

**ENROLLED MINUTES OF THE  
HIGHLAND WATERWORKS BOARD OF DIRECTORS  
THURSDAY, SEPTEMBER 24, 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, August 23, 2020 in the lower meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland Indiana, in order to discuss the final agenda of the regular meeting. COVID-19 precautions were exercised. The session was opened with the Pledge of Allegiance.

**ROLL CALL:** Present on roll call were Directors George A. Smith, Larry Kondrat, Rick Volbrecht, Ed Dabrowski, and Curt Schroeder. A quorum was attained. Also present were Mark Knesek, Public Works Director; Derek Snyder, NIES Engineering; Robert F. Tweedle, Board Attorney; Tom Black, Town Council; Tim Gembala, Public Works Acting Operations Director; Michael Griffin, Clerk Treasurer; and Kim Webb, Recording Secretary.

1. The Board discussed a letter received by the owner of a residence located at 2730 Wicker Ave, in regards to a water bill. The matter will be taken up under new business.
2. Mark Knesek, Public Works Director, discussed with the Board the Robertson Place & Rosewood Ct. Water Main Project and the 97<sup>th</sup> Pl Water Main Project. Both projects are nearly complete and final inspections will be completed. Mr. Knesek will be sending project information to the Idea Factory to be posted in the Gazebo Express.
3. Robert Tweedle, Board Attorney, discussed with the Board a sample RFP that was distributed to the Board for professional services for the elevated water tanks.
4. Derek Snyder, NIES Engineering, discussed with the Board Change Order No. 2 for the construction contract between the Highland Water Works Board of Directors and Grimmer Construction, Inc. for the Robertson Pl. & Rosewood Ct. Water Main Replacement & Street Improvement Project.
5. Michael Griffin, Clerk Treasurer, discussed with the Board the process of undergoing a Rate Study after the Sanitary Board's Rate Study is complete.

**Regular Meeting:** The Highland Water Works Board of Directors met in its Regular Session on Thursday, September 24, 2020 in the lower meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland Indiana directly following the study session. COVID-19 precautions were exercised. President Smith opened the meeting at 6:36 pm. The minutes were recorded by Kim Webb, Recording Secretary.

**ROLL CALL:** Present on silent roll call were Directors George A. Smith, Larry Kondrat, Rick Volbrecht, Curt Schroeder, and Ed Dabrowski. Also present were Mark Knesek, Public Works Director; Derek Snyder, NIES Engineering; Robert F. Tweedle, Board Attorney; Tom Black, Town

Council; Tim Gembala, Public Works Acting Operations Director; Michael Griffin, Clerk Treasurer; and Kim Webb, Recording Secretary.

**MINUTES:** President Smith asked if there were any corrections to the Minutes of the Regular Meeting of August 27, 2020 as prepared and posted. Director Volbrecht moved to approve the minutes of the Regular Meeting of August 27, 2020. Director Schroeder seconded. On a vote *viva voce*, the motion passed.

**Special Orders:** None

**Communications:** None

**Comments from the Public or Visitors (limited to matters on the Agenda):** None

**Unfinished Business and General Orders:**

1. An action to approve Pay Request No. 3 for the Robertson Pl. & Rosewood Ct. Water Main Replacement & Street Improvement Project in the amount of \$25,723.10 (\$39,697.51 less \$13,974.41 retainage) to Grimmer Construction, Inc. Director Volbrecht moved to approve the action. Director Dabrowski seconded. Upon a roll call vote there were (5) affirmations and no negatives. The motion passed.
2. An action to approve Pay Request No. 2 for the 97<sup>th</sup> Place (North Easement) Water Main Replacement Project in the amount of \$58,676.34 (\$65,195.93 less \$6,519.59 retainage) to Grimmer Construction, Inc. Director Volbrecht moved to approve the action. Director Schroeder seconded. Upon a roll call vote there were (5) affirmations and no negatives. The motion passed.
3. Highland Waterworks  
Board of Directors  
Resolution No. 2020-14

A Joint Resolution of the Board of Works and the Water Works Board of Directors approving and authorizing Change Order No. 2 to the construction contract between the Highland Water Works Board of Directors and Grimmer Construction, Inc. for the Robertson Pl. & Rosewood Ct. Water Main Replacement & Street Improvement Project. Director Schroeder moved to approve Resolution 2020-14. Director Vobrecht seconded. Upon a roll call vote there were (5) affirmations and no negatives. The motion passed.

