

**ENROLLED MINUTES OF THE
HIGHLAND WATER WORKS BOARD OF DIRECTORS
THURSDAY, DECEMBER 9, 2021**

Regular Meeting: The Highland Water Works Board of Directors met in its Special Public Session on Thursday, December 9, 2021 in the lower meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana. President Smith opened the meeting at 6:30 pm. The session was opened with the Pledge of Allegiance. A quorum was present. The minutes were recorded by Kim Webb, Recording Secretary.

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

MINUTES: President Smith asked if there were any corrections to the Minutes of the Regular Meeting of November 11, 2021 as prepared and posted. Director Tharp moved to approve the Minutes of the November 11, 2021 meeting. Director Volbrecht seconded. Upon a vote *viva voce*, the motion passed.

Special Orders: None.

Communications: A proposal by NIES Engineering for General Engineering Services for 2022.

A proposal by Robert Tweedle for 2022 Legal Services.

Unfinished Business and General Orders:

1. Highland Water Works
Board of Directors
Resolution No. 2021-27

A Resolution approving and authorizing the purchase of curb boxes, repair clamps, brass fittings, copper pipe and water main pipe for water utility stock, from Utility Supply Company in the total amount of \$29,860.12. Director Volbrecht moved to approve Resolution No. 2021-27. Director Tharp seconded. Upon a roll call vote, there were (4) affirmations and no negatives. The motion passed.

**WATER WORKS DISTRICT OF HIGHLAND
BOARD OF WATER WORKS DIRECTORS
RESOLUTION No. 2021-27**

A RESOLUTION APPROVING AND AUTHORIZING THE PURCHASE OF CURB BOXES, REPAIR CLAMPS, BRASS FITTINGS, COPPER PIPE AND WATER MAIN PIPE FOR WATER UTILITY STOCK, FROM UTILITY SUPPLY COMPANY IN THE TOTAL AMOUNT OF \$29,860.12

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 Public Works Operations Director reports that the curb boxes, repair clamps, brass fittings, copper pipe and water main pipe (Stock Items) quoted are needed to replace depleted or obsolete inventory. The stock items are used for the repair and upkeep of the water works infrastructure; 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 §3.05.060 (G) (2) of the HMC, the purchasing agent may make small purchases valued at less than \$50,000 by purchasing in the open market; and

Whereas, The Water Works Superintendent has procured quotes from Utility Supply Company for the purchase of Stock Items at a total cost of \$29,860.12; 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 quotes for Stock Items 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 to purchase Stock Items to replace depleted or obsolete inventory pursuant to §3.05.060 (G) (2);
2. That the quotes from Utility Supply Company, attached hereto and made a part of this Resolution, in the total amount of Twenty-nine Thousand Eight Hundred Sixty Dollars and 12/100 (\$29,860.12) for the purchase of Stock Items 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 9th day of December, 2021. Having been passed by a vote of 4 in favor and 0 opposed.

**BOARD of WATER WORKS DIRECTORS
WATER WORKS DISTRICT of HIGHLAND, INDIANA**

/s/George A. Smith, President

Attest:

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

2. An action to approve Pay Request No. 4 (Final) for the Martha Street Water Main Replacement Project for the release of retainage in the amount of \$29,413.45 to Gatlin Plumbing & Heating, Inc. The project is complete. Director Schroeder moved to approve the action. Director Volbrecht seconded. Upon a roll call vote, there were (4) affirmations and no negatives. The motion passed.

New Business: None.

Reports:

1. Water Works Superintendent – Mark Knesek, Public Works Director displayed before and after pictures of the 3500 Block of Jewett Water Main Replacement and Street Improvement Project.

Also discussed was the water main break at the Sharp Complex.

A quote was signed today to clean the interior of the (2) ground water storage tanks. The tanks should be cleaned every five years and it has been eight years since they were last cleaned.

The Board was asked to consider constructing a Water Fill Station in the future to more accurately track the amount of bulk water usage.

2. Fire Department – Mike Pipa, Fire Department, discussed with the Board the need to replace one altitude valve and one surge valve at the Bradley Pump Station. The other altitude valve was rebuilt this year. The valves are 30 years old and quotes will be obtained for the next meeting.
3. Water Works Attorney – Robert Tweedle, Board Attorney, asked if the True-up water bill from Hammond had been received. It has not been received to-date.
4. Water Works Engineer – Derek Snyder, NIES Engineering, discussed with the Board the River Drive Water Main Replacement and Street Improvement Project. The field survey work is complete and the design work is currently in progress.
5. Clerk Treasurer – Michael Griffin, Clerk Treasurer, discussed with the Board that they have enrolled in a new program, TRECS, that will help collect outstanding water utility debt through a tax refund process.

Business from the Floor: The President and Vice President of Midwest Telecom of America Inc (MTA) presented a drafted license agreement to install telecom equipment on the elevated water tank on Indy Blvd. They are asking for permission to access the area to verify equipment install would work at that location. Permission is granted and a final license agreement will be brought up at a future meeting.

Claims:

Per the docket in the amount of:

061	Water Works District	\$00.00
062	Consumer Deposits	\$26.25
064	Water Works Operating	\$180,784.91

066	Water Improvements	\$19,238.53
068	Water Capital	\$29,609.83
<hr/>		
Total		\$229,659.52

Director Volbrecht moved to approve the claims per the December 9, 2021 docket in the amount of \$229,659.52. Director Tharp seconded. Upon a vote *viva voce*, the motion passed.

Next Meeting:

The next Special Plenary Meeting will be held on Thursday, January 27, 2022 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 7:30 p.m.

Respectfully Submitted,

Kim Webb, Recording Secretary