ENROLLED MINUTES OF THE
HIGHLAND WATER WORKS BOARD OF DIRECTORS
THURSDAY, JANUARY 22, 2026

Oath of Office: Mark Herak, Clerk Treasurer, administered the oath of office for Directors Rick Volbrecht and Ray Borowiec.

Regular Meeting: The Highland Water Works Board of Directors met in a Regular Plenary Session on Thursday, January 22, 2026 in the meeting room of the Highland Public Works Building, 8001 Kennedy Ave., Highland, Indiana. President Smith opened the meeting at 6:33 p.m. with no study session. The meeting 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, Bernie Zemen, Ray Borowiec and Peggy Phillips. A quorum was present. Also present were Mark Knesek, Public Works Director; Robert Tweedle, Board Attorney; Derek Snyder, NIES Engineering; George Georgeff, Town Council; and Kim Webb, Recording Secretary.

MINUTES: President Smith asked if there were any corrections to the Minutes of the Special Plenary Meeting of December 18, 2025 as prepared and posted. Director Volbrecht moved to approve the Minutes of the December 18, 2025 meeting. Director Zemen seconded. Upon a voice vote, there were (5) affirmations and no negatives. The motion passed.

Special Orders:

1. Election of Officers

    Director Borowiec moved to nominate the following slate of officers by acclamation:

    President – Director Smith
    Vice President – Director Phillips
    Secretary – Director Volbrecht

    Director Zemen seconded. There were no further nominations. Upon a roll call vote, there were (5) affirmations and no negatives. The motion passed.

2. Appointments

    Director Smith appointed Kim Webb as Water Works Board Recording Secretary and Robert F. Tweedle as the Water Works Board Attorney for 2026.

Communications: None.

Comments from the Public or Visitors (Limited to Matters on the Agenda): None.

Reports:

1. Water Works Superintendent – Mark Knesek informed the Board that crews have been working on replacing non-functioning B-boxes.

   He also reported that the Neptune meter representative advised that new meters with remote shut-off capability may be available in April. The department has requested participation in the pilot program to test the new meters. If approved, the meters would be installed on single service lines with multiple meters.

2. Water Works Attorney – Robert F. Tweedle informed the Board of a proposed First Amendment to the agreement with Sprint for equipment rental on the Ridge Road elevated water tank. He advised that he is reviewing the amendment, which will provide for a five (5) year extension, with ~~two~~ three (3) additional five (5) year renewal terms, under the same terms as the original agreement.

3. Water Works Engineer – Derek Snyder updated the Board on the 4th Place East and West Alley Water Main Project. He reported that the first phase has passed, and twelve (12) of the sixteen (16) services on that line have been connected. The project is anticipated to be completed in April.

4. Fire Department – None.

Unfinished Business and General Orders:

1. Water Works District of Highland
   Board of Directors
   Resolution No. 2026-01

   A Resolution authorizing and approving an agreement between NIES Engineering, Inc. and the Water Works District of Highland to perform professional engineering services as District Water Works Engineer for the year 2026. Director Volbrecht moved to approve Resolution No. 2026-01. Director Borowiec 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. 2026-01

A RESOLUTION AUTHORIZING AND APPROVING AN AGREEMENT BETWEEN NIES ENGINEERING, INCORPORATED AND THE WATER WORKS DISTRICT OF HIGHLAND TO PERFORM PROFESSIONAL ENGINEERING SERVICES AS DISTRICT WATER WORKS ENGINEER FOR THE YEAR 2026

Whereas, The Water Works District of Highland, through its Board of Directors, has heretofore determined a need to engage the professional engineering services in order carry out the mission of the District; and

Whereas, NIES Engineering, Incorporated, (Consultant) has offered and presented an Agreement to provide and furnish Professional Engineering Services in consideration for fees to be charged and billed monthly based upon a lump sum value of the services completed, in an amount not-to-exceed Fifty Thousand Dollars and No Cents ($50,000.00) for the year 2026; 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 and approve the agreement for services as herein described.

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

1. That the Professional Engineering Agreement (incorporated by reference and made a part of this resolution) between NIES Engineering, Incorporated, and the Water Works District of Highland for District Water Works Engineer for the year 2026 is hereby approved, adopted and ratified in each and every respect;

2. That the terms and charges under the agreement for professional engineering services in the not-to-exceed amount of Fifty Thousand Dollars and No Cents ($50,000.00) for the year 2026 is found to be reasonable and fair;

3. That the Water Works District of Highland, through its Board of Directors, believes that NIES Engineering, Incorporated 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 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 22nd day of January 2026. 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. Water Works District of Highland
Board of Directors
Resolution No. 2026-02

A Resolution authorizing compensation for certain employees to be derived from the proper fund of the Water Works Utility of the Town of Highland Water Works Department, Lake County, Indiana. Director Volbrecht moved to approve Resolution No. 2026-02. Director Borowiec seconded. Upon a roll call vote, there were (5) affirmations and no negatives. The motion passed.

