

ENROLLED MINUTES OF THE
HIGHLAND WATERWORKS BOARD OF DIRECTORS
THURSDAY, NOVEMBER 14, 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, November 14, 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 A. Smith, Curt Schroeder, and Larry Kondrat. Director Georgeff was absent. Also present were John Bach, Public Works Director; Mark Knesek, Operations Director; Derek Snyder, NIES Engineering; Rhett Tauber, Board Attorney; Mike Pipta, Fire Department; and Kim Webb, Recording Secretary.

1. John Bach, Public Works Director, discussed with the Board Resolution No. 2019-18, a Resolution establishing the Regular Plenary Meeting schedule of the Highland Board of Waterworks.
2. Derek Snyder, NIES Engineering, discussed with the Board Resolution No. 2019-17. A Resolution accepting and approving a proposal from NIES Engineering, Inc. for Professional Engineering Design services for the 97th Place (North Easement) Water Main Replacement Project – 5th Street to Delaware Parkway in the amount not-to-exceed \$14,000.00. The design work will begin tomorrow for construction to take place in the spring and summer of 2020.
3. Derek Snyder, NIES Engineering, discussed with the Board the two current projects, the 5th St. Water Main Replacement Project and the 81st Street Water Main Replacement Project. Both projects are awaiting the completion of punch list items. Final change orders will be prepared for the December meeting.
4. John Bach, Public Works Director, discussed with the Board an application for a Community Block Grant Project for Robertson Place and Rosewood Court in Wicker Park Manor for street, curb, apron, and sidewalk repair. Derek Snyder, NIES Engineering, will prepare a proposal for a Water Main Replacement Project for Robertson Place and Rosewood Court to coincide with the Community Block Grant as a joint project between the Waterworks Board and the Board of Works.
5. Rhett Tauber, Board Attorney, updated the Board on the Estevan Marks judgement. Garnishment checks are coming in on a regular basis.

Regular Meeting: The Highland Water Works Board of Directors met in its Regular Session on Thursday, November 14, 2019 at 7:00 p.m. in the upper meeting chamber 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 A. Smith, Curt Schroeder, and Larry Kondrat. Director Georgeff was absent. Also present were John Bach, Public Works Director; Mark Knesek, Operations Director; Derek Snyder, NIES Engineering; Mark Herak, Town Council; Rhett Tauber, Board Attorney; Mike Pipta, Fire Department; and Kim Webb, Recording Secretary.

MINUTES: President Dabrowski asked if there were any corrections to the Minutes of the Regular Meeting of October 24, 2019 as prepared and posted. Director Smith moved to approve the minutes of the Regular Meeting on October 24, 2019. Director Kondrat seconded. On a vote *viva voce*, the motion passed.

Special Orders: A presentation by Marc Hansen, Suez, Inc., a Tank Asset Management Company. Due to technical issues, Director Smith moved to suspend the presentation and continue with the Regular Meeting to allow time for the issues to be resolved. Director Kondrat seconded. Upon a vote *viva voce*, the motion passed.

Communications: None.

Unfinished Business and General Orders:

1. Highland Waterworks
Board of Directors
Resolution No. 2019-17

A Resolution accepting and approving a proposal from NIES Engineering, Inc. for Professional Engineering Design services for the 97th Place (North Easement) Water Main Replacement Project – 5th Street to Delaware Parkway in the amount not-to-exceed \$14,000.00. Director Schroeder moved to approve Resolution No. 2019-17. Director Kondrat seconded. Upon a roll call vote, there were (4) affirmations and no negatives, (1) absent. The motion passed.

**WATERWORKS DISTRICT OF HIGHLAND
BOARD OF WATERWORKS DIRECTORS
RESOLUTION No. 2019-17**

A RESOLUTION ACCEPTING AND APPROVING A PROPOSAL FROM NIES ENGINEERING, INCORPORATED FOR PROFESSIONAL ENGINEERING DESIGN SERVICES FOR THE 97TH PLACE (NORTH EASEMENT) WATER MAIN REPLACEMENT PROJECT - 5TH STREET TO DELAWARE PARKWAY IN THE AMOUNT NOT-TO-EXCEED \$14,000.00

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 8-inch diameter cast iron water main in the easement north of 97th Place with new 8-inch diameter ductile iron due to several breaks over the past five years that have involved splits along the pipe; and

Whereas, NIES Engineering, Inc. has submitted a proposal that details the terms and conditions for engineering services, as described therein, for the work for a fee not to exceed amount of **Fourteen Thousand Dollars and no cents (\$14,000.00)**; 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 of the Highland Waterworks, Lake County, Indiana, as follows:

Section 1. That the Professional Engineering Design Services Agreement (incorporated by reference and made a part of this resolution) between NIES Engineering, Incorporated, and the Water Works District of Highland for the *97th Place (North Easement) Water Main Replacement Project – 5th Street to Delaware Parkway* is hereby approved, adopted and ratified in each and every respect;

Section 2. That the terms and charges under the agreement for Professional Design Engineering services in the not to exceed amount of **Fourteen Thousand Dollars and no cents (\$14,000.00)** 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 Waterworks Board of Directors of Highland, Lake County, Indiana, this 14th day of November 2019. Having been passed by a vote of 4 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. 2019-18

A Resolution establishing the Regular Plenary Meeting schedule of the Highland Board of Waterworks. Director Schroeder moved to approve Resolution No. 2019-18. Director Smith seconded. Upon a roll call vote, there were (4) affirmations and no negatives, (1) absent. The motion passed.

