having been passed by a vote of 4 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: A letter was received from a resident at 10354 Prairie Ave. asking for a discount on the water bill due to high usage from a running toilet. A letter will be written and hand delivered to the resident explaining the policy of the Water Works Board that “all water that flows through the meter is billable”.

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	\$35.85
064	Water Works Operating	\$274,395.78
066	Water Improvements	\$24,028.92
068	Water Capital	\$0.00
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Total		\$298,460.55

Director Dabrowski moved to approve the claims per the May 27, 2021 docket in the amount of \$298,460.55. Director Tharp seconded. Upon a roll call vote, there were (4) affirmations and no negatives, (1) absent. The motion passed.

Next Meeting:

The next Plenary Meeting will be held on Thursday, June 24, 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 7:41 p.m.

Respectfully Submitted,

Kim Webb, Recording Secretary