
**MINUTES OF A REGULAR PUBLIC MEETING
BOARD OF SANITARY COMMISSIONERS
TUESDAY, January 15, 2019**

The Board of Sanitary Commissioners of the Sanitary District of Highland convened in a study session immediately before the Regular Public Meeting at 6:30 p.m. on Tuesday, January 15, 2019, 2018, with Commissioner Garcia presiding, in the main meeting room of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in order to discuss the final agenda of the regular meeting.

Present at the study session on silent roll call were Commissioners Greg Cieslak, Rex Burton, Laura Corpus, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, John Bach & Mark Knesek of Public Works, Mark Herak, Town Council, Michael Griffin, Clerk-Treasurer.

1. The refuse and recycling bids are out and a pre-bid meeting will take place on January 21, 2019 and the bids will be available the next study session.
2. The sewer back up claim at 9336 S. Kleinman was denied by the insurance company. Two trees are responsible for the blockage and both trees will be removed by the Town.
3. Work has been completed along Gordon Drive.

The study session ended at 7:03 p.m.

The Board of Sanitary Commissioners of the Sanitary District of Highland met Tuesday, January 15, 2019, 7:02 p.m., in the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana. The Regular Public meeting was opened with the Pledge of Allegiance to the United States of America.

Roll Call: Present on roll call were Commissioners Greg Cieslak, Rex Burton, Laura Corpus, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc., Robert Tweedle, Attorney, John Bach and Mark Knesek of Public Works and Mark Herak, Town Council and Michael Griffin, Clerk-Treasurer.

The minutes were recorded by Laura Pramuk, Recording Secretary.

Minutes of Previous Session: December 18, 2018 of the Regular Public Meeting are posted as written.

Special Orders:

Election of Officers

President, Richard Garcia
Vice President, Greg Cieslak
Secretary, David Jones

Commissioner Burton made a motion to accept the officers. Commissioner Cieslak seconded. Upon a roll call vote there were 5 affirmatives and no (0) negatives. The motion passed.

Appointments:

Sanitary District Superintendent, John Bach
Sanitary District Recording Secretary, Laura Pramuk
Sanitary District Attorney, Robert Tweedle
Sanitary District Engineer, Derek Snyder, Nies Engineering

Commissioner Jones made a motion to accept the officers. Commissioner Corpus seconded. Upon a roll call vote there were 5 affirmatives and no (0) negatives. The motion passed.

Communications:

1. A letter dated December 21, 2018 from Derek Snyder of Nies Engineering for Engineering Services for 2019 at a rate of \$330 per month billed quarterly for Engineering Services.

General Orders and Unfinished Business:

I. Sanitary District of Highland
Board of Sanitary Commissioners
Resolution No. 2019-01

A Resolution Authorizing and Approving an Agreement between NIES Engineering, Incorporated and the Sanitary District of Highland to perform Professional Engineering Services as District Sewage Works Engineer for the Year 2019. Commissioner Cieslak motioned to approve Resolution 2019-01. Commissioner Corpus seconded. Upon a roll-call vote, there were five (5) affirmatives and no (0) negatives. The motion passed.

SANITARY DISTRICT OF HIGHLAND
Board of Sanitary Commissioners
Resolution No. 2019-01

A RESOLUTION AUTHORIZING AND APPROVING AN AGREEMENT BETWEEN NIES ENGINEERING, INCORPORATED AND THE SANITARY DISTRICT OF HIGHLAND TO PERFORM PROFESSIONAL ENGINEERING SERVICES AS DISTRICT SEWAGE WORKS ENGINEER FOR THE YEAR 2019

Whereas, The Sanitary District of Highland, through its Board of Sanitary Commissioners, has heretofore determined a need to engage the professional engineering services in order carry out the mission of the District; and

Whereas, NIES Engineering, Incorporated, (Consultant) has offered and presented an Agreement to provide and furnish Professional Engineering Services in consideration for fees to be charged and billed monthly; and

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

Whereas, The Sanitary District of Highland, through its Board of Sanitary Commissioners, now desires to accept and approve the agreement for services as herein described.

Now, Therefore Be it Resolved by the Board of Sanitary Commissioners for the Sanitary District of Highland, Lake County, Indiana, as follows:

Section 1. That the Professional Engineering Agreement (incorporated by reference and made a part of this resolution) between NIES Engineering, Incorporated, and the Sanitary District of Highland for District Sewage Works Engineer is hereby approved, adopted and ratified in each and every respect;

Section 2. That the terms and charges under the agreement for professional engineering services are found to be reasonable and fair;

Section 3. That the Sanitary District of Highland, through its Board of Sanitary Commissioners, 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 Sanitary District of Highland be authorized to execute the Agreement with his signature as attested thereto by Secretary of the Sanitary District of Highland.

