

**ENROLLED MINUTES OF THE
HIGHLAND WATERWORKS BOARD OF DIRECTORS
THURSDAY, APRIL 23, 2020**

Study Session. The Highland Water Works Board of Directors convened in study session immediately before the Regular Meeting at 6:30 p.m. on Thursday, April 23, 2020 via an on-line Zoom Meeting due to the Covid-19 Pandemic, in order to discuss the final agenda of the regular meeting.

ROLL CALL: Present on roll call were Directors George A. Smith, Larry Kondrat, Rick Volbrecht, and Ed Dabrowski. Director Curt Schroeder was unable to attend. Also present were John Bach, Public Works Director; Mark Knesek, Operations Director; Derek Snyder, NIES Engineering; Robert F. Tweedle, Board Attorney; Tom Black, Highland Town Council; and Kim Webb, Recording Secretary.

1. Mark Knesek, Operations Director, discussed with the Board a current water main break on Indianapolis Blvd in front of the Highland Grove Shopping Center. There is a large mass of reinforced concrete directly over the broken water main that will need to be removed in order to fix the pipe. Due to the risk of damaging the traffic signal pole foundation if the main is kept live during a repair, the broken water main will need to be temporarily isolated with new valves on each side to keep the repair area dry.
2. John Bach, Public Works Director, discussed with the Board a possible Water Tower maintenance agreement with Suez, Inc. Dixon Engineering is inspecting the Water Towers and will provide maintenance estimates for comparison with the Suez estimate.
3. Robert F. Tweedle, Board Attorney, shared with the Board that he reached out to the Town of North Liberty, IN, who is under contract for Water Tower Maintenance with Suez, Inc. They had nothing but "good things" to say about Suez, Inc. The Town of North Liberty used a standard public works bidding process to secure the contract with Suez, Inc.
4. Derek Snyder, NIES Engineering, discussed with the Board that the Robertson Place and Rosewood Ct. Water Main Replacement and Street Improvement Project is out for bid. The 97th Pl. Water Main Replacement Project will go out for Bid next week.

Regular Meeting: The Highland Water Works Board of Directors met in its Regular Session on Thursday, April 23, 2020 via an on-line Zoom Meeting due to the Covid-19 Pandemic directly following the study session. President Smith opened the meeting at 7:04 pm. The minutes were recorded by John Bach, serving as Administrator of the Zoom Meeting. The session was opened with the Pledge of Allegiance.

MINUTES: President Smith asked if there were any corrections to the Minutes of the Regular Meeting of February 27, 2020 as prepared and posted. Director Dabrowski moved to approve the minutes of the Regular Meeting of February 27, 2020. Director Volbrecht seconded. Upon a roll call vote, there were (4) affirmations and no negatives, (1) absent. The motion passed.

Special Orders: None

Communications: None

Unfinished Business and General Orders:

1. Highland Waterworks
Board of Directors
Resolution No. 2020-04

A Resolution accepting and approving a proposal from ME Simpson Company, Inc. for the Water Distribution System Valve Assessment Program (Three-year Program) at a total cost of \$63,917.00. Director Kondrat moved to approve Resolution 2020-04. Director Dabrowski seconded. Upon a roll call vote, there were (4) affirmations and no negatives, (1) absent. The motion passed.

**WATERWORKS DISTRICT OF HIGHLAND
Board of Waterworks Directors
Resolution No. 2020-04**

A RESOLUTION ACCEPTING AND APPROVING A PROPOSAL FROM ME SIMPSON COMPANY, INC. FOR THE WATER DISTRIBUTION SYSTEM VALVE ASSESSMENT PROGRAM (THREE-YEAR PROGRAM) AT A TOTAL COST OF \$63,917.00

Whereas, the Waterworks District of Highland (District) is governed by its Board of Waterworks 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 waterworks and may purchase, acquire, construct, reconstruct, operate, repair and maintain all water works; and

Whereas, the District owns and maintains approximately 1,289 mainline valves throughout the water distribution system; and

Whereas, The Highland Waterworks Board of Directors has determined a need to locate, map, and exercise each valve within the system for future benefit and efficiency; and

Whereas, ME Simpson Company, Incorporated has submitted a proposal for a **Water Distribution System Valve Assessment Program**, attached hereto and made part of this Resolution, that details the terms and conditions for services to be performed, and includes a cost summary estimate for the work as follows:

2020 Spring Valves Exercised and Documented at \$49.00/Valve (Approx. 155)	\$7,595.00
2020 Fall Valves Exercised and Documented at \$49.00/Valve (Approx. 378)	\$18,522.00

2021 Valves Exercised and Documented at \$49.00/Valve (Approx. 378)	\$18,522.00
<u>2022 Valves Exercised and Documented at \$51.00/Valve (Approx. 378)</u>	<u>\$19,278.00</u>
Total	\$63,917.00

