

**ENROLLED MINUTES OF THE
HIGHLAND WATERWORKS BOARD OF DIRECTORS
THURSDAY, APRIL 25, 2019**

Study Session. The Highland Water Works Board of Directors convened in study session immediately before the Regular Meeting at 6:30 p.m. on Thursday, April 25, 2019 in the upper 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 silent roll call were Directors Ed Dabrowski, George Georgeff, George A. Smith, Larry Kondrat, and Curt Schroeder. Also present were Mark Knesek, Operations Director; Rhett Tauber, Board Attorney; Derek Snyder, NIES Engineering; Michael Griffin, Clerk Treasurer; and Kim Webb, Recording Secretary.

1. The Board discussed the Financial Statement with Michael Griffin, Clerk Treasurer.
2. Mark Knesek, Operations Director, discussed with the Board a quote from Neptune Technologies to replace aging/failing water meters at a discounted rate. The quote is for a commitment to purchase 100 meters per month at a discounted rate of \$190 per meter for a period of four (4) years. This is a savings of \$30 per meter. Further documentation will be presented at the next board meeting.
3. Rhett Tauber, Board Attorney, discussed the E. Marks matter with the Board.
4. A resident, Cathy Gray of 8732 Carolina Ave, discussed with the Board an issue with her Water Utility Bill. President Dabrowski moved to address the issue during the Regular Session under New Business.

Regular Meeting: The Highland Water Works Board of Directors met in its Regular Session on Thursday, April 25, 2019 at 7:00 p.m. in the upper meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland Indiana. President Dabrowski opened the meeting. The minutes were recorded by Kim Webb, Recording Secretary. The session was opened with the Pledge of Allegiance.

ROLL CALL: Present on roll call were Directors Ed Dabrowski, George Georgeff, George A. Smith, Larry Kondrat, and Curt Schroeder. A quorum was attained. Also present were Mark Knesek, Operations Director; Rhett Tauber, Board Attorney; Derek Snyder, NIES Engineering; Michael Griffin, Clerk Treasurer; John Bach, Public Works Director; and Kim Webb, Recording Secretary.

MINUTES: President Dabrowski asked if there were any corrections to the Minutes of the Regular Meeting of March 28, 2019 as prepared and posted. Director Smith moved to approve

the minutes of the Regular Meeting on March 28, 2019. Director Georgeff seconded. On a vote *viva voce*, the motion passed.

Special Orders: None.

Communications: None.

Unfinished Business and General Orders:

1. Highland Waterworks
Board of Directors
Resolution No. 2019-05

A Resolution awarding a bid to Gatlin Plumbing & Heating, Inc. for the 5th Street Water Main Replacement – 100th Place to 98th Street in the amount of \$450,000.00 as the lowest responsive and responsible bid. Director Kondrat moved to approve Resolution 2019-05. Director Schroeder seconded. Upon a roll call vote, there were (5) affirmations and no negatives. The motion passed.

**WATERWORKS DISTRICT OF HIGHLAND
BOARD OF WATERWORKS DIRECTORS
RESOLUTION NO. 2019-05**

A RESOLUTION AWARDING A BID TO GATLIN PLUMBING & HEATING INC. FOR THE 5TH STREET WATER MAIN REPLACEMENT- 5TH STREET FROM 100TH PLACE TO 98TH STREET IN THE AMOUNT OF \$450,000.00 AS THE LOWEST RESPONSIVE AND RESPONSIBLE BID

Whereas, the Waterworks District of Highland (District) is governed by its Board of Waterworks 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 waterworks 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 the Water Main on 5th Street- 100th Place to 98th Street 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 and Heating, Inc.	\$450,000.00
B&D Sewer & Backhoe Service	\$524,847.00
H&G Underground Utilities LLC	\$497,799.00
LGS Plumbing, Inc.	\$536,838.00
Dyer Construction Co., Inc.	\$566,958.97
Grimmer Construction Co., Inc.	\$538,806.00
Woodruff & Sons, Inc.	\$539,468.88
Gough, Inc.	\$552,051.00
Engineer's Estimate	\$434,710.00

Whereas, NIES Engineering, Inc. has reviewed the bids and determined that the bid of **Gatlin Plumbing and Heating, Inc. in the amount of Four Hundred Fifty Thousand and 00/100 (\$450,000.00)** 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 and Heating, Inc.**

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

1. That the Bid of Gatlin Plumbing and Heating, Inc. in the amount of **Four Hundred Fifty Thousand and 00/100 (\$450,000.00)** for the replacement the Water Main on 5th Street- 100th Place to 98th Street 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 Waterworks Board of Directors of Highland, Lake County, Indiana, this 25rd day of April, 2019. Having been passed by a vote of 5 in favor and 0 opposed.

