

**ENROLLED MINUTES OF THE
HIGHLAND WATER WORKS BOARD OF DIRECTORS
THURSDAY, SEPTEMBER 22, 2022**

Study Session: The Highland Water Works Board of Directors convened in study session immediately before the Regular Plenary Meeting at 6:31 p.m. on Thursday, September 22, 2022 in the lower 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 roll call were Directors George A. Smith, Jason Tharp, Rick Volbrecht, and Larry Kondrat. Director Schroeder was absent with prior notice given. A quorum was present. Also present were Mark Knesek, Public Works Director; Derek Snyder, NIES Engineering; Robert F. Tweedle, Board Attorney; Tom Black, Town Council; Mark Herak, Clerk Treasurer; and Kim Webb, Recording Secretary.

1. Derek Snyder, NIES Engineering, discussed with the Board the different scenarios presented for the water rate increase, as derived from the Cost of Service Study.
2. Director Kondrat, discussed with the Board a complaint received about the calculation of the late fee of the water portion of the utility bills.

Regular Meeting: The Highland Water Works Board of Directors met in its Regular Plenary Session on Thursday, September 22, 2022 in the lower meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana directly following the study session. President Smith opened the meeting at 7:15 p.m. 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, Jason Tharp, Rick Volbrecht, and Larry Kondrat. Director Schroeder was absent with prior notice given. Also present were Mark Knesek, Public Works Director; Derek Snyder, NIES Engineering; Robert F. Tweedle, Board Attorney; Tom Black, Town Council; Mark Herak, Clerk Treasurer; and Kim Webb, Recording Secretary.

MINUTES: President Smith asked if there were any corrections to the Minutes of the Special Meeting of September 8, 2022 as prepared and posted. Director Volbrecht requested that the minutes of September 8, 2022 be amended by changing the September 9, 2022 date under Minutes to the correct date of August 25, 2022. Director Tharp moved to approve the Minutes of the September 8, 2022 meeting, as corrected. Director Volbrecht seconded. Upon a voice vote, there were (4) affirmations and no negatives. The motion passed.

Special Orders: None.

Communications: None.

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

Unfinished Business and General Orders:

1. An action to approve Pay Request No. 2 for the River Dr. Water Main Replacement and Street Improvement Project in the amount of \$153,017.64 (\$161,071.20 less \$8,053.56 retainage) to Gatlin Plumbing & Heating, Inc. Director Volbrecht moved to approve the action. Discussion ensued. Director Tharp seconded. Upon a roll call vote, there were (4) affirmations and no negatives. The motion passed.
2. Water Works District of Highland
Board of Directors
Resolution No. 2022-11

A Resolution to Pass and Adopt or Amend the Code of Rules and Regulations of the Water Utility, Amending Rule 2.1 Regarding Rates and Charges. Director Volbrecht moved to delete the Resolution from the agenda until further direction from the Town Council is received. Director Tharp seconded. Upon a roll call vote, there were (4) affirmations and no negatives. The motion passed.

3. Water Works District of Highland
Board of Directors
Resolution No. 2022-12

A Resolution Approving and Accepting a Quote from Go Painters, Incorporated for the Refinishing of 847 Fire Hydrants Over a Three-Year Period at a Total Cost of \$99,374.00. Director Volbrecht moved to approve Resolution No. 2022-12. Discussion ensued. 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 DIRECTORS
RESOLUTION No. 2022-12**

A RESOLUTION APPROVING AND ACCEPTING A QUOTE FROM GO PAINTERS, INCORPORATED FOR THE REFINISHING OF 847 FIRE HYDRANTS OVER A THREE-YEAR PERIOD AT A TOTAL COST OF \$99,374.00

Whereas, The Water Works District of Highland has the responsibility of flushing, testing, and maintaining fire hydrants in the Town of Highland; and

Whereas, The Water Works Superintendent has determined that it would be in the best interest of the District to engage services for the purpose of refinishing fire hydrants and has solicited a quote in 2022 to perform the work from Go Painters, Incorporated, a service company providing professional services for the water works industry; and

Whereas, Go Painters, Incorporated has presented the attached quote for fire hydrant refinishing, dated September 20, 2022, to the Highland Water Works that defines the scope of services to be performed at a unit cost of \$110.00 per hydrant for 2023, \$117.00 per hydrant for 2024 and \$125 per hydrant for 2025; and

Whereas, the Board of Water Works Directors, pursuant to §3.05.030(D) of the HMC serves as purchasing agency for the Department of Water Works; and

Whereas, the term of the agreement exceeds one-year in duration and exceeds \$10,000.00 and, pursuant to §3.05.040(C) of the HMC requires the express approval of the purchasing agency; and

Whereas, the Public Works Director, pursuant to §3.05.050(D)(1) of the HMC, serves as the Purchasing Agent for the Highland Water Works District; and

Whereas, the purchase will be supported by the Water Works District Operating Fund and there is sufficient appropriation in order to support the purchase; and

Whereas, the Board of Water Works Directors now desires to approve and authorize the Public Works Director to complete the purchase, pursuant to the terms stated herein.