**TOWN OF HIGHLAND  
BOARD OF WORKS  
ORDER OF THE WORKS BOARD NO. 2020-42**

**WATERWORKS DISTRICT OF HIGHLAND  
BOARD OF WATERWORKS DIRECTORS  
RESOLUTION NO. 2020-14**

**A JOINT RESOLUTION OF THE BOARD OF WORKS AND THE WATER WORKS BOARD OF DIRECTORS APPROVING AND AUTHORIZING CHANGE ORDER NO. 2 TO THE CONSTRUCTION CONTRACT BETWEEN THE HIGHLAND WATER WORKS BOARD OF DIRECTORS AND GRIMMER CONSTRUCTION, INC. FOR THE ROBERTSON PL. & ROSEWOOD CT. WATER MAIN REPLACEMENT & STREET IMPROVEMENT PROJECT**

**Whereas,** The Town of Highland, through its Town Council, which is the Works Board of the Municipality pursuant to I.C. 36-1-2-24(3), has determined that a need exists to make certain public improvements and repairs to roadway infrastructure on Robertson Place (south of 81<sup>st</sup> Street) and Rosewood Ct. including the replacement of defective curb and sidewalk, pavement, and tree removal and replacement and have hereto approved a project to be described as the Robertson Pl. and Rosewood Ct. Water Main Replacement & Street Improvement Project (Project); and

**Whereas,** The Town of Highland has procured a Community Development Block Grant, from the U.S. Department of Housing and Urban Development through an application filing with the Lake County Community Development Department in the amount of \$102,130.00, which will offset the costs for the roadway improvements described herein; and

**Whereas,** the Waterworks District of Highland (WW 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 Water Works 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 WW District, through its Board of Directors, has determined the need to replace and upsize the existing water lines within the Project boundaries, as described herein, in order to improve water flow and water quality; has determined that it would be in the best interest of the utility to coordinate the work with the Project; and have agreed to fund its share of the construction costs and engineering services necessary to complete the work; and

**Whereas,** On May 28, 2020, the Waterworks District adopted Joint Resolution No. 2020-07 and on April 11, 2020, Town Council through its Board of Works, adopted Order of the Works Board 2020-28, awarding a Project to Grimmer Construction, Incorporated in the total amount of Five Hundred Thirty Thousand Five Hundred Thirty Dollars and 00/100 (\$530,530.00), to be the lowest responsive and responsible bid, of which Three Hundred Thirty-six Thousand One Hundred Three Dollars and 90/100 Cents (\$336,103.90) was for waterworks improvements; and

**Whereas,** during the course of construction of the Project, it has become necessary to change or alter the original specifications of the project and/or to increase or decrease the planned material quantities; and

**Whereas,** NIES Engineering, Inc., a licensed engineer performing construction engineering services on this project, has specifically identified and presented Change Order No. 2, attached herewith, which details the changes and alterations to the Project which have a net decrease in the total contract amount of Ten Thousand Five Hundred Sixty-nine Dollars and 99/100 Cents (\$10,569.99); and

**Whereas,** The decrease in cost, as determined by NIES, is allocated to the Board of Works in the amount of Four Thousand Five Hundred Ten Dollars and 95/100 Cents (\$4,510.95) and to the Water Works Board in the amount of Six Thousand Fifty-nine Dollars and 04/100 Cents (\$6,059.04); and

**Whereas,** The Town of Highland, through its Board of Works, now desires to approve and authorize the Change Order as described; and

**Whereas,** The Waterworks District of Highland, through its Board of Directors, now desires to approve and authorize the Change Order as described; and

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

**Section 1.** That the Second Addendum to the Construction Contract with Grimmer Construction, Incorporated for the Robertson Pl. & Rosewood Ct. Water Main Replacement & Street Improvement Project, as prepared by NIES Engineering, Incorporated, a licensed engineer performing construction engineering

services on this Project, is hereby determined to be directly related to the original project and is hereby approved, adopted, and ratified in each and every respect;

**Section 2.** That this addendum is hereby ordered to be known as Change Order No. 2, issued to decrease net changes to the original agreement in the amount of Ten Thousand Five Hundred Sixty-nine Dollars and 99/100 Cents (\$10,569.99), bringing the total value of the entire agreement with any and all change orders approved to date to Five Hundred Forty-one Thousand Four Hundred Seventy-one Dollars and 26/100 (\$541,471.26) allocated as follows:

Board of Works	\$4,510.95
<u>Water Works District</u>	<u>\$6,059.04</u>
Total Change Order Amount	\$10,569.99

; and

**Section 4.** That the total of all change orders issued that increases the scope of this Project may not exceed twenty percent (20%) of the amount of the original contract, that original being of Five Hundred Thirty Thousand, Five Hundred Thirty Dollars and 00/100 (\$530,530.00), pursuant to IC 36-1-12-18(d); and

**Section 5.** That the Public Works Director is hereby authorized to execute the necessary documents with his signatures.