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 Waterworks, Lake County, Indiana, as follows:

Section 1. That the proposal for the **Water Distribution System Valve Assessment Program** (incorporated by reference and made a part of this resolution) from ME Simpson Company, Incorporated is hereby accepted and approved in each and every respect;

Section 2. That the terms and charges under the proposal for Professional Services in the total amount of \$63,917.00 over a three-year period, as described herein, is found to be reasonable and fair;

Section 3. That the Water Works District of Highland, through its Board of Directors, believes that ME Simpson Company, Incorporated has demonstrated professional competence and qualifications to perform the particular professional engineering services called for in the proposal and associated project, pursuant to I.C. 5-16-11.1-5;

Section 4. That the Water Works District Superintendent be authorized to execute the proposal with his signature.

Duly Adopted, Resolved and Ordered by the Waterworks Board of Directors of Highland, Lake County, Indiana, this 26th day of March, 2020. Having been passed by a vote of 4 in favor and 0 opposed.

**HIGHLAND WATERWORKS
BY ITS BOARD OF DIRECTORS:**

/s/George A. Smith, President

Attest:

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

- Highland Waterworks
Board of Directors
Resolution No. 2020-05

A Resolution approving, accepting and ratifying a proposal from ME Simpson Company, Inc. for Fire Hydrant Flow Testing and flushing of approximately 789 Fire Hydrants for a three year period at a total cost of \$47,866.00. Director Volbrecht moved to approve

Resolution 2020-05. Director Dabrowski seconded. Upon a roll call vote, there were (4) affirmations and no negatives, (1) absent. The motion passed.

HIGHLAND DEPARTMENT OF WATER WORKS
WATER WORKS BOARD OF DIRECTORS
RESOLUTION NO. 2020-05

A Resolution Approving, Accepting, and Ratifying a Proposal from ME Simpson Company, Inc. for Fire Hydrant Flow Testing and Flushing of Approximately 789 Fire Hydrants for a three year period at a total cost of \$47,866.00

Whereas, The Water Works District of Highland has the responsibility of flushing, testing, and maintaining fire hydrants in the Town of Highland; and

Whereas, The Water Works Superintendent has determined that it would be in the best interest of the District to engage technical services for the purpose of flushing and flow testing fire hydrants and had solicited a proposal in 2020 to perform the work from ME Simpson Company, Incorporated (ME Simpson), a technical service company providing professional services for the waterworks industry; and

Whereas, ME Simpson had presented a Proposal for Fire Hydrant Flow Testing and Flushing, dated February 25, 2020, to the Highland Water Works that defines the scope of services to be performed at a unit cost of \$60.00/\$61.00 per hydrant for approximately 789 hydrants; and

Whereas, ME Simpson had offered two (2) options to perform the work, with Option I being a three-year agreement with approximately 263 fire hydrants to be flushed and tested in 2020, inclusive of Door Tag notices, in the amount of \$60.00 and 2021 and 2022 at \$61.00 per hydrant and Option II being a three-year agreement with approximately 263 fire hydrants to be flushed and tested in 2020, without Door Tag notices, in the amount of \$47.00 per hydrant; and 2021 and 2022 in the amount of \$48.00 per hydrant and

Whereas, the Board of Water Works Directors, pursuant to §31.17(E) of the HMC serves as purchasing agency for the Department of Water Works; and

Whereas, The term of the agreement exceeds one-year in duration and exceeds \$10,000.00 and, pursuant to §31.18(C) of the HMC requires the express approval of the purchasing agencies; and

Whereas, the Public Works Director, pursuant to §31.19(D)(1) of the HMC, serves as the Purchasing Agent for the Highland Water Works District; and

Whereas, the purchase will be supported by the Water Works District Operating fund and there is sufficient appropriation in order to support the purchase; and

Whereas, the Board of Water Works 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 Water Works Directors of the Town of Highland, Lake County, Indiana;

Section 1. That the Proposal from ME Simpson Company, Incorporated, date February 25, 2020, attached hereto and made part of this Resolution, to test and flush an estimated 789 fire hydrants with Door Tags (Option I) over a three year period in the amount of \$47,866.00, based on the unit cost of \$60.00 in 2020, and \$61.00 for 2021 and 2022 per hydrant flushed and tested, is hereby accepted, approved, and ratified;

Section 2. That ME Simpson Company, Incorporated is hereby authorized to Flow Test and Flush approximately 263 fire hydrants in 2020, approximately 263 fire hydrants in 2021, and approximately 263 fire hydrants in 2022;

Section 3. That the terms and charges under the agreement for professional engineering services are found to be reasonable and fair;

Section 4. That the Water Works District of Highland, through its Board of Directors, believes that ME Simpson Company, Incorporated has demonstrated professional competence and qualifications to perform the particular professional technical services called for in the Agreement and associated project, pursuant to I.C. 5-16-11.1-5;

Section 5. That the Superintendent of the Water Works District of Highland be authorized to execute the Agreement with his signature and to execute any additional documents necessary to implement to project.