Duly Adopted, Resolved and Ordered by the Board of Sanitary Commissioners of Highland, Lake County, Indiana, this 15th day of January 2019. Having been passed by a vote of 5 for and 0 opposed.

THE SANITARY DISTRICT OF HIGHLAND
BY ITS BOARD OF COMMISSIONERS:

/s/Richard Garcia, President

Attest:

/s/David Jones, Secretary

2. TOWN OF HIGHLAND
BOARD OF WORKS
ORDER OF THE WORKS BOARD NO. 2018-44

WATERWORKS DISTRICT OF HIGHLAND
BOARD OF WATERWORKS DIRECTORS
RESOLUTION NO. 2018-15

SANITARY DISTRICT OF HIGHLAND
BOARD OF SANITARY COMMISSIONERS
RESOLUTION NO. 2019-02

A Joint Resolution of the Board of Works, the Water Works Board of Directors, and the Sanitary Board of Commissioners Approving and Authorizing Change Order No. 2 to the Construction Contract between the Highland Water Works Board of Directors and Rex Construction, Inc. for the Wicker Park Manor Street Improvement and Water Main Replacement Project. Commissioner Corpus motioned to approve Resolution 2019-02. Commissioner Jones seconded. Upon a roll-call vote, there were five (5) affirmatives and no (0) negatives. The motion passed.

TOWN OF HIGHLAND
BOARD OF WORKS
ORDER OF THE WORKS BOARD NO. 2018-44

WATERWORKS DISTRICT OF HIGHLAND
BOARD OF WATERWORKS DIRECTORS
RESOLUTION NO. 2018-15

SANITARY DISTRICT OF HIGHLAND
BOARD OF SANITARY COMMISSIONERS
RESOLUTION NO. 2019-02

A JOINT RESOLUTION OF THE BOARD OF WORKS, THE WATER WORKS BOARD OF DIRECTORS, AND THE SANITARY BOARD OF COMMISSIONERS APPROVING AND AUTHORIZING CHANGE ORDER NO. 2 TO THE CONSTRUCTION CONTRACT BETWEEN THE HIGHLAND WATER WORKS BOARD OF DIRECTORS AND REX CONSTRUCTION, INC. FOR THE WICKER PARK MANOR STREET IMPROVEMENT AND WATER MAIN REPLACEMENT 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 make certain public improvements and repairs to roadway infrastructure on Wicker Park Drive between 81st Street and River Drive; on Walnut Drive between Wicker Park Drive and Robertson Place; and on Robertson Place

between 81st Street and Walnut Drive, 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 Wicker Park Manor Improvement Project (Project); 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 determine 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, The Sanitary District of Highland (SD District) is governed by its Board of Sanitary Commissioners, pursuant to the provisions of IC 36-9-25 et seq.; and

Whereas, IC 36-9-25-9 specifically provides that the Board of Sanitary Commissioners shall manage and control all works of the district and may purchase, acquire, construct, reconstruct, operate, repair and maintain all sewage works; and

Whereas, The Project scope includes the repair and replacement of certain storm water and sanitary system facilities, which are the responsibility of SD District and have agreed to fund its share of the construction costs and engineering services necessary to complete the work; and

Whereas, On April 26, 2018, the Waterworks District adopted Joint Resolution No. 2018-06; on May 14, 2018, Town Council through its Board of Works, adopted Order of the Works Board 2018-20; and on May 15, 2018, the Sanitary Board of Commissioners adopted Resolution No. 2018-10, all awarding a Project to Rex Construction, Incorporated in the total amount of Seven Hundred Forty-nine Thousand Seven Hundred Ninety-four Dollars and 00/100 (\$749,794.00), to be the lowest responsive and responsible bid, of which Four Hundred Sixty-six Thousand Five Hundred Eighty-four Dollars and 50/100 Cents (\$466,584.50) 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 increase in the total contract amount of Fifteen Thousand Four Hundred Three Dollars and 34/100 Cents (\$15,403.34); and

Whereas, The increase in cost, as determined by NIES, is allocated to the Board of Works in the amount of Thirteen Thousand Two Hundred Ninety-five Dollars and 29/100 Cents (\$13,295.29); to the Water Works Board in the amount of Eight Hundred Seventy-three Dollars and 75/100 Cents (\$873.75); and to the Sanitary Board in the amount of One Thousand Two Hundred Thirty-four Dollars and 30/100 Cents (\$1,234.30); 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 describe; and

Whereas, The Sanitary District of Highland, through its Board of Commissions, now desires to approve and authorize the Change Order as described.