Now, Therefore Be it Hereby Resolved by the Board of Water Works Directors of the Town of Highland, Lake County, Indiana;

Section 1. That the quote from Go Painters, Incorporated, dated September 20, 2022, attached hereto and made part of this Resolution, to refinish 847 fire hydrants over a three-year period in the amount of \$99,374.00, based on the unit cost of \$110.00 in 2023, and \$117.00 for 2024 and \$125.00 for 2025 per hydrant refinished, is hereby accepted and approved;

Section 2. That Go Painters, Incorporated is hereby authorized to refinish 283 fire hydrants in 2023, 282 fire hydrants in 2024, and 282 fire hydrants in 2025;

Section 3. That the terms and charges under the agreement for professional services are found to be reasonable and fair;

Section 4. That the Water Works District of Highland, through its Board of Directors, believes that Go Painters, Incorporated has demonstrated professional competence and qualifications to perform the particular professional services called for in the Agreement and associated project, pursuant to I.C. 5-16-11.1-5;

Section 5. That the Superintendent of the Water Works District of Highland be authorized to execute the Agreement with his signature and to execute any additional documents necessary to implement the project.

Duly Adopted and Resolved by the Board of Water Works Directors of Highland, Lake County, Indiana, this 22nd day of September, 2022. Having been passed by a vote of 4 in favor and 0 opposed.

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

/s/George A. Smith, President

Attest:

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

4. Water Works District of Highland
Board of Directors
Resolution No. 2022-13

A Joint Enacting Instrument of the Board of Works, the Sanitary Board of Commissioners and the Water Works Board of Directors Authorizing and Approving the Restoration and Restoration Costs for Repairs and Equipment Procurement from Lindco Equipment Sales, Inc. for Public Works Vehicle No. 20, a 2002 GMC C8500 Single-Axle Dump Truck in the amount of \$61,822.00, in which the Water Works Board portion is 1/3 of the total, as a Special Purchase all Pursuant to §3.05.065(F) of the Highland Municipal Code and I.C. 5-22-10-5. Director Volbrecht moved to approve Resolution No. 2022-13. Director Tharp

seconded. Upon a roll call vote, there were (3) affirmations and (1) abstention. The motion passed.

TOWN OF HIGHLAND
BOARD OF WORKS ORDER No. 2022-30
BOARD OF SANITARY COMMISSIONERS RESOLUTION No. 2022-08
BOARD OF WATER WORKS DIRECTORS RESOLUTION No. 2022-13

A JOINT ENACTING INSTRUMENT OF THE BOARD OF WORKS, THE SANITARY BOARD OF COMMISSIONERS AND THE WATER WORKS BOARD OF DIRECTORS AUTHORIZING AND APPROVING THE RESTORATION AND RESTORATION COSTS FOR REPAIRS AND EQUIPMENT PROCUREMENT FROM LINDCO EQUIPMENT SALES, INC. FOR PUBLIC WORKS VEHICLE NO. 20, A 2002 GMC C8500 SINGLE-AXLE DUMP TRUCK IN THE AMOUNT OF \$61,822.00, AS A SPECIAL PURCHASE ALL PURSUANT TO §3.05.065(F) OF THE HIGHLAND MUNICIPAL CODE AND I.C. 5-22-10-5

Whereas, The Department of Public Works (Department) has in its fleet a 2002 GMC C8500 Single-Axle Dump Truck, which is used to carry out the various functions of the Public Works Department, including hauling and disposal of solid waste and various other functions for the water and sewer divisions; and

Whereas, the Fleet Supervisor and Public Works Director had determined that the cab, chassis and drive train were in very good condition; however, the dump body and integrated V-Box spreader (Equipment) had reached its useful life; and

Whereas, the Fleet Supervisor and Public Works Director recommend to purchase the Equipment from Lindco Equipment Sales, Incorporated (Lindco), pursuant to §3.05.065 (F) because of the compatibility of the equipment, accessories, and replacement parts consistent with other trucks and equipment in the Public Works fleet; and

Whereas, the Public Works Director, pursuant to §3.05.050(D)(7) of the HMC, serves as the Purchasing Agent for the Department of Public Works; and

Whereas, §3.05.065(F) of the HMC provides that the 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; and

Whereas, Lindco provided a quote for the one (1) dump body and one (1) V-Box spreader, including installation and other ancillary equipment in the amount of Sixty-one Thousand Eight Hundred Twenty-two dollars and no cents (\$61,822.00); and