**Duly Adopted, Resolved and Ordered** by the Highland Town Council, Lake County, Indiana, this 28<sup>th</sup> day of September, 2020. Having been passed by a vote of 5 in favor and 0 opposed.

**BOARD OF WORKS OF THE TOWN OF  
HIGHLAND, INDIANA**

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

Attest:

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

**Duly Adopted, Resolved and Ordered** by the Waterworks Board of Directors of Highland, Lake County, Indiana, this 24<sup>th</sup> day of September, 2020. Having been passed by a vote of 5 in favor and 0 opposed.

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

*/s/ George A. Smith*, President

Attest:

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

Contract Number	<u>20-534</u>
Change Order Number	<u>1</u>

CHANGE ORDER

Owner: Town of Highland Waterworks Board of Directors

Project: 97th Place (North Easement) Water Main Replacement Project

Owner's Name: Town of Highland Waterworks Board of Directors

Owner's Address: 3333 Ridge Road, Highland, IN 46322

Contractor: Grimmer Construction, Inc.

Contractor's Address: 2619 Main Street, Highland, IN 46322

DESCRIPTION OF CHANGE:

1. Adjust quantities of original contract items based on actual quantities installed, as tabulated on attached Table 1. A decrease to the contract price of (\$2,406.67).

REASON FOR CHANGE:

1. Adjustment of original contract item quantities is described as follows:

Item 4	Actual area of asphalt pavement removed.
Item 5	Actual length of 8-inch pipe installed, respectively.
Item 7	Actual weight of fittings installed, as fewer fittings were required.
Items 11-12	Actual length of 1-inch and 1.5-inch copper water service line installed.
Item 14	Actual length of curb and gutter removed and replaced. Additional curb and gutter was required to extend past a catch basin structure that was replaced by Public Works staff prior to construction.
Item 15	Actual area of 4-inch sidewalk removed and replace.
Item 16	Actual tonnage of INDOT #53 limestone aggregate used for pavement base.
Items 17 and 18	Actual tonnage of HMA intermediate and surface courses installed, respectively.
Item 19	Actual area of topsoil and sod installed.

Contract Number	<u>20-534</u>
Change Order Number	<u>1</u>

ORIGINAL CONTRACT PRICE	\$ <u>166,661.00</u>
CURRENT CONTRACT PRICE ADJUSTED BY PREVIOUS CHANGE ORDER(S)	\$ <u>166,661.00</u>
NET DECREASE IN CONTRACT PRICE THIS CHANGE ORDER	\$ <u>(2,406.67)</u>
TOTAL ADJUSTED CONTRACT PRICE INCLUDING THIS CHANGE ORDER	\$ <u>164,254.33</u>

This change order extends the time to complete the work by 0 calendar days. The time for completion is unchanged at 60 consecutive calendar days.

This change order prepared by: NIES Engineering, Inc.

<u>Derek R. Snyder</u> Derek R. Snyder, P.E.	<u>IN 11100654</u> (P.E. Number)	<u>10/15/2020</u> Date
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The undersigned agree to the terms of the change order.

<u>Grimmer Construction, Inc.</u> (Name of Contractor)	
<u>John C. Dudlicek</u> (Contractor's Authorized Representative)	<u>10.16.20</u> Date
<u>George Smith</u> (Owner's Authorized Representative - Waterworks Board)	<u>10/22/20</u> Date

Table 1  
Town of Highland, Indiana  
Waterworks Board of Directors  
97th Place (North Easement) Water Main Replacement Project - 5th St. to Delaware Pkwy  
Change Order #1 - Change in Original Contract Quantities