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 Rex Construction, Incorporated for the Wicker Park Manor Street Improvement and Water Main Replacement 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 increase net changes to the original agreement in the amount of Fifteen Thousand Four Hundred Three Dollars and 34/100 Cents (\$15,403.34), bringing the total value of the entire agreement with any and all change orders approved to date to Seven Hundred Seventy Thousand, Seven Hundred Twenty-six Dollars and 91/100 (\$770,726.91) allocated as follows;

| | |
|---------------------------|-------------------|
| Board of Works | \$13,295.29 |
| Water Works District | \$873.75 |
| Sanitary District | <u>\$1,234.30</u> |
| Total Change Order Amount | \$15,403.34 |

; 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 Eight Hundred Ninety-nine Thousand, Seven Hundred Fifty-two Dollars and 80/100 (\$899,752.80), 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 10th day of November, 2018. Having been passed by a vote of 5 in favor and 0 opposed.

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

/s/Mark Herak (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 29th day of November, 2018. Having been passed by a vote of 5 in favor and 0 opposed.

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

/s/George Georgeff, President

Attest:

/s/George A. Smith, Secretary

Duly Adopted, Resolved and Ordered by the Highland Sanitary District, Board of Commissioners, Lake County, Indiana, this 15th day of January, 2019. Having been passed by a vote of 5 in favor and 0 opposed.

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

/s/Richard Garcia, President

Attest:

/s/David Jones, Secretary

3. SANITARY DISTRICT of HIGHLAND
Board of Sanitary Commissioners
Resolution No. 2019-03

A RESOLUTION ESTABLISHING the 2019 WAGE AND SALARY RATES of the SANITARY DISTRICT of HIGHLAND, LAKE COUNTY, INDIANA. Commissioner Burton motioned to approve Resolution 2019-03. Commissioner Corpus seconded. Upon a roll-call vote, there were five (5) affirmatives and no (0) negatives. The motion passed.

**SANITARY DISTRICT of HIGHLAND
Board of Sanitary Commissioners
Resolution No. 2019-03**

**A RESOLUTION ESTABLISHING the 2019 WAGE AND SALARY RATES of the SANITARY DISTRICT of HIGHLAND,
LAKE COUNTY, INDIANA**

BE IT HEREBY RESOLVED BY the Board of Sanitary Commissioners of the Sanitary District of Highland, Lake County, Indiana as follows:

Section 1. That the compensation and other provisions set forth in the wage and salary and the compensation and benefits ordinances as passed by the Town Council are hereby adopted and ratified for the officers of the Sanitary District and those employees of the municipality performing duties for the utility under its control.

Section 2. That wages and salaries of the employees and consulting professionals of the Sanitary District of Highland are hereby established to be effective **January 13, 2019, at 12:01 A.M.** as set forth below:

| | |
|--|--|
| Attorney (retainer) | \$440.00 per month |
| District Consulting Engineer(s) (retainer) | \$330.00 per month |
| Sanitary District Superintendent | \$580.38 bi-weekly (portion payable from SD – Admin/Sewer 40-14) |
| Public Works Director | \$580.38 bi-weekly (portion payable from SD – Admin/Sewer 40-14) \$603.50 bi-weekly (w/longevity) (portion payable from SD – Solid Waste 40-15) \$603.50 bi-weekly (w/longevity) (portion payable from Sewer Operating Fund-70) |
| Operations Director | \$756.81 bi-weekly (w/longevity) (portion payable from Sewer Operating Fund-70) \$756.81 bi-weekly (w/longevity) (portion payable from SD – Solid Waste 40-15) |
| Utilities Supervisor | \$1,217.15 bi-weekly (w/longevity) (portion payable from Sewer Operating Fund-070) |
| Facilities Supervisor | 1,217.15 bi-weekly (w/longevity) (portion payable from Sewer Operating Fund-040) |
| Street Supervisor | \$404.92 bi-weekly (w/longevity) (portion payable from SD – Solid Waste 40-15) \$404.92 bi-weekly (w/longevity) (portion payable from Sewer Operating Fund-70) |
| Fleet Supervisor | \$607.77 bi-weekly (w/longevity) (portion payable from SD – Solid Waste 40-15) \$607.77 bi-weekly (w/longevity) (portion payable from Sewer Operating Fund-070) |
| Recording Secretary | \$77.25 per meeting |
| Sanitary District Program Coordinator | \$16.33/hr. |
| Part-Time Secretary | \$7.25 \$9 -12.50/hr. |
| Utility Services Field Representative | \$10.56/hr (start) \$11.69/hr (after one year) |
| CDL Driver (Part-time) | \$15.86/hr |
| Part-time help (Laborer) | 9.00 - \$ 11.14/hr. |
| Temporary (Summer help) | \$ 7.25/hr. (start) \$ 7.60/hr. (returning temporary employee) \$ 7.95/hr. (experienced temporary employee) |