Duly Adopted and Resolved by the Board of Water Works Directors of Highland, Lake County, Indiana, this 26th day of March, 2020. Having been passed by a vote of 4 in favor and 0 opposed.

THE WATER WORKS DISTRICT OF HIGHLAND
BY ITS BOARD OF COMMISSIONERS:

/s/George A. Smith, President

Attest:

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

3. Highland Waterworks
Board of Directors
Resolution No. 2020-06

A Joint Enacting Instrument of the Highland Works Board, Highland Sanitary Board of Commissioners, and Highland Water Works Board of Directors Accepting the Quote of Garber Chevrolet Highland for Two (2) 2020 Chevrolet Silverado 2500HD 4WD Regular Cab Work Trucks and One (1) 2020 Chevrolet Silverado 1500 4WD Crew Cab Work Truck, all Equipped with Snow Plows in the Total Amount of \$116,027.75 less Trade-in Equipment in the Total Amount of \$2,600.00 for a Net Purchase Amount of One Hundred Thirteen Thousand, Four Hundred Twenty-seven Dollars and 75/100 Cents (\$113,427.75), as the Lowest Responsive and Responsible Quote. Director Volbrecht moved to approve Resolution 2020-06. Director Dabrowski seconded. Upon a roll call vote, there were (4) affirmations and no negatives, (1) absent. The motion passed.

Town of Highland
Order of the Works Board 2020-25
Waterworks Board Resolution No. 2020-06
Board of Sanitary Commissioners Resolution No. 2020-06

A Joint Enacting Instrument of the Highland Works Board, Highland Sanitary Board of Commissioners, and Highland Water Works Board of Directors Accepting the Quote of Garber Chevrolet Highland for Two (2) 2020

Chevrolet Silverado 2500HD 4WD Regular Cab Work Trucks and One (1) 2020 Chevrolet Silverado 1500 4WD Crew Cab Work Truck, all Equipped with Snow Plows in the Total Amount of \$116,027.75 less Trade-in Equipment in the Total Amount of \$2,600.00 for a Net Purchase Amount of One Hundred Thirteen Thousand, Four Hundred Twenty-seven Dollars and 75/100 Cents (\$113,427.75), as the Lowest Responsive and Responsible Quote

Whereas, The Town of Highland, Department of Public Works, has determined a need to replace three (3) pickup-up trucks that have reached their cost effective life expectancy; and

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

Whereas, the Purchasing Agent, pursuant to §3.05.060(F)(1) of the HMC, expected that the purchase would be between \$50,000 and \$150,000 and invited quotes in accordance with §3.05.060(H) of the HMC from the following vendors known to deal in the lines or classes of and supplies to be purchased:

Smith Chevrolet	Hammond, Indiana
Garber Chevrolet Highland	Highland, Indiana
Webb Ford	Highland, Indiana
Schepel GMC	Schererville, Indiana

; and

Whereas, Smith Chevrolet, Garber Chevrolet, and Schepel GMC were unresponsive to the invitation citing that pricing was unavailable at the time of the invitation and Webb Ford's quote was rejected as it did not meet the specifications; and

Whereas, Pursuant to §3.05.060(F)(5) of the HMC, if he purchasing agent does not receive a responsible or responsive offeror, the purchasing agent may purchase the supplies under the provisions of IC 5-22-10-10; and

Whereas, the purchasing agent, pursuant to IC 5-22-10-10, procured quotes in the open market from Garber Chevrolet as follows:

Amount	Equipment	Unit Cost	Total
2	Chevrolet 2500 Silverado (4x4) Reg Cab	\$ 32,361.25	\$ 64,722.50
1	Chevrolet 1500 Silverado (4x4) Crew Cab	\$ 32,618.25	\$ 32,618.25
3	Boss Snow Plow	\$ 6,229.00	\$ 18,687.00
	Total Purchase Price		\$ 116,027.75
	Trade-In Equipment		
	2004 Chevrolet Colorado		\$ 800.00
	2006 Chevrolet Silverado		\$ 500.00
	2002 Ford F-150		\$ 300.00
	1980 GMC Sierra		\$ 1,000.00
	Trade-In		\$ 2,600.00
	Amount to Be Financed		\$ 113,427.75

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

Whereas, the Town Council as the Works Board of the Municipality, pursuant to §3.05.030(A) of the HMC serves as purchasing agency for the Public Works Department; and