Whereas, the Town Council, as Board of Works of the Town of Highland, pursuant to §3.05.030 of the HMC serves as purchasing agency for the Public Works Department; and

Whereas, the Board of Sanitary Commissioners, pursuant to §3.05.030(E) of the HMC serves as purchasing agency for the Highland Sanitary District; and

Whereas, the Board of Waterworks Directors, pursuant to §3.05.030(D) of the HMC serves as purchasing agency for the Highland Water Works District; and

Whereas, the purchase price exceeds \$15,000.00 and, pursuant to §3.05.040(C) of the HMC requires the express approval of the purchasing agencies; and

Whereas, the purchase will be supported by the Solid Waste District Grant Fund, Sewer Operating Fund, and the Water Operating Fund and there are sufficient appropriations in order to support the purchase; and

Whereas, the Board of Works, the Sanitary Board of Commissioners, and the Water Works Board of Directors now desire to approve and authorize the Public Works Director to complete the purchase pursuant to the terms stated herein.

Now, Therefore Be it Resolved by the Board of Works of the Town of Highland, Lake County, Indiana; the Board of Sanitary Commissioners of the Town of Highland, Lake County, Indiana; and the Water Works Board of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That the proposal (attached hereto and made part of this Resolution) from Lindco Equipment Sales, Inc. in the amount of Sixty-one Thousand Eight Hundred Twenty-two dollars and no cents (\$61,822.00) for the Special

Purchase of equipment necessary to restore Public Works Vehicle No. 20, a 2002 GMC C8500 Single-Axle Dump Truck, including one (1) dump body and one (1) V-Box spreader, including installation and other ancillary equipment, is hereby accepted;

Section 2. That the purchase shall be funded in equal shares (1/3) by the Highland Board of Works through the Solid Waste Fund, the Highland Sanitary Board of Commissioners through the Sewer Operating Fund, and the Highland Water Works Board of Directors through the Water Operating Fund,

Section 3. That the Public Works Director is hereby authorized to issue a purchase order to Lindco Equipment Sales, Incorporated and to execute all documents necessary to implement the purchase thereof.

Duly Passed and Ordered by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 26th day of September, 2022 having passed by a vote of ___ in favor and ___ opposed.

**Town Council of the Town of
Highland, Indiana**

Bernie Zemen, President

Attest:

Mark Herak, Clerk Treasurer

Duly Passed and Ordered by the Sanitary Board of Commissioners of Highland, Indiana, Lake County, Indiana, this 20th day of September, 2022 having passed by a vote of 5 in favor and 0 opposed.

**THE SANITARY DISTRICT OF HIGHLAND
BY ITS BOARD OF COMMISSIONERS:**

/s/Richard Garcia, President

Attest:

/s/David Jones, Secretary

Duly Passed and Ordered by the Board of Water Works Directors of Highland, Lake County, Indiana, this 22nd day of September, 2022. Having been passed by a vote of 3 in favor and 0 opposed.

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

/s/George A. Smith, President

Attest:

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

5. Discussion of the Dyer Transport Rate, authorizing the Water Works President to execute the agreement on behalf of the Water Works Board of Directors subject to final approval of the Dyer Transport Rate Agreement. Director Kondrat made a motion to authorize the Water Works President to execute the agreement on behalf of the Water Works Board of Directors subject to final approval of the Dyer Transport Rate Agreement. 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 – Discussed three water main breaks that occurred and a valve that detached from the main due to corroded retainer gland bolts while changing out a hydrant. The superintendent also asked the Board if they would be willing to fund 50% of the pavement resurfacing costs for Martha Street this year. Last year’s Martha Street Water Main Replacement Project only included patching of the trenches because it was hoped that the road would be resurfaced as part of the 2022 CCMG Project. Since the State did not award grant funds Martha Street, it is now requested that the resurfacing costs be split between the Water Board and the Board of Works.
2. Water Works Attorney – no additional.
3. Water Works Engineer – Discussed progress on the River Drive water main project. The project will be complete in November.
4. Fire Department – none.

Business from the Floor: None.

Comments from the Directors on any Item of Interest to the Directors: None.

Claims:

Per the docket in the amount of:

6101	Water Works Operating	\$368,043.97
6102	Water Works District	\$0.00
6104	Consumer Deposits	\$0.00
6105	Water Improvements	\$223,614.06
6108	Water Capital	\$0.00
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Total		\$591,658.03

Director Volbrecht moved to approve the claims per the September 22, 2022 docket in the amount of \$591,658.03. Director Tharp seconded. Upon a voice vote, there were (4) affirmations and no negatives. The motion passed.

Next Meeting:

The next Plenary Meeting will be held in-person at Town Hall on Thursday, October 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 7:53 p.m.

Respectfully Submitted,

Kim Webb, Recording Secretary