Section 3. That pursuant to IC 36-9-25 sections 32 and 34, the Board notes that revenues derived from the collection of fees for waste water treatment and storm water management may be used according to the purposes of its (special district) operating fund, including but not limited to paying general expenses of the board including salaries of its officers and authorizes and directs that the salaries set forth

in this resolution may be paid from the special taxing district (general expense) operating or the wastewater/stormwater works operating funds as the board may hereinafter direct;

Section 4. That the Clerk-Treasurer as Fiscal Officer of the Municipality shall not receive additional compensation for duties attached to and performed for the Sanitary District and sewage works pursuant to I.C. 36-9-25-9(a);

(a) That the Sanitary District authorizes and approves that a share of the Clerk-Treasurer's compensation may be derived from the Special Sanitary District Operating Fund, subject to the laws governing same, including but not limited to P.L. 93-15, codified as IC 36-5-3-2;

(b) That the amount of such share of pay is approved up to and shall not exceed the amount identified and set apart in the properly identified appropriation of the Sanitary District Operating Fund.

Section 5. That the Board of Sanitary Commissioners authorizes and approves that a share of the compensation of the employees in the Office of the Clerk-Treasurer as well as a share of the compensation of the Clerk-Treasurer may be paid from the proper utility fund of the Wastewater/Stormwater Works, for services connected with the operation of the utility, subject to the laws governing same;

(a) That such pay shall be a part of and not in addition to the compensation as fixed by the Town Council in its most recently adopted and effective salary ordinance; and,

(b) That the compensation and other provisions set forth in the wage and salary as well as the compensation and benefits ordinances as passed by the Town Council are hereby adopted and ratified and their provisions extended to and operative upon the officers and employees of the Sanitary District.

Section 6. That the Board of Sanitary Commissioners authorizes and approves that a share of the compensation of the employees in the Public Works Department may be paid from the proper utility fund of the Wastewater / Stormwater Works, for services connected with the operation of the utility, subject to the laws governing same;

(a) That such pay shall be a part of and not in addition to the compensation as fixed by the Town Council in its most recently adopted salary ordinance; and,

(b) That the compensation and other provisions set forth in the wage and salary and the compensation and benefits ordinances as passed by the Town Council is adopted and ratified and their provisions extended to and operative upon the officers and employees of the Sanitary District.

Section 7. That all enactments of the Board of Sanitary Commissioners in conflict with the terms of this enactment are hereby repealed and of no further force nor effect;

Section 8. That the terms of this resolution shall become and remain effective from and upon its passage and adoption.

ADOPTED and approved this 15th Day of January, 2019 by the Board of Commissioners of the Town of Highland Sanitary District, Lake County, Indiana. 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 of the Board of Sanitary Commissioners

4. Sanitary District of Highland
Board of Sanitary Commissioners
CAPITAL BUDGET RESOLUTION NO. 2019-04

A Resolution establishing the 2019 Capital Project Budget of the Sanitary District to be Paid from its Sewage Works Improvement Fund. Commissioner Cieslak motioned to approve Resolution 2019-04. Commissioner Corpus seconded. Upon a roll-call vote, there were five (5) affirmatives and no (0) negatives. The motion passed.

SANITARY DISTRICT OF HIGHLAND
BOARD OF SANITARY COMMISSIONERS
CAPITAL BUDGET RESOLUTION NO. 2019-04

A RESOLUTION ESTABLISHING THE 2019 CAPITAL PROJECT BUDGET OF THE SANITARY DISTRICT TO BE PAID FROM ITS SEWAGE WORKS IMPROVEMENT FUND

Whereas, The Sanitary District of Highland is governed by its Board of Sanitary Commissioners, pursuant to the provisions of IC 36-9-25 et seq.; and

Whereas, IC 36-9-25-9 specifically provides that the Board of Sanitary Commissioners shall manage and control all works of the district and may purchase, acquire, construct, reconstruct, operate, repair and maintain all sewage works; and

Whereas, The Board of Sanitary Commissioners in performing its duties, may adopt resolutions, rules and by-laws that are necessary to carry out the provisions of IC 36-9-25 including repealing or amending them consistent with the Sanitary District Law; and

Whereas, The Board of Sanitary Commissioners in performing its duties, now determines that passage and adoption of a Capital Budget Resolution establishing a Capital Budget to be paid from funds of the Sanitary District to be necessary for the sound management and control of the sewage works and performing its duty to construct, reconstruct, operate, repair, and maintain all sewage works.