Item	Description	Original Contract				Actual Installed		Net Change	
		Quantity	Units	Unit Price	Amount	Quantity	Amount	Quantity	Amount
1	Mobilization & Demobilization	1	LS	\$ 10,200.00	\$ 10,200.00	1	\$ 10,200.00	0	\$ -
2	Maintenance of Traffic	1	LS	\$ 3,571.00	\$ 3,571.00	1	\$ 3,571.00	0	\$ -
3	Produce Pre-Construction Video	1	LS	\$ 1.00	\$ 1.00	1	\$ 1.00	0	\$ -
4	Remove and Dispose Existing Asphalt Pavement over Pipe Trenches, Including Sawcutting	770	SY	\$ 25.00	\$ 19,250.00	789	\$ 19,725.00	19	\$ 475.00
5	8-inch Dia. PC 350 Ductile Iron Pipe with V-Bio Polyethylene Encasement	520	LF	\$ 87.00	\$ 45,240.00	501.7	\$ 43,647.90	(18.3)	\$ (1,592.10)
6	8-inch Dia. AWWA C515 Gate Valve with Valve Box and V-Bio Polyethylene Encasement	3	EA	\$ 1,730.00	\$ 5,190.00	3	\$ 5,190.00	0	\$ -
7	Ductile Iron Mechanical Joint Compact Fittings	800	LB	\$ 8.00	\$ 6,400.00	745	\$ 5,960.00	(55)	\$ (440.00)
8	Fire Hydrant Assembly	2	EA	\$ 5,650.00	\$ 11,300.00	2	\$ 11,300.00	0	\$ -
9	1-inch Dia. Water Service Sets	2	EA	\$ 1,290.00	\$ 2,580.00	2	\$ 2,580.00	0	\$ -
10	1.5-inch Dia. Water Service Sets	3	EA	\$ 1,630.00	\$ 4,890.00	3	\$ 4,890.00	0	\$ -
11	1-inch Dia. Type K Copper Water Service Line	50	LF	\$ 18.00	\$ 900.00	56.5	\$ 1,017.00	6.5	\$ 117.00
12	1.5-inch Dia. Type K Copper Water Service Line	32	LF	\$ 22.00	\$ 704.00	24	\$ 528.00	(8)	\$ (176.00)
13	Remove Existing Fire Hydrant Assembly	2	EA	\$ 604.00	\$ 1,208.00	2	\$ 1,208.00	0	\$ -
14	Remove and Replace Concrete Curb and Gutter	32	LF	\$ 99.00	\$ 3,168.00	47	\$ 4,653.00	15	\$ 1,485.00
15	Remove and Replace 4-inch Thick Concrete Sidewalk, Including Aggregate Base	28	SY	\$ 148.00	\$ 4,144.00	24.8	\$ 3,670.40	(3.2)	\$ (473.60)
16	INDOT #53 Compacted Limestone Aggregate Base Course	340	TON	\$ 39.00	\$ 13,260.00	347.16	\$ 13,539.24	7.16	\$ 279.24
17	HMA Intermediate Course, 19.0mm, 2.5-inch Minimum Thickness	110	TON	\$ 96.00	\$ 10,560.00	120.01	\$ 11,520.96	10.01	\$ 960.96
18	HMA Surface Course, 9.5mm, 1.5-inch Minimum Thickness	70	TON	\$ 127.00	\$ 8,890.00	95.29	\$ 12,101.83	25.29	\$ 3,211.83
19	4" Topsoil and Sod for Grass Restoration, Including Maintenance Watering	285	SY	\$ 53.00	\$ 15,105.00	167.00	\$ 8,851.00	(118.00)	\$ (6,254.00)
20	Erosion and Sedimentation Control	1	LS	\$ 100.00	\$ 100.00	1	\$ 100.00	0	\$ -
				Original Contract Amount	\$ 166,661.00	Net Change in Original Contract Items		\$ (2,408.67)	

**New Business:**

1. The owner of 2730 Wicker Ave is seeking a waiver of outstanding water utilities. The meter was tested and found to be functioning properly. The Board finds that the water used passed through the meter and therefore is not subject to a waiver of fees for the water usage. Director Kondrat made a motion to reject the appeal and states the resident is responsible for all outstanding amounts of the water portion of the utility bill. Director Volbrecht seconded. Upon a roll call vote there were (5) affirmations and no negatives. The motion passed.

**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 August 27, 2020 docket in the amount of:

061	Water Works District	\$00.00
062	Consumer Deposits	\$21.74
064	Waterworks Operating	\$211,114.55
066	Water Improvements	\$98,994.07
068	Water Capital	\$0.00
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Total		\$310,130.36

Director Kondrat moved to approve the claims per the September 24, 2020 docket in the amount of \$310,130.36. Director Schroeder seconded. Upon a roll call vote, there were (5) affirmations and no negatives. The motion passed.

**Next Meeting:**

The next Plenary Meeting will be held on Thursday, October 22, 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 7:35 p.m.

Respectfully Submitted,

  
Kim Webb, Recording Secretary