**WATERWORKS DISTRICT OF HIGHLAND
Board of Waterworks Directors
Resolution No. 2019-18**

**A RESOLUTION ESTABLISHING THE REGULAR PLENARY MEETING SCHEDULE OF THE HIGHLAND BOARD
OF WATERWORKS**

Whereas, the Waterworks District of Highland (District) is governed by its Board of Waterworks Directors (Board), pursuant to the provisions of IC 8-1.5-4 et seq.; and

Whereas, In addition to the powers established by IC 8-1.5-4 et seq., The Board has the powers and duties prescribed by IC 8-1.5-3-4, which includes the adoption of rules for the safe, economical, and efficient management and protection of the utility;

Whereas, The Board has determined to set the date and fix the new start time for the plenary meeting, create a review period in those meetings, and eliminate the study sessions prior to such meetings of the Board;

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

Section 1. Meetings of the Board of Waterworks Directors (Board).

(A) Types of meetings that may be convened by the Board include regular plenary meetings, special meetings, executive sessions, adjourned sessions, and regular study sessions.

(1) What constitutes a meeting shall be governed by IC 5-14-1.5-2;

(2) Plenary meetings shall be convened based upon an established standing day and time, at which matters are brought before the Board either by specific action or by an agenda assembled prior to the meeting for its consideration and possible dispositive action. These meeting will be conducted with the customary formality associated with such meetings according to the prevailing law and the selected parliamentary authority. However; the board may employ at the beginning of each meeting a review period to consider the agenda and discuss matters that are necessary or desirable. When doing so, the Board may employ the same degree of informality and conduct associate with study sessions. The review period ends when the Board calls the plenary meeting to regular order.

(3) Study sessions shall be distinguished from plenary meetings as they shall be conducted with less formality and with no votes or final actions of a dispositive nature unless provided otherwise by proper notice, pursuant to IC 5-14-1.5 et seq.

(4) Special meetings shall be convened at a different time and date from the regular plenary meetings or study sessions to consider and act upon only one or more items as set forth in the notice and call of the meeting.

(5) An adjourned meeting is a meeting convened as a continuation of a meeting which preceded it and at which items of business were not able to be completed. The adjourned meeting shall take up at the point the previous meeting ended, addressing the business remaining from the prior meeting and be confined to only those matters, unless special notice is provided under IC5-14-1.5 et seq.

(6) An executive session is a meeting from which the public is barred from attending to record and observe and may only be convened according to the provisions and purposes of IC 5-14-1.5-6.1.

(B) Except as otherwise provided herein, the Board shall hold regular plenary meetings on the fourth Thursday of each month from January until October and on the second Thursday in November and December, due to holiday conflicts, with all meetings beginning at 6:30 p.m.

Section 2. That his resolution shall become effective from and after the date of its passage.

Duly Adopted, Resolved and Ordered by the Waterworks Board of Directors of Highland, Lake County, Indiana, this 14th day of November, 2019. Having been passed by a vote of 4 in favor and 0 opposed.

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

/s/ Ed Dabrowski, President

Attest:

/s/ George A. Smith, Secretary

New Business: None.

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	\$191.03
064	Waterworks Operating	\$151,581.69
066	Water Improvements	\$36,102.69
068	Water Capital	\$0.00
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Total		\$187,875.41

Director Smith moved to approve the claims per the November 14, 2019 docket in the amount of \$187,875.41. Director Kondrat seconded. Upon a vote *viva voce*, the motion passed.

Special Orders (resumed): Director Smith moved to resume the normal order of business by returning to the Special Orders. Director Schroeder seconded. Upon a vote *viva voce*, the motion passed. Marc Hansen, Suez, Inc., made a presentation for an Asset Management Plan for the Ridge Road and Indianapolis Boulevard elevated water tanks, including tentative pricing. Director Smith requested Suez to provide alternative pricing options for a lump sum payment of the painting with a spread of the maintenance fees and also a 7 year spread instead of a 5 year spread.

Next Meeting:

The next Plenary Meeting will be held on Thursday, December 12, 2019 at 6:30 p.m. at the Town Hall.

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

Meeting Adjourned at 8:20 p.m.

Respectfully Submitted,



Kim Webb, Recording Secretary