

**ENROLLED MINUTES OF THE
HIGHLAND WATER WORKS BOARD OF DIRECTORS
THURSDAY, OCTOBER 28, 2021**

Study Session. The Highland Water Works Board of Directors convened in study session immediately before the Regular Public Meeting at 6:32 p.m. on Thursday, October 28, 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.

ROLL CALL: Present on roll call were Directors George A. Smith, Rick Volbrecht, and Curt Schroeder. Director Tharp 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; Tim Gembala, Operations Director; and Kim Webb, Recording Secretary.

1. Rick Volbrecht, Water Works Board Director, inquired about the process of posting the agenda for the Water Works Board monthly meetings.
2. Mark Knesek, Public Works Director, updated the Board on the 3500 Block of Jewett Avenue Water Main Replacement Project. The water main is in place and the taps are in process.

There have been a couple of water breaks since the last meeting, one in a backyard on Duluth and one on Kennedy Ave.

3. Robert Tweedle, Board Attorney, discussed with the board the Hammond, Highland, and Dyer Water Rate Agreement.
4. Derek Snyder, NIES Engineering, discussed with the board the Design Engineering proposal for the River Drive Water Main and Street Improvement Project.

Regular Meeting: The Highland Water Works Board of Directors met in its Regular Public Session on Thursday, October 28, 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 7:02 pm. The session was opened with the Pledge of Allegiance. The minutes were recorded by Kim Webb, Recording Secretary.

ROLL CALL: Present on roll call were Directors George A. Smith, Rick Volbrecht, and Curt Schroeder. Director Tharp was absent with prior notice given. A quorum was present. Also present were Mark Knesek, Public Works Director; Derek Snyder, NIES Engineering; Robert F. Tweedle, Board Attorney; Tom Black, Town Council; Tim Gembala, Operations Director; and Kim Webb, Recording Secretary.

MINUTES: President Smith asked if there were any corrections to the Minutes of the Regular Meeting of September 23, 2021 as prepared and posted. Director Volbrecht moved to approve the Minutes of the September 23, 2021 meeting. Director Schroeder seconded. Upon a vote *viva voce* the motion passed.

Special Orders: None.

Communications: None.

Unfinished Business and General Orders:

1. Action to approve Town Council Enactment 2021-44. An enactment regarding the disposition of accreted surplus on deposit to the credit of the Water Cash Reserve Fund, authorizing its use for the payment of the reconciling amount due for the Wholesale Water Supply Agreement effective from January 1, 2021 to July 31, 2021, pursuant to I.C. 8-1.5-3-11 et seq. Director Volbrecht moved to approve the action. Director Schroeder seconded. Upon a roll call vote, there were (3) affirmations and no negatives. The motion passed.
2. Highland Water Works
Board of Directors
Resolution No. 2021-25

A joint resolution of the Board of Works and the Water Works Board of Directors accepting and approving a proposal from NIES Engineering, Inc. for Professional Engineering Design Services for the River Drive Water Main and Street Improvement Project in the total amount not-to-exceed \$54,000.00. Director Volbrecht moved to approve Resolution No. 2021-25. Director Schroeder seconded. Upon a roll call vote, there were (3) affirmations and no negatives. The motion passed.

**TOWN OF HIGHLAND
BOARD OF WORKS
ORDER OF THE WORKS BOARD NO. 2021-XX**

**WATER WORKS DISTRICT OF HIGHLAND
BOARD OF WATER WORKS DIRECTORS
RESOLUTION NO. 2021-25**

A JOINT RESOLUTION OF THE BOARD OF WORKS AND THE WATER WORKS BOARD OF DIRECTORS ACCEPTING AND APPROVING A PROPOSAL FROM NIES ENGINEERING, INC. FOR PROFESSIONAL ENGINEERING DESIGN SERVICES FOR THE RIVER DRIVE WATER MAIN AND STREET IMPROVEMENT PROJECT IN THE TOTAL AMOUNT NOT-TO-EXCEED \$54,000.00

Whereas, The Town of Highland, through its Town Council, which is the Works Board of the Municipality pursuant to I.C. 36-1-2-24(3), has determined that a need exists to make certain public improvements and repairs to roadway infrastructure on River Drive, including the replacement of defective curb and sidewalk, pavement, and tree removal and replacement; and

Whereas, The Town of Highland has filed an application for Community Development Block Grant funding (FY 2021), with the Lake County Community Development Department, which will offset the costs for the improvements in the amount of \$102,130.00; and

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 Water Works District of Highland (District), through its Board of Directors, has determine the need to replace and upsize the existing water main within the project boundaries, as described herein, in order to improve water flow and water quality and has determined that it would be in the best interest of the utility to coordinate the work with the street improvement project; and

Whereas, The Works Board and Water Works District Board of Directors has heretofore determined a need to engage the professional engineering design services in order to implement the Project, and

Whereas, NIES Engineering, Incorporated, (Consultant) has offered and presented an agreement to provide and furnish Professional Engineering Design Services in consideration for fees to be charged and billed monthly based upon a lump sum of the value of the services completed, in an amount not to exceed Fifty-four Thousand Dollars (\$54,000.00) allocated in the amounts of Twenty-five Thousand Dollars and no Cents (\$25,000.00) to the Board of Works and Twenty-nine Thousand Dollars and no Cents (\$29,000.00) to the Water Works District; 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 Town of Highland, through its Board of Works, now desires to accept and approve the agreement for services as herein described; 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 Works for the Town of Highland and the Board of Directors of the Highland Water Works, Lake County, Indiana, as follows:

1. That the Professional Engineering Design Services Proposal (incorporated by reference and made a part of this resolution) from NIES Engineering, Inc. for the River Drive Water Main and Street Improvement Project is hereby approved, adopted and ratified in each and every respect;

2. That the terms and charges under the agreement for Design Engineering services in the not to exceed amount of Fifty-four Thousand (\$54,000.00), allocated in the amounts of Twenty-five Thousand Dollars and no Cents (\$25,000.00) to the Board of Works and Twenty-nine Thousand Dollars and no Cents (\$29,000.00) to the Water Works District, is found to be reasonable and fair;

3. That the Town Council, which is the Works Board of the municipality, and 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;

4. That the Public Works Director/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 Highland Town Council, Lake County, Indiana, this 8th day of November, 2021. Having been passed by a vote of _____ in favor and _____ opposed.

**Board of Works of the Town of
HIGHLAND, INDIANA**

Roger Sheeman (IC 36-5-2-10)

Attest:

Michael W. Griffin, Clerk-Treasurer (IC 33-16-4-1;IC 36-5-6-5)

Duly Adopted, Resolved and Ordered by the Water Works Board of Directors of Highland, Lake County, Indiana, this 28th day of October, 2021. Having been passed by a vote of 3 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: None.

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	\$00.00
062	Consumer Deposits	\$152.04
064	Water Works Operating	\$361,842.89
066	Water Improvements	\$27,910.32
068	Water Capital	\$57,742.09
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Total		\$447,647.34

Director Volbrecht moved to approve the claims per the October 28, 2021 docket in the amount of \$447,696.68. Director Schroeder seconded. Upon a roll call vote, there were (3) affirmations and no negatives. The motion passed.

Next Meeting:

The next Plenary Meeting will be held on Thursday, November 11, 2021 at 6:30 p.m. due to the Thanksgiving holiday.

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

Meeting Adjourned at 7:09 p.m.

Respectfully Submitted,

Kim Webb, Recording Secretary