Now, Therefore Be it Resolved by the Board of Sanitary Commissioners of the Sanitary District of Highland, Lake County, Indiana, as follows:

Section 1. That for the Capital expenses as hereinafter identified of said District, 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 Sanitary District Sewage Works Improvement Fund:

| | | |
|---|---|--------------------|
| 39920 | SSO Remedial Projects – GeoTech Investigation | \$33,050.00 |
| 41012 | Wicker Park Manor Improvement Project (CH) | \$13,613.13 |
| 41016 | Gordon Drive Drainage Project | \$10,540.00 |
| 36850 | Inflow/Infiltration Repair/Rehab | \$600,000.00 |
| 41010 | Redzone YES Program (Ph2) | <u>\$77,764.83</u> |
| Total Allowances as fixed for this Fund | | \$734,967.96 |

Section 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;

Section 3. That the Superintendent of the Sanitary District 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;

Section 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 Sanitary Commissioners, revising the amount fixed and authorizing the additional allowance amount;

Section 5. That any prior Capital Budget duly adopted by resolution and as amended from time to time is hereby repealed and replaced to include the Capital expenses identified herein.

Section 6. That this Resolution shall be effective immediately upon its passage and adoption by the Board of Sanitary Commissioners and may be amended or repealed by subsequent resolution duly passed and adopted.

Duly Adopted, Resolved and Ordered by the Board of Sanitary Commissioners of Highland, Lake County, Indiana, this 15th day of January 2019. Having been passed by a vote of 5 for and 0 opposed.

THE SANITARY DISTRICT OF HIGHLAND
BY ITS BOARD OF COMMISSIONERS:

/s/Richard Garcia, President

Attest:

/s/David Jones, Secretary of the Board of Sanitary Commissioners

New Business: None

Reports: None

Comments from the Commissioners:

1. Commissioner Cieslak asked if the town has trouble retaining employees based on pay rate. John Bach responded the amount shown is only the Sanitary Board's portion of the pay not the entire amount.

Business from the Floor:

1. Mark Herak commented on the engineering and attorney fees are high while waiting for the Hammond Sanitary District.

Claims:

| | | |
|----------|-------------------------|--------------|
| Fund 040 | Sanitary Operating | \$186,038.02 |
| Fund 070 | Sewage Operating | \$249,415.22 |
| Fund 072 | Sewage Improvement Fund | \$87,257.00 |
| | | <hr/> |
| | | \$522,710.24 |

Commissioner Jones made a motion to approve payment of the claims in the amount of \$522,710.24. Commissioner Cieslak seconded. Upon a roll-call vote, there were five (5) affirmative and no (0) negatives. The motion passed.

Next Meeting: The next regularly scheduled Public Meeting Session will be held, Tuesday, February 19, 2019 at 7:00 p.m., following a study session at 6:30 p.m.

Adjournment: There being no other business to come before the Board of Sanitary Commissioners, Commissioner Burton moved to adjourn. Commissioner Jones seconded. The motion passed. Meeting adjourned at 7:16 p.m. to an Executive Session.

The Board of Sanitary Commissioners of the Sanitary District of Highland reconvened in a study session immediately after the Executive Session on Tuesday, January 15, 2019, in the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana. Present at the study session on silent roll call were Commissioners Greg Cieslak, Rex Burton, Laura Corpus, Richard Garcia, David Jones. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, John Bach & Mark Knesek of Public Works, Mark Herak, Town Council and Michael Griffin, Clerk-Treasurer.

1. Derek Snyder gave the update of corrective lining of the sewers this week.
2. Mark Knesek advised the Red Zone Phase II will be complete this week.
3. Michael Griffin reviewed the 2018 financials statement with the Board.

The meeting was adjourned at 8:40 p.m.

Respectfully Submitted By: Laura Pramuk

**MINUTES OF A REGULAR PUBLIC MEETING
BOARD OF SANITARY COMMISSIONERS
TUESDAY, February 19, 2019**

The Board of Sanitary Commissioners of the Sanitary District of Highland convened in a study session immediately before the Regular Public Meeting at 6:30 p.m. on Tuesday, February 19, 2019, 2018, with Commissioner Garcia presiding, in the main meeting room of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in order to discuss the final agenda of the regular meeting.

Present at the study session on silent roll call were Commissioners Rex Burton, Laura Corpus, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, Mark Knesek of Public Works, Mark Herak, Town Council.

1. The commissioners were discussing the refuse and recycling bid and Mr. Rosenbaum from Republic Services was present to answer questions from the Board.

The study session ended at 7:15 p.m.

The Board of Sanitary Commissioners of the Sanitary District of Highland met Tuesday, February 19, 2019, 7:15 p.m., in the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana. The Regular Public meeting was opened with the Pledge of Allegiance to the United States of America.

Roll Call: Present on roll call were Commissioners Rex Burton, Laura Corpus, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc., Robert Tweedle, Attorney, Mark Knesek of Public Works and Mark Herak, Town Council. The minutes were recorded by Laura Pramuk, Recording Secretary.

Minutes of Previous Session: January 15, 2019 of the Regular Public Meeting are posted as written.

