

**ENROLLED MINUTES OF THE
HIGHLAND WATERWORKS BOARD OF DIRECTORS
THURSDAY, MAY 23, 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, May 23, 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; John Bach, Public Works Director; Derek Snyder, NIES Engineering; Michael Griffin, Clerk Treasurer; and Kim Webb, Recording Secretary.

1. The Board discussed the Action to approve the Town Council of the Town of Highland Enactment No. 2019-18 with Michael Griffin, Clerk Treasurer.
2. The Board discussed the Financial Statement with Michael Griffin, Clerk Treasurer.
3. Derek Snyder, NIES Engineering, updated the Board on the 81st Street Water Main Replacement Project – US 41 to Sycamore Ave and the 5th Street Water Main Replacement Project – 98th St to 100th Pl. The pre-construction meetings will be next week and the projects are scheduled to begin mid-June.
4. Mark Knesek, Operations Director, discussed with the Board a water main break that occurred behind Ultra at the end of April into the beginning of May this year.
5. The Board discussed seven (7) residents that still have the old style meters that have to be manually read with old equipment. There is a concern that the equipment used to read these meters will eventually fail and may not be able to be replaced.

Regular Meeting: The Highland Water Works Board of Directors met in its Regular Session on Thursday, May 23, 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. Also present were Mark Knesek, Operations Director; John Bach, Public Works Director; Derek Snyder, NIES Engineering; Michael Griffin, Clerk Treasurer; and Kim Webb, Recording Secretary.

MINUTES: President Dabrowski asked if there were any corrections to the Minutes of the Regular Meeting of April 25, 2019 as prepared and posted. Director Georgeff moved to approve the minutes of the Regular Meeting on April 25, 2019. Director Smith 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. 2019-10

A Resolution declaring a special purchase and accepting a quote and proposal from Neptune Technology Group for the purchase of 4,800 – 5/8 x 3/4 Water Meters over a four (4) year period at a cost of \$190.00 per meter. Director Georgeff moved to approve Resolution 2019-10. Director Smith 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. 2019-10**

A RESOLUTION DECLARING A SPECIAL PURCHASE AND ACCEPTING A QUOTE AND PROPOSAL FROM NEPTUNE TECHNOLOGY GROUP FOR PURCHASE OF 4,800 - 5/8 X 3/4 WATER METERS OVER A FOUR (4) YEAR PERIOD AT A COST OF \$190.00 PER METER

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 determine the need to replace 4,800 aging water meters over the next four years in order to accurately account for customer water consumption and has determined to continue the use of Neptune water meters and its meter reading technology over the next four years; and

Whereas, Pursuant to §3.05.050 (D) (1) of the Highland Municipal Code (HMC), the Public Works Director serves as the Purchasing Agent for the Highland Waterworks; and

Whereas, The District had previously selected Neptune Technology Group (Neptune) as its sole source of supply for water meters owing to its advanced metering and meter reading technology and has made significant capital investments in Neptune equipment and software for the purpose of meter reading and assessing customer usage; and

Whereas, Pursuant to §3.05.065 (I) of the HMC, Special purchasing methods and special purchases, A purchasing agent may make a special purchase when: (1) the compatibility of equipment, accessories, or replacement parts is a substantial consideration in the purchase; and (2) only one source meets the using agency's reasonable requirements; which qualifies the purchase of water meters from Neptune as a special purchase under the HMC and Indiana Code; and

Whereas, The Operations Director has procured a quote from Neptune for the purchase of 4,800 meters over the next four years in the amount of \$190.00 per meter for a total amount of \$912,000, \$228,000 per calendar year, commencing on July 1, 2019 and ending on June 30, 2023; and

Whereas, Pursuant to §3.05.050 (B) of the HMC, Purchasing agencies, the Board of Waterworks Directors serves as the purchasing agency for the waterworks department; and

Whereas, Pursuant to §3.05.030 (B) of the HMC, the purchase exceeds \$15,000 and is for a duration of more than one year, which requires the additional approval of the purchasing agency, 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 the quote for water meters from Neptune Technology Group

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

1. That the District has determined that purchase of Neptune water meters, pursuant to §3.05.065 (I), Special purchasing methods and special purchases, constitutes a Special purchase;
2. That the quote from Neptune Technology Group, attached hereto and made a part of this Resolution, in the amount of Two Hundred Twenty-eight Thousand and 00/100 (\$228,000.00) per year for four years for the replacement of the water meters is hereby accepted.
2. That the Water Works District Superintendent is authorized to execute the agreement and all documents necessary to implement the purchase.

Duly Adopted, Resolved and Ordered by the Waterworks Board of Directors of Highland, Lake County, Indiana, this 23rd day of May, 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. 2019-11

A Resolution amending the 2019 Capital Project Budget of the Waterworks to be paid from its Waterworks Improvement Fund. Director Kondrat moved to approve Resolution 2019-11. Director Schroeder 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. 2019-11**

**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:

| | |
|--------------------------------------|---------------------|
| <u>066-0000-34301 - Water Meters</u> | <u>\$163,000.00</u> |
| Total | \$163,000.00 |

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 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 23rd day of May 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. An Action to approve the Town Council of the Town of Highland Enactment No. 2019-18. An Enactment regarding the disposition of surplus on deposit to the credit of the Water Cash Reserve Fund, authorizing its transfer to the Corporation General Fund, pursuant to I.C. 8-1.5-3-11 Et Seq. Director Smith moved to approve the Action. Director Schroeder seconded. Upon a roll call vote, there were (5) affirmations and no negatives. The motion passed.

New Business:

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 | \$112.71 |
| 064 | Waterworks Operating | \$178,536.38 |
| 066 | Water Improvements | \$15,834.71 |
| 068 | Water Capital | \$0.00 |
| <hr/> | | |
| Total | | \$194,483.80 |

Director Smith moved to approve the claims per the May 23, 2019 docket in the amount of \$194,483.80. Director Georgeff seconded. Upon a roll call vote, there were (5) affirmations and no negatives. The motion passed.

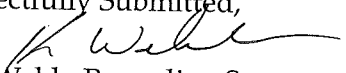
Next Meeting:

The next Public Meeting will be held on Thursday, June 27, 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 Smith moved to adjourn. Director Schroeder seconded.

Meeting Adjourned at 7:10 p.m.

Respectfully Submitted,


Kim Webb, Recording Secretary