

**ENROLLED MINUTES OF THE
HIGHLAND WATER WORKS BOARD OF DIRECTORS
THURSDAY, JANUARY 25, 2024**

Regular Meeting: The Highland Water Works Board of Directors met in a Regular Plenary Session on Thursday, January 25, 2024 in the lower meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana. President Smith opened the Regular Plenary meeting at 6:30 p.m. with no study session. The meeting was opened with the Pledge of Allegiance. The minutes were recorded by Mark Knesek, Acting Recording Secretary.

ROLL CALL: Present on roll call were Directors George A. Smith, Rick Volbrecht, Larry Kondrat, and Bernie Zemen. A quorum was present. Also present were Mark Knesek, Acting Recording Secretary; Derek Snyder, NIES Engineering; Robert F. Tweedle, Board Attorney; George Georgeff, Town Council; Connie Wachala, Highland resident; and Lori Bruer, Highland resident.

Oath of Office:

Mark Herak, Clerk Treasurer, administered the oath of office for Directors Bernie Zemen and George A. Smith.

MINUTES: President Smith asked if there were any corrections to the Minutes of the Regular Plenary Meeting of December 28, 2024 as prepared and posted. Director Volbrecht moved to approve the Minutes of the December 28, 2024 meeting. Director Zemen seconded. Upon a voice vote, there were (4) affirmations and no negatives. The motion passed.

Special Orders:

1. Election of Officers

Director Volbrecht moved to nominate a slate of officers as follows:

President – Director Smith
Vice President – Director Kondrat
Secretary – Director Volbrecht

Director Zemen seconded. There were no further nominations. Upon a voice vote, there were (4) affirmations and no negatives. The motion passed.

2. Appointments

Director Volbrecht moved to have Kim Webb continue as Water Works Board Recording Secretary for the year 2024. Director Zemen seconded. Upon a voice vote, there were (4) affirmations and no negatives. The motion passed.

Robert F. Tweedle previously submitted a proposal to serve as the Water Works Board Attorney for 2024. Director Volbrecht moved to appoint Robert F. Tweedle as the Water Works Board Attorney for the year 2024. Director Zemen seconded. Upon a voice vote, there were (4) affirmations and no negatives. The motion passed.

NIES Engineering previously submitted a proposal to serve as the Water Works Board Engineer for the year 2024. The matter will be brought up under Unfinished Business and General Orders (Resolution 2024-01).

Communications: None.

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

Unfinished Business and General Orders:

1. Water Works District of Highland
Board of Directors
Resolution No. 2024-01

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 2024. Director Volbrecht moved to approve Resolution No. 2024-01. Director Zemen seconded. Upon a roll call vote, there were (4) affirmations and no negatives. The motion passed.

**WATER WORKS DISTRICT OF HIGHLAND
BOARD OF WATER WORKS DIRECTORS
RESOLUTION No. 2024-01**

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 2024

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; 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 2024 is hereby approved, adopted and ratified in each and every respect;
2. That the terms and charges under the agreement for professional engineering services are 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 25th day of January 2024. Having been passed by a vote of 4 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. 2024-02

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. 2024-02. Director Kondrat seconded. Discussion ensued. 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. 2024-02**

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 7, 2024, as set forth below:

Attorney	\$105.00 per month retainer \$199.00/hr
Recording Secretary	\$65 per month
Consulting Engineer(s) (retainer)	\$400.00 per month
Laborer (Part-Time)	\$10.85/hr. (1 st year) \$11.21/hr. (2 nd year) \$11.58/hr. (3 rd year and after)
Temporary (Summer help)	\$10.85/hr. (1 st year) \$11.21/hr. (2 nd year)

\$11.58/hr. (3rd year and after)

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 25th day of January, 2024 by a vote of 4 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. 2024-03

A Resolution establishing the 2024 Capital Project Budget of the Water Works to be paid from its Water Works Improvement and Water Works Capital funds. Discussion ensued. Director Volbrecht moved to approve Resolution No. 2024-03. Director Kondrat seconded. Upon a roll call vote, there were (4) affirmations and no negatives. The motion passed.