Special Orders: None

Communications: None

General Orders and Unfinished Business:

1. The Refuse and Recycling collection and disposal bid was tabled until the next Public Meeting.

New Business: None

Reports: None

Comments from the Commissioners: None

Business from the Floor: None

Claims:

| | | |
|-----------------|--------------------------------|--------------------|
| Fund 040 | Sanitary Operating | \$192,914.70 |
| Fund 041 | San Dist BD & Int | \$76,793.75 |
| Fund 042 | San Dist BD & Int | \$1,264,130.42 |
| Fund 044 | San Dist Capital | \$1,535.50 |
| Fund 070 | Sewage Operating | \$407,638.48 |
| <u>Fund 072</u> | <u>Sewage Improvement Fund</u> | <u>\$37,529.13</u> |
| | TOTAL | \$ 1,980,541.98 |

Commissioner Jones made a motion to approve payment of the claims in the amount of \$1,980,541.98. Commissioner Burton seconded. Upon a roll-call vote, there were four (4) affirmative and no (0) negatives. The motion passed.

Next Meeting: The next regularly scheduled Public Meeting Session will be held, Tuesday, March 19, 2019 at 7:00 p.m., following a study session at 6:30 p.m

Adjournment: There being no other business to come before the Board of Sanitary Commissioners, Commissioner Corpus moved to adjourn. Commissioner Burton seconded. The motion passed. Meeting adjourned at 7:17 p.m.

The Board of Sanitary Commissioners of the Sanitary District of Highland reconvened in a study session immediately after the Public Meeting on Tuesday, February 19, 2019, in the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana. Present at the study session on silent roll call were Commissioners Rex Burton, Laura Corpus, Richard Garcia, David Jones. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, Mark Knesek of Public Works, Mark Herak, Town Council.

1. The Board resumed the discussion regarding the refuse collection and disposal regarding school, churches, size of the container and duration of the contract.
2. Town of Highland vs. John Marks. Defendant has been held in default. Plaintiff filed a motion ordering defendant's appearance. Defendant's failure to appear will likely result in a bench warrant for his arrest.
3. Derek Snyder reported Insituform will hold its 2018 prices for 2019.

The meeting was adjourned at 8:35 p.m.

Respectfully Submitted By: Laura Pramuk

MINUTES OF A REGULAR PUBLIC MEETING
BOARD OF SANITARY COMMISSIONERS
TUESDAY, March 19, 2019

The Board of Sanitary Commissioners of the Sanitary District of Highland convened in a study session immediately before the Regular Public Meeting at 6:30 p.m. on Tuesday, March 19, 2019 with Commissioner Garcia presiding, in the main meeting room of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in order to discuss the final agenda of the regular meeting.

Present at the study session on silent roll call were Commissioners Rex Burton, Greg Cieslak, Laura Corpus, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, John Bach of Public Works, Mark Herak, Town Council.

1. The update to the dumpster ordinance prohibiting placement on Highland property was discussed.
2. Derek Snyder gave the update on current projects.
3. John Bach had paper update to the Preliminary Engineering Report and he also offered electronic version to the commissioners.

The study session ended at 7:02 p.m.

The Board of Sanitary Commissioners of the Sanitary District of Highland met Tuesday, March 19, 2019, 7:03 p.m., in the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana. The Regular Public meeting was opened with the Pledge of Allegiance to the United States of America.

Roll Call: Present on roll call were Commissioners Rex Burton, Greg Cieslak, Laura Corpus, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, John Bach of Public Works, Mark Herak, Town Council. The minutes were recorded by Laura Pramuk, Recording Secretary.

Minutes of Previous Session: February 19, 2019 of the Regular Public Meeting are posted as written.

Special Orders: None

Communications:

1. A letter dated February 18, 2019 from Jay Ferguson of Insituform to extend their 2018 prices through 2019.
2. A letter dated March 12, 2019 from Derek Snyder of Nies Engineering regarding pay request #3 in the amount of \$224,342.10 for the sanitary sewer lining project.

General Orders and Unfinished Business:

1. Sanitary District of Highland
Board of Sanitary Commissioners
Resolution No. 2019-10

A RESOLUTION ACCEPTING THE BID OF REPUBLIC SERVICES, INCORPORATION FOR COLLECTION AND DISPOSAL OF REFUSE AND RECYCLABLES AND AUTHORIZING THE SANITARY DISTRICT PRESIDENT TO EXECUTE THE AGREEMENT AND ALL DOCUMENTS NECESSARY TO IMPLEMENT THE CONTRACT, ALL PURSUANT TO IC 36-9-30 ET SEQ. Commissioner Burton motioned to approve Resolution 2019-10. Commissioner Corpus seconded. Upon a roll-call vote, there were five (5) affirmatives and no (0) negatives. The motion passed.