HIGHLAND WATERWORKS
BY ITS BOARD OF DIRECTORS:

/s/ Ed Dabrowski, President

Attest:

/s/George A Smith, Secretary

2. Highland Waterworks
Board of Directors
Resolution No. 2019-06

A Resolution awarding a bid to Gatlin Plumbing & Heating, Inc. for the 81st Street Water Main Replacement – Indianapolis Boulevard to Sycamore Avenue in the amount of \$435,000.00 as the lowest responsive and responsible bid. Director Georgeff moved to approve Resolution 2019-06. Director Schroeder seconded. Upon a roll call vote, there were (5) affirmations and no negatives. The motion passed.

WATERWORKS DISTRICT OF HIGHLAND
BOARD OF WATERWORKS DIRECTORS
RESOLUTION NO. 2019-06

A RESOLUTION AWARDING A BID TO GATLIN PLUMBING & HEATING INC. FOR THE 81ST STREET WATER MAIN REPLACEMENT- INDIANAPOLIS BOULEVARD TO SYCAMORE AVENUE IN THE AMOUNT OF \$435,000.00 AS THE LOWEST RESPONSIVE AND RESPONSIBLE BID

Whereas, the Waterworks District of Highland (District) is governed by its Board of Waterworks 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 waterworks 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 the Water Main on 81st Street from Indianapolis Blvd. to Sycamore Ave. 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 and Heating, Inc.	\$435,000.00
B&D Sewer & Backhoe Service	\$543,616.50
Woodruff & Sons Inc.	\$546,107.88
H&G Underground Utilities LLC	\$553,376.00
Dyer Construction Co., Inc.	\$569,738.01
Grimmer Construction Co., Inc.	\$497,524.00
LGS Plumbing Inc.	\$593,182.00

Engineer's Estimate \$446,150.00

Whereas, NIES Engineering, Inc. has reviewed the bids and determined that the bid of **Gatlin Plumbing and Heating, Inc. in the amount of Four Hundred Thirty- Five Thousand and 00/100 (\$435,000.00)** 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 and Heating, Inc.**

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

1. That the Bid of Gatlin Plumbing and Heating, Inc. in the amount of **Four Hundred Thirty-Five Thousand and 00/100 (\$435,000.00)** for the replacement the Water Main on 81st Street from Indianapolis Boulevard to Sycamore 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 Waterworks Board of Directors of Highland, Lake County, Indiana, this 25th day of April, 2019. Having been passed by a vote of 5 in favor and 0 opposed.

HIGHLAND WATERWORKS
BY ITS BOARD OF DIRECTORS:

/s/ Ed Dabrowski , President

Attest:

/s/ George A Smith, Secretary

3. Highland Waterworks

Board of Directors
Resolution No. 2019-07

A Resolution authorizing and approving an agreement between NIES Engineering, Inc. and the Waterworks District of Highland for professional engineering services during construction associated with the 5th Street Water Main Replacement Project – 100th Place to 98th Street in the amount not-to-exceed \$37,500. Director Schroeder moved to approve Resolution 2019-07. Director Kondrat 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. 2019-07**

A Resolution Authorizing and Approving an Agreement between NIES Engineering, Incorporated and the Waterworks District of Highland for Professional Engineering Services during Construction associated with the 5th Street Water Main Replacement Project – 100th Place to 98th Street in the amount not-to-exceed \$37,500

Whereas, the Waterworks District of Highland (District) is governed by its Board of Waterworks 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 waterworks 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 5th Street between 100th Place and 98th Street due its condition; and

Whereas, the District has heretofore awarded a construction contract Gatlin Plumbing & Heating, Incorporated in the amount of Four Hundred Fifty Thousand Dollars and 00/100 (**\$450,000**) 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 **Thirty-seven Thousand Five Hundred Dollars and no cents (\$37,500.00)**; 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.

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

Now, Therefore Be it Resolved by the Board of Directors for the Waterworks 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, Incorporated, and the Water Works District of Highland for the 5th Street Water Main Replacement Project – 100th Place to 98th Street is hereby approved, adopted and ratified in each and every respect;

Section 2. That the terms and charges under the agreement for Professional Engineering Preliminary Design Services in the not to exceed amount of **Thirty-seven Thousand Five Hundred Dollars and no cents (\$37,500.00)** 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, 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;

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 Board of Directors for the Water Works District of Highland, Lake County, Indiana, this 25th day of April, 2019, having been passed by a vote of 5 in favor and 0 opposed.

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

/s/ Ed Dabrowski, President

Attest:

/s/ George A. Smith, Secretary

4. Highland Waterworks
Board of Directors
Resolution No. 2019-08

A Resolution authorizing and approving an agreement between NIES Engineering, Inc. and the Waterworks District of Highland for professional engineering services during construction associated with the 81st Street Water Main Replacement Project – Indianapolis Boulevard to Sycamore Avenue in the amount not-to-exceed \$34,500. Director Smith moved to approve Resolution 2019-08. Director Georgeff 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. 2019-08**

A Resolution Authorizing and Approving an Agreement between NIES Engineering, Incorporated and the Waterworks District of Highland for Professional Engineering Services during Construction associated with the 81st Street Water Main Replacement Project – Indianapolis Boulevard to Sycamore Avenue in the amount not-to-exceed \$34,500.