**Water Works District of Highland
Board of Directors
Capital Budget Resolution No. 2024-03**

A RESOLUTION ESTABLISHING THE 2024 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
6105-0000-43003 Equipment	\$9,835.00
6105-0000-34302 Hydrants/Valves/Fittings	\$65,000.00
Total	\$314,835.00

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 25th day of January, 2024. Having been passed by a vote of 4 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. Water Works District of Highland
Board of Directors
Resolution No. 2024-04

A Resolution declaring a special purchase and accepting a quote from Utility Supply Company for the purchase of 18 Mueller fire hydrants at a total cost of \$59,814.00. Director Volbrecht moved to approve Resolution No. 2024-04. Director Kondrat 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. 2024-04**

**A RESOLUTION DECLARING A SPECIAL PURCHASE AND ACCEPTING A QUOTE FROM UTILITY SUPPLY COMPANY FOR THE PURCHASE OF 18 MUELLER
FIRE HYDRANTS AT A TOTAL COST OF \$59,814.00**

Whereas, the Water Works District of Highland (District) is governed by its Board of Water Works 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 District has determined the need to replace aging fire hydrants in order to provide reliable fire protection and maintenance flushing for the water system; and

Whereas, Pursuant to §3.05.050 (D) (6) of the Highland Municipal Code (HMC), the Public Works Director as Water Works Superintendent serves as the purchasing agent for the Highland Water Works Department; and

Whereas, Pursuant to §3.05.065 (I) of the HMC, the purchasing agent may make a special purchase of fire hydrants considering that (1) the compatibility of equipment, accessories, or replacement parts is a substantial consideration in the purchase of fire hydrants; and (2) only one source meets the agency's reasonable requirements; and

Whereas, The Water Works Superintendent has procured a quote from Utility Supply Company for the purchase of 18 Mueller fire hydrants at a total cost of \$59,814.00; and

Whereas, Pursuant to §3.05.030 (B) of the HMC, the purchase exceeds \$15,000.00, which requires the additional approval of the purchasing agency; and

Whereas, Pursuant to §3.05.050 (B) of the HMC, the Board of Water Works Directors serves as the purchasing agency for the water works department; 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 District, through its Board of Directors, now desires to accept the quote for 18 Mueller fire hydrants from Utility Supply Company.

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

1. That the District has determined that the purchase of 18 Mueller fire hydrants constitutes a special purchase, pursuant to §3.05.065 (I);
2. That the quote from Utility Supply Company, attached hereto and made a part of this Resolution, in the amount of Fifty-nine Thousand Eight Hundred Fourteen Dollars and No Cents (\$59,814.00) for the purchase of 18 Mueller fire hydrants is hereby accepted;
3. That the Water Works Superintendent is authorized to execute the agreement and all documents necessary to implement the purchase.

Duly Adopted, Resolved and Ordered by the Water Works Board of Directors of Highland, Lake County, Indiana, this 25th day of January, 2024. Having been passed by a vote of 4 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

Reports:

1. Water Works Superintendent – Mark Knesek informed the Board of 3 water main breaks that occurred during a snow event. Gatlin was contracted to repair 2 of the 3 breaks while Public Works staff were clearing snow from the streets. The last break was repaired by the Highland Water Department crews.
2. Water Works Attorney – Robert Tweedle informed the Board that the new Dyer transport rate is approved and will go into effect on the February utility bill.
3. Water Works Engineer – Derek Snyder presented spreadsheets to the Board with preliminary cost estimates for proposed 2024 water main projects.
4. Fire Department – None.

New Business: None.

Business from the Floor: Ms. Bruer, resident, asked the Board about certification testing for fire extinguishers. She also discussed with the Board her opinion on water shut off procedures.

Comments from the Directors on any Item of Interest to the Directors: Director Zemen commented that this first meeting was interesting, and he is looking forward to being on the Board. Director Volbrecht commented that he doesn't support the issuing of a bond for the 2024 proposed projects.

Claims:

Per the docket in the amount of:

6101	Water Works Operating	\$490,948.30
6102	Water Works District	\$0.00
6104	Consumer Deposits	\$25.55
6105	Water Improvements	\$5,385.00
6108	Water Capital	\$0.00
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Total		\$496,358.85

Director Volbrecht moved to approve the claims per the January 25, 2024 docket in the amount of \$496,358.85. Director Zemen seconded. Upon a roll call vote, there were (4) affirmations and no negatives. The motion passed.

Next Meeting:

The next Special Public Meeting will be held in-person at Town Hall on Thursday, February 22, 2024 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 7:43 p.m.

Respectfully Submitted,

Kim Webb, Recording Secretary