**Board of Commissioners
Resolution No. 2019-10**

A RESOLUTION ACCEPTING THE BID OF REPUBLIC SERVICES, INCORPORATION FOR COLLECTION AND DISPOSAL OF REFUSE AND RECYCLABLES AND AUTHORIZING THE SANITARY DISTRICT PRESIDENT TO EXECUTE THE AGREEMENT AND ALL DOCUMENTS NECESSARY TO IMPLEMENT THE CONTRACT, ALL PURSUANT TO IC 36-9-30 ET SEQ.

Whereas, The Sanitary District of Highland had prepared specification, pursuant to IC 36-9-30-5, for the purpose of contracting for services for the Collection and Disposal of Refuse and Recyclables; and

Whereas, the Public Works Director had prepared bid specifications for Collection and Disposal of Refuse and Recyclables services and the work was bid in accordance with Section 31.20 (H) of the HMC; and

Whereas, the following bids were received January 29, 2019:

See Attached Bid Tabulation

Whereas, Owing to the volatility of recyclables markets and processing costs, Republic Services, LLC (Republic) has submitted an alternate bid (included in the Bid Tabulation), which contemplates those fluctuations and adds a surcharge based upon preceding 12 month average of recyclables processing costs to form the calculus of a monthly per household charge to be added or deducted from the base fee at the anniversary date of the contract; and

Whereas, the Board of Sanitary Commissioners has evaluated the fixed price bid and the alternate pricing bid based upon recyclables processing and believes that over the term of the contract, the alternate bid would provide an overall savings to the Town of Highland; and

Whereas, there are sufficient and available appropriations balances on hand to support the payments under agreements, pursuant to IC 5-22-17-3(e); and

Whereas, The Sanitary District of Highland now desires to reject the base from Republic and to award a contract to Republic based upon the alternate bid submitted as the lowest responsive and responsible bid.

Now Therefore, be it resolved by the Board of Sanitary Commissioners of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That the Base Bid for the Collection and Disposal of Refuse and Recyclables is hereby rejected;

Section 2. That the Alternate Bid for the Collection and Disposal of Refuse and Recyclables is hereby accepted as the lowest responsive and responsible bid;

Section 3. That the President of the Board of Sanitary Commissioners is hereby instructed to execute the Agreement and all documents necessary to implement the contract for services.

Duly Adopted, Resolved and Ordered by the Board of Sanitary Commissioners of Highland, Lake County, Indiana this 19th day of March 2019. Having passed by vote of 5 for and 0 opposed.

**The Sanitary District of Highland
By Its Board of Commissioners:**

/s/Richard Garcia, President

Attest:

/s/David Jones, Secretary

1. Sanitary District of Highland
Board of Sanitary Commissioners
Resolution No. 2019-11

A RESOLUTION, OFFERING, AUTHORIZING AND APPROVING AN EXTENSION TO THE CONTRACT FOR THE ANNUAL SERVICE AGREEMENT 1 TO INSITUFORM TECHNOLOGIES USA, INC. FOR CURED-IN-PLACE PIPE LINING

OF SANITARY SEWERS. Commissioner Cieslak motioned to approve Resolution 2019-11. Commissioner Corpus seconded. Upon a roll-call vote, there were five (5) affirmatives and no (0) negatives. The motion passed.

SANITARY DISTRICT OF HIGHLAND
BOARD OF SANITARY COMMISSIONERS
RESOLUTION NO. 2019-11

A RESOLUTION, OFFERING, AUTHORIZING AND APPROVING AN EXTENSION TO THE CONTRACT FOR THE ANNUAL SERVICE AGREEMENT 1 TO INSITUFORM TECHNOLOGIES USA, INC. FOR CURED-IN-PLACE PIPE LINING OF SANITARY SEWERS

Whereas, The Sanitary District of Highland (District) is governed by its Board of Sanitary Commissioners, pursuant to the provisions of IC 36-9-25 et seq.; and

Whereas, IC 36-9-25-9 specifically provides that the Board of Sanitary Commissioners shall manage and control all works of the district and may purchase, acquire, construct, reconstruct, operate, repair and maintain all sewage works; and

Whereas, The Board of Sanitary Commissioners in performing its duties, may adopt resolutions, rules and by-laws that are necessary to carry out the provisions of IC 36-9-25 including repealing or amending them consistent with the Sanitary District Law; and

Whereas, The Sanitary District of Highland (District), through its Board of Sanitary Commissioners, has heretofore determined a need to rehabilitate the sanitary sewer system for the purpose of controlling inflow and infiltration of storm water into the sanitary sewer and that sanitary sewer lining is a “Trenchless Reconstruction” initiatives available to that purpose; and

Whereas, The District did award a contract On April 17, 2018 to Insituform Technologies USA, Inc. for ANNUAL SERVICE AGREEMENT 1 FOR CURED-IN-PLACE PIPE LINING OF SANITARY SEWERS, as the lowest responsible and responsive bid; and