Water Works District of Highland
Board of Directors
Resolution No. 2026-02

A Resolution Authorizing Compensation for Certain Employees to be derived from the Proper Fund of the Water Works Utility of the Town of Highland Water Works Department, Lake County, Indiana

Whereas, The Highland Town Council, as legislative body of the municipality, adopted Chapter 12.05 of the Highland Municipal Code, establishing the Highland Water Works Board and the Department of Water Works, pursuant to provisions of I.C. 8-1.5-4-1 through 8-1.5-4-19; and

Whereas, Those provisions incorporate by reference provisions of I.C. 8-1.5-3-4, outlining for and conferring upon the Water Works Board of Directors certain responsibilities relative to the management of the utility's human and physical resources.

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

1. That the compensation and other provisions set forth in the wage and salary and the compensation and benefits ordinances as passed by the Town Council are hereby adopted and ratified for the Directors and officers of the Department of Water Works, its Water Works District and those employees of the municipality performing duties for the utility;

2. That wages and salaries are hereby established for the employees and certain professional appointments of the Department of Water Works, to be effective January 4, 2026, as set forth below:

Attorney	$111.00 per month retainer $211.00/hr.
Recording Secretary	$150 per month
Laborer (Part-Time)	$11.07 - $14.31/hr.
Temporary (Summer help)	$13.00 - $17.00/hr.
Temporary (Fall help)	$13.00 - $17.00/hr.

3. That the Highland Water Works Board authorizes and approves that a share of the compensation of the deputies and employees in the Office of the Clerk-Treasurer as well as a share of the compensation of the Clerk-Treasurer may be paid from the proper utility fund of the Water Works, for services connected with the operation of the utility, subject to the laws governing same;

a. That such pay shall be a part of and not in addition to the compensation as fixed by the Town Council in its most recently adopted wage and salary ordinances; and

b. That the compensation set forth in the wage and salary ordinance as most recently passed by the Town Council is hereby adopted and ratified.

4. That the Highland Water Works Board of Directors authorizes and approves that a share of the compensation of the employees in the Public Works Department may be paid from the proper utility fund of the Water Works, for services connected with the operation of the utility, subject to the laws governing same;

a. That such pay shall be a part of and not in addition to the compensation as fixed by the Town Council in its most recently adopted wage and salary ordinance; and

b. That the compensation set forth in the wage and salary ordinance most recently passed by the Town Council for utility employees is hereby adopted and ratified for utility employees of the Water Works Department.

5. That the compensation and benefits policies as adopted and are in effect in the most recently adopted Compensation and Benefits ordinance is hereby adopted and ratified for employees of the utility and its officers.

Duly Approved and Adopted by the Board of Directors of the Highland Water Works, Lake County, Indiana this 22nd day of January, 2026 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. Water Works District of Highland
Board of Directors
Resolution No. 2026-03

A Resolution establishing the 2026 Capital Project Budget of the Water Works to be paid from its Water Works Improvement and Water Works Capital funds. Director Borowiec moved to approve Resolution No. 2026-03. 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. 2026-03

A RESOLUTION ESTABLISHING THE 2026 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:

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:

6105-0000-34301	Water Meters	$240,000.00
6105-0000-34302	Hydrants/Valves/Fittings	$40,000.00
Total		$280,000.00

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;

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;

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;

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 22nd day of January, 2026. 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

4. An action to approve Pay Request No. 2 for the 4th Place East & West Alley Water Main Replacement Project in the amount of $279,456.75 ($294,165.00 less $14,708.25 retainage) to Grimmer Construction, Inc. Director Volbrecht moved to approve the action. Discussion ensued. Director Borowiec seconded. Upon a roll call vote, there were (5) affirmations and no negatives. The motion passed.

New Business: None

Business from the Floor: Georgeff discussed with the Board a utility account that was finaled in 2014 by a previous owner. The account remained inactive because the subsequent owner never established service, and the water service was not shut off. The prior owner later passed away, and the property was sold to a new owner, who is now being held responsible for partial water usage that registered through the meter. A determination was made that the new owner is not liable for the outstanding bill.

Comments from the Directors on any Item of Interest to the Directors: Director Volbrecht thanked George Georgeff for reappointing him to the Board. Director Borowiec also thanked George Georgeff for his appointment, stated that he is pleased to be a part of the Board, and expressed his hope to provide a new perspective on issues that may arise.

Claims:

Per the docket in the amount of:

6101	Water Operating	$348,841.21
6102	Water Works District	$0.00
6104	Consumer Deposits	$50.47
6105	Water Improvement	$279,456.75
6108	Water Capital	$0.00
Total		$628,348.43

Director Volbrecht moved to approve the claims per the January 22, 2026 docket in the amount of $628,348.43. Director Borowiec seconded. Upon a roll call vote, there were (5) affirmations and no negatives. The motion passed.

Next Meeting:

The next Regular Plenary Meeting will be held on Thursday, February 26, 2026 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 7:29 p.m.

Respectfully Submitted,

Kim Webb, Recording Secretary