Whereas, the Board of Sanitary Commissioners, pursuant to §3.05.030(E) of the HMC serves as purchasing agency for the Public Sanitation Department; and

Whereas, the Board of Waterworks Directors, pursuant to §3.05.030(D) of the HMC serves as purchasing agency for the Highland Waterworks; and

Whereas, the purchase price exceeds \$15,000.00 and, pursuant to §3.05.050(B) of the HMC requires the express approval of the purchasing agencies; and

Whereas, It has been determined that some or all of the units to be purchased shall be financed through a Lease Purchase Agreement, executed between the respective agencies and a public finance company not yet selected, pending the award of said vehicles and the determination of an expected delivery date; and

Whereas, the Town Council, acting as the Works Board for the Town of Highland, the Board of Sanitary Commissioners, and the Highland Waterworks 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:

Ordered by the Town Council, acting as the Works Board of the Town of Highland, Lake County, Indiana; and

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

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

Section 1. That the quote of Garber Chevrolet Highland in the gross amount of One Hundred sixteen Thousand Twenty-seven Dollars and No Cents (\$116,027.75), less the trade-in four (4) units currently in the Public Works Department fleet, identified herein, with a total trade-in value of Two Thousand Six Hundred dollars and No Cents (\$2,600.00), for a net purchase amount of One Hundred Thirteen Thousand, Four Hundred Twenty-seven Dollars and 75/100 Cents (\$113,427.75) for the purchase of Two (2) 2020 Chevrolet Silverado 2500HD 4WD Regular Cab Work Truck, One (1) 2020 Chevrolet Silverado 1500 4WD Crew Cab Work Truck, all Equipped with Snow Plows is hereby accepted as the lowest responsive and responsible quote;

Section 2. That the purchase shall be funded in appropriate shares by the Highland Board of Works through the Motor Vehicle Highway fund (2), Highland Sanitary Board of Commissioners through the Sanitary District Capital Fund (44) the Highland Water Works Board of Directors through the Water Works Improvement Fund (66);

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

BE IT SO ORDERED

DULY, PASSED, ADOPTED, AND ORDERED by the Town Council of the Town of Highland, Lake County, Indiana this 27th day of April, 2020 having passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

/s/Mark Schocke, President (IC 36-5-2-10)

Attest:

/s/Michael W. Griffin, Clerk-Treasurer (IC 33-16-4-1;IC 36-5-6-5)

DULY ADOPTED AND RESOLVED by the Board of Sanitary Commissioners of Highland, Lake County, Indiana, this 21st day of April, 2020. Having been passed by a vote of 5 in favor and 0 opposed.

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

/s/Richard Garcia, President

Attest:

/s/David Jones, Secretary

DULY ADOPTED AND RESOLVED by the Board of Waterworks Directors of Highland, Lake County, Indiana, this 23rd day of April, 2020. Having been passed by a vote of 4 in favor and 0 opposed.

**THE WATERWORKS DISTRICT OF HIGHLAND
BY ITS BOARD OF DIRECTORS:**

/s/George A. Smith, President

Attest:

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

New Business: None.

Reports:

1. Waterworks Superintendent – No Report.
2. Waterworks Attorney – No Report.
3. Waterworks Engineer – No Report.
4. Fire Department – No Report.

Business from the Floor: None.

Claims:

Per the March 26, 2020 docket in the amount of:

061	Water Works District	\$0.00
062	Consumer Deposits	\$333.15
064	Waterworks Operating	\$177,857.61
066	Water Improvements	\$19,386.39
068	Water Capital	\$0.00
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Total		\$197,582.15

Director Dabrowski moved to approve the claims per the March 26, 2020 docket in the amount of \$197,582.15. Director Volbrecht seconded. Upon a roll call vote, there were (4) affirmations and no negatives, (1) absent. The motion passed.

Per the April 23, 2020 docket in the amount of:

061	Water Works District	\$0.00
062	Consumer Deposits	\$43.49
064	Waterworks Operating	\$184,927.80
066	Water Improvements	\$14,146.73
068	Water Capital	\$0.00
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Total		\$199,118.02

Director Dabrowski moved to approve the claims per the April 23, 2020 docket in the amount of \$199,118.02. Director Kondrat seconded. Upon a roll call vote, there were (4) affirmations and no negatives, (1) absent. The motion passed.

Next Meeting:

The next Plenary Meeting will be held on Thursday, May 28, 2020 at 6:30 p.m.

ADJOURNMENT: With no other business to come before the Board of Waterworks Directors, Director Dabrowski moved to adjourn the meeting. The meeting was adjourned.

Meeting Adjourned at 7:29 p.m.

Respectfully Submitted,


Kim Webb, Recording Secretary