

**ENROLLED MINUTES OF THE
HIGHLAND WATER WORKS BOARD OF DIRECTORS
THURSDAY, DECEMBER 12, 2025**

Regular Meeting: The Highland Water Works Board of Directors met in a Special Plenary Session on Thursday, December 12, 2024 in the lower meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana. President Smith opened the meeting at 6:34 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, Rick Volbrecht, Larry Kondrat, Peggy Phillips, and Bernie Zemen. A quorum was present. Also present were Mark Knesek, Public Works Director; Robert Tweedle, Board Attorney; and Kim Webb, Recording Secretary.

MINUTES: President Smith asked if there were any corrections to the Minutes of the Special Plenary Meeting of November 14, 2024 as prepared and posted. Director Volbrecht moved to approve the Minutes of the November 14, 2024 meeting. Director Zemen seconded. Upon a voice vote, there were (5) affirmations and no negatives. The motion passed.

Special Orders: None.

Communications: A proposal dated December 9, 2024 by the Law Offices of Robert F. Tweedle for Legal Services for 2025. The matter will be brought up at the January 2025 meeting.

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

Reports:

1. Water Works Superintendent – Mark Knesek informed the Board about lead service lines that have been discovered during daylighting for the lead service line inventory. Areas where the lead lines are located will take priority in future project scheduling.

The Johnston Street Backyard Water Main Replacement Project is substantially complete. Fencing and landscaping will be completed as weather permits.

2. Water Works Attorney – Robert Tweedle informed the Board that the lease agreement with the Town of Munster for equipment installation on the Indy elevated water tank is being finalized. The Board of Directors directed Attorney Tweedle to ask Munster to pay Highland's attorney fees for preparing the lease agreement.
3. Water Works Engineer – None.
4. Fire Department – None.

Unfinished Business and General Orders:

1. An action to approve Pay Request No. 2 for the Johnston Street Backyard Water Main Replacement Project in the amount of \$375,813.35 (\$395,593.00 less \$19,779.65 retainage) to Grimmer Construction, Inc. Director Volbrecht moved to approve the action. Director Phillips seconded. Upon a roll call vote, there were (5) affirmations and no negatives. The motion passed.

New Business: None

Business from the Floor: The Board discussed possible changes to meeting requirements. All meetings held in a principal meeting room at a government facility will need to be live streamed at a future date.

Comments from the Directors on any Item of Interest to the Directors: Director Volbrecht commented on the lead service line mailing that was sent to Highland residents. Director Volbrecht would like to see the size of the mailing form and the font size enlarged for the next mailing.

Claims:

Per the docket in the amount of:

6101	Water Operating	\$352,957.86
6102	Water Works District	\$0.00
6104	Consumer Deposits	\$136.47
6105	Water Improvement	\$398,700.01
6108	Water Capital	\$0.00
<hr/> Total		\$751,794.34

Director Volbrecht moved to approve the claims per the December 12, 2024 docket in the amount of \$751,794.34. Director Phillips seconded. Upon a roll call vote, there were (5) affirmations and no negatives. The motion passed.

Next Meeting:

The next Regular Plenary Meeting will be held in-person at Town Hall on Thursday, January 23, 2025 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 7:23 p.m.

Respectfully Submitted,

Kim Webb, Recording Secretary