Whereas, the Waterworks District of Highland (District) is governed by its Board of Waterworks 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 waterworks 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 81st Street Water Main Replacement Project – Indianapolis Boulevard to Sycamore Avenue, due its condition; and

Whereas, the District has heretofore awarded a construction contract Gatlin Plumbing & Heating, Incorporated in the amount of Four Hundred Thirty-five Thousand Dollars and 00/100 (\$435,000), of which Three Hundred Seventy-seven Thousand Six Hundred Ninety-four Dollars and no Cents is for water works improvements, 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 Thirty-four Thousand Five Hundred Dollars and no cents (\$34,500.00); 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.

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

Now, Therefore Be it Resolved by the Board of Directors for the Waterworks 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, Incorporated, and the Water Works District of Highland for the 81st Street Water Main Replacement Project – Indianapolis Boulevard to Sycamore 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 Preliminary Design Services in the not to exceed amount of Thirty-four Thousand Five Hundred Dollars and no cents (\$34,500.00) 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, 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;

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 Board of Directors for the Water Works District of Highland, Lake County, Indiana, this 25th day of April, 2019, having been passed by a vote of 5 in favor and 0 opposed.

THE WATER WORKS DISTRICT OF HIGHLAND
BY ITS BOARD OF DIRECTORS:

/s/ Ed Dabrowski, President

Attest:

/s/ George A. Smith, Secretary

5. Highland Waterworks
Board of Directors
Resolution No. 2019-09

A Resolution amending the 2019 Capital Project Budget of the Waterworks to be paid from its Waterworks Improvement Fund. Director Schroeder moved to approve Resolution 2019-09. Director Smith 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. 2019-09

A RESOLUTION AMENDING THE 2019 CAPITAL PROJECT BUDGET OF THE WATERWORKS TO BE PAID FROM ITS WATERWORKS IMPROVEMENT FUND

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

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

5 th Street Water Main Project – 98 th Street to 100 th Place (CE)	\$37,500.00
81 st Street Water Main Project – US Route 41 to Sycamore Avenue (CE)	\$34,500.00
5 th Street Water Main Project – 98 th Street to 100 th Place (CN)	\$450,000.00
81 st Street Water Main Project – US Route 41 to Sycamore Avenue (CN)	\$377,694.00
Total	\$899,694.00

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 Waterworks 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 Waterworks Board of Directors of Highland, Lake County, Indiana, this 25th day of April 2019. Having been passed by a vote of 5 in favor and 0 opposed.

**HIGHLAND WATERWORKS
BY ITS BOARD OF DIRECTORS:**

/s/ Ed Dabrowski, President

Attest:

/s/ George A. Smith, Secretary

New Business:

1. Director Georgeff moved to add to the agenda an issue with a Water Utility Bill. Director Kondrat Seconded. Upon a roll call vote, there were (5) affirmations and no negatives. The motion passed. Resident, Cathy Gray of 8732 Carolina Ave, has been

accumulating monthly penalty and late fees on an outstanding late fee balance from last year that she has been actively disputing with no resolve. She claims the payment was made in a timely matter but not posted to her account in a timely matter. Director Georgeff moved to authorize Michael Griffin, Clerk Treasurer, to remove all penalties and late fees associated with the disputed late fee charge. Director Kondrat seconded. Upon a roll call vote, there were (5) affirmations and no negatives. The motion passed.

Reports:

1. Waterworks Superintendent – No Report.
2. Waterworks Attorney – No Report.
3. Waterworks Engineer –No Report.
4. Fire Department – No Report.

Business from the Floor: None.

Claims:

Per the docket in the amount of:

061	Water Works District	\$0.00
062	Consumer Deposits	\$131.53
064	Waterworks Operating	\$173,905.12
066	Water Improvements	\$11,744.72
068	Water Capital	\$0.00
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Total		\$185,781.37

Director Smith moved to approve the claims per the April 25, 2019 docket in the amount of \$185,781.37. Director Georgeff seconded. Upon a roll call vote, there were (5) affirmations and no negatives. The motion passed.

Next Meeting:

The next Public Meeting will be held on Thursday, May 23, 2019 at 7:00 p.m. following a regular study session at 6:30 p.m. at the Town Hall.

ADJOURNMENT: With no other business to come before the Board of Waterworks Directors, Director Georgeff moved to adjourn. Director Smith seconded.

Meeting Adjourned at 7:22 p.m.

Respectfully Submitted,


Kim Webb, Recording Secretary