

**ENROLLED MINUTES OF THE  
HIGHLAND WATER WORKS BOARD OF DIRECTORS  
THURSDAY, JULY 11, 2024**

**Special Plenary Meeting:** The Highland Water Works Board of Directors met in a Special Plenary Session on Thursday, July 11, 2024 in the lower meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana. President Smith opened the Special Plenary meeting at 6:38 p.m. with no study session. 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, Bernie Zemen, Larry Kondrat, and Rick Volbrecht. A quorum was present. Also present were Robert F. Tweedle, Board Attorney; and Kim Webb, Recording Secretary.

**MINUTES:** President Smith asked if there were any corrections to the Minutes of the Regular Plenary Meeting of June 27, 2024 as prepared and posted. Director Volbrecht moved to approve the Minutes of the June 27, 2024 meeting. Director Zemen 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.

**Reports:**

1. Water Works Superintendent – None.
2. Water Works Attorney – None.
3. Water Works Engineer – None.
4. Fire Department – None.

President Smith suspended the regular order of business to have a general discussion on the agenda items under Unfinished Business and General Orders. Discussion ensued. The Regular Meeting was reconvened at 6:59 pm.

**Unfinished Business and General Orders:**

1. Highland Water Works  
Board of Directors  
Resolution No. 2024-08

A Resolution awarding a bid to Grimmer Construction, Inc. for the Johnston Street Backyard Water Main Replacement Project in the amount of \$1,309,049.00 as the lowest responsive and responsible bid. Director Volbrecht moved to approve Resolution No. 2024-08. 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. 2024-08**

**A RESOLUTION AWARDING A BID TO GRIMMER CONSTRUCTION, INC. FOR THE JOHNSTON STREET BACKYARD WATER MAIN REPLACEMENT PROJECT IN THE AMOUNT OF \$1,309,049.00 AS THE LOWEST RESPONSIVE AND RESPONSIBLE BID**

**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 Water Works District of Highland (District), through its Board of Directors, has determined the need to replace the existing 4-inch diameter water main in the 8100 & 8200 block backyards between Johnston Street and Grace Place. The existing water main has experienced numerous breaks with increasing frequency in recent years. The new water main would be increased to a 6-inch diameter to provide increased reliability; 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 June 26, 2024:

Grimmer Construction, Inc.	\$1,309,049.00
Gatlin Plumbing & Heating, Inc.	\$1,350,000.00
Engineer's Estimate	\$809,139.00

**Whereas**, NIES Engineering, Inc. has reviewed the bids and determined that the bid of Grimmer Construction, Inc. in the amount of One Million Three Hundred Nine Thousand Forty-nine Dollars and No Cents (\$1,309,049.00) 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 Grimmer Construction, Inc.

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

**Section 1.** That the Bid of Grimmer Construction, Inc. in the amount of One Million Three Hundred Nine Thousand Forty-nine Dollars and No Cents (\$1,309,049.00) for the Johnston Street Backyard Water Main Replacement Project is hereby accepted as the lowest responsive and responsible bid.

**Section 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 Water Works Board of Directors of Highland, Lake County, Indiana, this 11<sup>th</sup> day of July, 2024. 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

2. Highland Water Works  
Board of Directors  
Resolution No. 2024-09

A Resolution authorizing and approving an agreement between NIES Engineering, Inc. and the Water Works District of Highland for Professional Engineering services during construction associated with the Johnston Street Backyard Water Main Replacement Project in the amount not-to-exceed \$69,000.00. Director Volbrecht moved to approve Resolution No. 2024-09. 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. 2024-09**

**A Resolution Authorizing and Approving an Agreement Between NIES Engineering, Inc. and the Water Works District of Highland for Professional Engineering Services During Construction Associated with the Johnston Street Backyard Water Main Replacement Project in the Amount not-to-exceed \$69,000.00**

**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 a need to replace the existing 4-inch diameter water main in the 8100 & 8200 block backyards between Johnston Street and Grace Place. The existing water main has experienced numerous breaks with increasing frequency in recent years. The new water main would be increased to a 6-inch diameter to provide increased reliability; and

**Whereas**, the District has heretofore awarded a construction contract to Grimmer Construction, Inc. in the amount of One Million Three Hundred Nine Thousand Forty-nine Dollars and No Cents (\$1,309,049.00) 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 Sixty-nine Thousand Dollars and no cents (\$69,000.00); 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; 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).

**Now, Therefore Be it Resolved** by the Board of Directors for the Water Works 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, Inc. and the Water Works District of Highland for the Johnston Street Backyard Water Main Replacement Project is hereby approved, adopted and ratified in each and every respect;

**Section 2.** That the terms and charges under the agreement for Professional Engineering Services during construction in the not to exceed amount of Sixty-nine Thousand Dollars and No Cents (\$69,000.00) 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, Inc. 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 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 Water Works Board of Directors of Highland, Lake County, Indiana, this 11<sup>th</sup> day of July, 2024. 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

3. Highland Water Works  
Board of Directors  
Resolution No. 2024-10

A Resolution Amending the 2024 Capital Project Budget of the Water Works to be paid from its Water Improvement Fund. Director Volbrecht moved to approve Resolution No. 2024-10. 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  
CAPITAL BUDGET RESOLUTION NO. 2024-10**

**A RESOLUTION AMENDING THE 2024 CAPITAL PROJECT BUDGET OF THE WATER WORKS TO BE PAID FROM ITS WATER  
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 amending the 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 Improvement Fund:

6105-0000-XXXXX	Johnston St. Backyard Water Main Project (CN)	1,309,049.00
6105-0000-XXXXX	Johnston St. Backyard Water Main Project (CE)	\$69,000.00

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 11<sup>th</sup> day of July, 2024. Having been passed by a vote of 4 in favor and 0 opposed.

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

/s/George A. Smith, President

*Attest:*

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

**New Business:** None.

**Business from the Floor:** None.

**Comments from the Directors on any Item of Interest to the Directors:** Director Volbrecht offered the comment that he appreciates all the insight and comments from the other Directors regarding the agenda items. Director Zemen thanked President Smith for organizing and sharing

all the information regarding the Johnston Street Backyard Water Main Project enabling its passage.

**Claims:** None.

**Next Meeting:**

The next Plenary Meeting will be held in-person at Town Hall on Thursday, July 25, 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 7:07 p.m.

Respectfully Submitted,

Kim Webb, Recording Secretary