

**ENROLLED MINUTES OF THE
HIGHLAND WATER WORKS BOARD OF DIRECTORS
THURSDAY, AUGUST 28, 2025**

Regular Meeting: The Highland Water Works Board of Directors met in a Regular Plenary Session on Thursday, August 28, 2025, in the meeting room of the Highland Public Works Building, 8001 Kennedy Ave., 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 Kim Webb, Recording Secretary.

Roll Call: Present on roll call were Directors George A. Smith, Rick Volbrecht, Larry Kondrat, and Peggy Phillips. Director Zemen was absent with prior notice given. A quorum was present. Also present were Mark Knesek, Public Works Director; Glenn Schlessler, Fire Department; Robert Tweedle, Board Attorney; and Kim Webb, Recording Secretary.

Agenda Modifications: Under Unfinished Business and General Orders, the Resolution numbers were corrected as noted in the minutes of that section.

Minutes: President Smith asked if there were any corrections to the Minutes of the Regular Plenary Meeting of July 24, 2025, as prepared and posted. Director Volbrecht moved to approve the Minutes of the July 24, 2025, meeting. Director Phillips 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 – Mark Knesek informed the Board of a small leak that had persisted in the middle of Terrace Drive near Terrace Court. The water was initially believed to be groundwater, as no chlorination was detected. Crews excavated and exposed the pipe but found no leaks. When the issue reappeared, ME Simpson was called for leak detection, which identified a leak in a service line approximately 30 feet from the surfacing water. The leak was repaired by splicing in a piece of copper line.
2. Water Works Attorney – Robert Tweedle discussed with the Board the agreement with Dyer for the Water Transport Fee. The agreement will be finalized in October.
3. Water Works Engineer – Report was provided via email to President Smith and read aloud to the Board by Mark Knesek.
4. Fire Department – None.

Unfinished Business and General Orders: None.

1. Water Works District of Highland
Board of Directors
Resolution No. 2025-08 12

A Joint Enacting Instrument of the Highland Sanitary Board of Commissioners and the Highland Water Works Board of Directors accepting the quote of Garber Chevrolet for One (1) 2025 Chevrolet Express 2500 Extended Cargo Van with Weather Guard Interior Bin Package in the amount of \$44,326.53. Director Phillips moved to approve Resolution No. 2025-12. Discussion ensued. Director Smith seconded. Upon a roll call vote, there were (4) affirmations and no negatives. The motion passed.

**TOWN OF HIGHLAND
BOARD OF SANITARY COMMISSIONERS RESOLUTION NO. 2025-09
WATER WORKS BOARD RESOLUTION NO. 2025-12**

A JOINT ENACTING INSTRUMENT OF THE HIGHLAND SANITARY BOARD OF COMMISSIONERS AND THE HIGHLAND WATER WORKS BOARD OF DIRECTORS ACCEPTING THE QUOTE OF GARBER CHEVROLET FOR ONE (1) 2025 CHEVROLET EXPRESS 2500 EXTENDED CARGO VAN WITH WEATHER GUARD INTERIOR BIN PACKAGE IN THE AMOUNT OF \$44,326.53

Whereas, The Town of Highland, Department of Public Works, has determined a need to purchase a Cargo Van in order to carry out its various responsibilities and had prepared specifications for equipment pursuant to that need; and

Whereas, the Public Works Director, pursuant to §3.05.050(D)(1), (6) and (7) of the HMC, serves as the Purchasing Agent for the Public Works Department, Highland Sanitary District and Highland Water Works District; and

Whereas, Pursuant to §3.05.060(G)(2) of the HMC, the purchasing agent may make small purchases valued at less than \$50,000 by purchasing in the open market; and

Whereas, the equipment will be used to support the missions of the Sanitary District and the Water Works District, and

Whereas, it is prudent and in the best interest of the Highland Sanitary Board of Commissioners and the Highland Water Works Board of Directors, and the public at large, to support and share the purchase of the equipment in equal amounts, and

