

**ENROLLED MINUTES OF THE
HIGHLAND WATER WORKS BOARD OF DIRECTORS
THURSDAY, FEBRUARY 27, 2025**

Regular Meeting: The Highland Water Works Board of Directors met in a Regular Plenary Session on Thursday, February 27, 2025 in the lower meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana. President Smith opened the 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, Bernie Zemen, and Peggy Phillips. A quorum was present. Also present were Mark Knesek, Acting Recording Secretary; George Georgeff, Town Council; Mike Pipta, Fire Department; and Derek Snyder, NIES Engineering.

MINUTES: President Smith asked if there were any corrections to the Minutes of the Regular Plenary Meeting of January 23, 2025 as prepared and posted. Director Kondrat moved to approve the Minutes of the January 23, 2025 meeting. Director Phillips seconded. Upon a voice vote, there were (5) affirmations and no negatives. The motion passed.

Special Orders: None.

Communications: A letter from a Highland resident requesting a waiver of fees from high water usage due to a running toilet. Discussion ensued. The policy of the Board is that all water that passes through the meter is billable. Mark Knesek has been in contact with the resident and informed her that a payment plan could be set up through the Clerk's office.

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

Reports:

1. Water Works Superintendent – Mark Knesek informed the Board about a water main break that occurred in an alley that surfaced in the center of a resident's garage. A mud jacking company was contacted to fill the washed-out gaps under the garage floor to prevent any sinking of the garage floor.

T-Mobile and Verizon Wireless have both submitted proposals to decrease the rental amounts per contract for the mobile equipment installations on the elevated water tanks. Both companies have been told that the Board is not interested in reducing the rental fees.

2. Water Works Attorney – Report given via email.
3. Water Works Engineer – Derek Snyder discussed with the Board the Design Engineering Proposal for the 4th Place East & West Alley Water Main Replacement Project.
4. Fire Department – None.

Unfinished Business and General Orders:

1. Water Works District of Highland
Board of Directors
Resolution No. 2025-06

A Resolution accepting and approving a proposal from NIES Engineering, Inc. for professional engineering design services for the 4th Place East & West Alley Water Main Replacement Project in the amount not-to-exceed \$95,000.00. Director Volbrecht moved to approve the action. Director Zemen seconded. Upon a roll call vote, there were (5) affirmations and no negatives. The motion passed.

**WATER WORKS DISTRICT OF HIGHLAND
BOARD OF WATER WORKS DIRECTORS
RESOLUTION No. 2025-06**

A RESOLUTION ACCEPTING AND APPROVING A PROPOSAL FROM NIES ENGINEERING, INCORPORATED FOR PROFESSIONAL ENGINEERING DESIGN SERVICES FOR THE 4TH PLACE EAST & WEST ALLEY WATER MAIN REPLACEMENT PROJECT IN THE AMOUNT NOT-TO-EXCEED \$95,000.00

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 water mains in the 8100 block alleys both sides of 4th Place East, as well as the 2900 block alley north of 4th Place. Also, a new water main extension will be provided along the northeast property line of 8110 4th Place West to increase fire protection by looping a dead-end water main. The existing water main has experienced numerous breaks with increasing frequency in recent years. The new water mains would be increased to a 6-inch diameter to provide increased reliability, 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 Ninety-five Thousand Dollars and no cents (\$95,000.00); 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 Water Works, 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 4th Place East & West Alley 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 Design Engineering services in the not to exceed amount of Ninety-five Thousand Dollars and no cents (\$95,000.00) 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 the 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 27th day of February, 2025. Having been passed by a vote of 5 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

New Business: None

Business from the Floor: None.

Comments from the Directors on any Item of Interest to the Directors: Director Volbrecht expressed his desire to increase the font and paper size on all future mailings. The matter will be further discussed at the next meeting.

Claims:

Per the docket in the amount of:

6101	Water Operating	\$527,774.19
6102	Water Works District	\$164,597.35
6104	Consumer Deposits	\$48.22
6105	Water Improvement	\$41,392.00
6108	Water Capital	\$0.00
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Total		\$733,811.76

Director Volbrecht moved to approve the claims per the February 27, 2025 docket in the amount of \$733,811.76. 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, March 27, 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 7:12 p.m.

Respectfully Submitted,

Kim Webb, Recording Secretary