Whereas, The Water Works Superintendent has procured a quote from Garber Chevrolet for the purchase of one (1) 2025 Chevrolet Express 2500 Extended Cargo Van with Weather Guard Interior Bin Package in the amount of \$44,326.53; 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, 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 Water Works Directors, pursuant to §3.05.030(D) of the HMC serves as purchasing agency for the Highland Water Works District; and

Whereas, the purchase will be supported by the Sewage Improvement Fund and Water Works Improvement Fund and there are sufficient appropriations in order to support the purchase; and

Whereas, the Highland Board of Sanitary Commissioners and the Highland 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 Hereby

Resolved by the Board of Sanitary Commissioners of the Town of Highland, Lake County, Indiana;

Resolved by the Board of Water Works Directors of the Town of Highland, Lake County, Indiana; and

Section 1. That the quote from Garber Chevrolet, attached hereto and made a part of this Resolution, in the amount of Forty-four Thousand Three Hundred Twenty-six Dollars and 53 Cents (\$44,326.53) for the

purchase of one (1) 2025 Chevrolet Express 2500 Extended Cargo Van with Weather Guard Interior Bin Package is hereby accepted;

Section 2. That the purchase shall be funded in equal shares (1/2) by the Highland Board of Sanitary Commissioners through the Sewage Improvement Fund in the amount of Twenty-two Thousand One Hundred Sixty-three Dollars and 27 Cents (\$22,163.27) and (1/2) by the Highland Water Works Board of Directors through the Water Works Improvement Fund in the amount of Twenty-two Thousand One Hundred Sixty-three Dollars and 26 Cents (\$22,163.26);

Section 3. That, upon the approval of the Highland Board of Sanitary Commissioners and the Highland Water Works Board of Directors, the Public Works Director is hereby authorized to issue a purchase order to Garber Chevrolet and to execute all documents necessary to implement the purchase thereof.

Duly Adopted and Resolved by the Board of Sanitary Commissioners of Highland, Lake County, Indiana, this 19th day of August, 2025. Having been passed by a vote of 4 in favor and 0 opposed.

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

/s/Greg Cieslak, Acting President

Attest:

/s/David Jones, Secretary

Duly Adopted and Resolved by the Board of Water Works Directors of Highland, Lake County, Indiana, this 28th day of August, 2025. 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. Water Works District of Highland
Board of Directors
Resolution No. 2025-08 13

A Resolution amending the 2025 Capital Project Budget of the Water Works to be paid from its Water Improvement Fund. Director Phillips moved to approve Resolution No. 2025-13. 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 WATER WORKS DIRECTORS
CAPITAL BUDGET RESOLUTION NO. 2025-13**

**A RESOLUTION AMENDING THE 2025 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:

6105-0000-44044	Equipment (Utility Cargo Van)	\$22,163.26
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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 28th day of August, 2025. 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: Director Volbrecht presented and discussed the CPI calculation comparing 2014 to 2025, which resulted in a higher annual rate than the 2% annual increase requested in the agreement discussions with T-Mobile for equipment rental space on the elevated water tanks.

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

Claims:

Per the docket in the amount of:

6101	Water Operating	\$483,728.20
6102	Water Works District	\$0.00

6104	Consumer Deposits	\$123.01
6105	Water Improvement	\$6,049.20
6108	Water Capital	\$0.00
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Total		\$489,900.41

Director Volbrecht moved to approve the claims per the August 28, 2025 docket in the amount of \$489,900.41. Director Phillips seconded. Upon a roll call vote, there were (4) affirmations and no negatives. The motion passed.

Next Meeting:

The next Regular Plenary Meeting will be held in-person at the Town of Highland, Public Works Department, located at 8001 Kennedy Ave., on Thursday, October 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 7:20 p.m.

Respectfully Submitted,

Kim Webb, Recording Secretary