Whereas, Insituform Technologies USA, Inc. has expressed interest, through a letter dated February 18, 2019, attached hereto, to extend the current contract for an additional year at the same terms and conditions for CURED-IN-PLACE PIPE LINING OF SANITARY SEWERS; and

Whereas, Insituform Technologies USA, Inc. has demonstrated professional competence and qualifications to perform the particular concrete work for the District and it has been determined that extending the current contract will realize a cost and time savings for mutual benefit of both parties; and

Whereas, The District, pursuant to IC 5-22-17-4, now wishes to offer a contract extension to Insituform Technologies USA, Inc., through December 31, 2019, for CURED-IN-PLACE PIPE LINING OF SANITARY SEWERS, under the original terms, conditions and prices as the original contract (1-year).

Whereas, there are sufficient and available appropriations balances on hand to support the payments under the agreements, pursuant to IC 5-22-17-3(e); and

Whereas, The Sanitary District of Highland, through its Board of Sanitary Commissioners, now desires to accept the bid and award the contracts, respectively.

Now, Therefore Be it Resolved by the Board of Sanitary Commissioners of the Highland Sanitary District, Lake County, Indiana, as follows:

1. That the Contract Extension between the Sanitary District of Highland and **INSITUFORM TECHNOLOGIES USA, INC.** in the amount of the various classes of work described in the original bid for **ANNUAL SERVICE AGREEMENT 1, CURED-IN-PLACE PIPE LINING OF SANITARY SEWERS**, is authorized and approved, at the same terms, conditions and prices as the original contract (1-year), through December 31, 2019.
2. That the Sanitary District Superintendent is authorized to execute any a., all documents and all documents necessary to implement the Contract extension.

Duly Adopted, Resolved and Ordered by the Highland Sanitary District, Board of Commissioners, Lake County, Indiana, this 19th day of March, 2019. Having been passed by a vote of 5 in favor and 0 opposed.

HIGHLAND SANITARY DISTRICT
BY ITS BOARD OF COMMISSIONERS:

/s/Richard Garcia, President

Attest:

/s/David Jones, Secretary

New Business:

1. Sanitary District of Highland
Board of Sanitary Commissioners
Resolution No. 2019-12

A RESOLUTION APPROVING AND ACCEPTING AN AGREEMENT WITH THE NORTHWEST INDIANA PUBLIC SERVICE COMPANY (NIPSCO) FOR A UTILITY EASEMENT UPON NIPSCO PROPERTY FOR THE INSTALLATION OF DRAINAGE AND STORM SEWER WATER IMPROVEMENTS. Commissioner Jones motioned to approve Resolution 2019-01. Commissioner Cieslak seconded. Upon a roll-call vote, there were five (5) affirmatives and no (0) negatives. The motion passed.

SANITARY DISTRICT OF HIGHLAND
BOARD OF SANITARY COMMISSIONERS
RESOLUTION No. 2019-12

A RESOLUTION APPROVING AND EXCEPTING AN AGREEMENT WITH THE NORTHWEST INDIANA PUBLIC SERVICE COMPANY (NIPSCO) FOR A UTILITY EASEMENT UPON NIPSCO PROPERTY FOR THE INSTALLATION OF DRAINAGE AND STORM SEWER WATER IMPROVEMENTS

Whereas, The Sanitary District of Highland is governed by its Board of Sanitary Commissioners, pursuant to the provisions of IC 36-9-25 et seq.; and

Whereas, IC 36-9-25-9 specifically provides that the Board of Sanitary Commissioners shall manage and control all works of the district and may purchase, acquire, construct, reconstruct, operate, repair and maintain all sewage works; and

Whereas, The Board of Sanitary Commissioners in performing its duties, may adopt resolutions, rules and by-laws that are necessary to carry out the provisions of IC 36-9-25 including repealing or amending them consistent with the Sanitary District Law; and

Whereas, The Highland Sanitary District and the Northern Indiana Public Service Company (NIPSCO) had identified drainage problems on the NIPSCO property behind the homes in the 8300 block of Gordon Drive; and

Whereas, NIES Engineering, Inc. had prepared plans and specifications for certain improvements to mitigate the drainage problems that would be beneficial to both NIPSCO and the homes that border the NIPSCO property, which were completed in November 2018; and

Whereas, NIPSCO has requested that the improvements be contained within an easement on the NIPSCO property and has prepared an Easement Agreement, attached hereto and made a part of this Resolution, which sets forth the terms and conditions of the granting of an easement upon the NIPSCO property; and

Whereas, The Sanitary District Attorney had corresponded with the NIPSCO legal department in order to refine the document to meet both the needs of the Sanitary District and NIPSCO; and

Whereas, The Sanitary District of Highland, through its Board of Sanitary Commissioners, now desires to approve said Easement Agreement.

Now, Therefore Be it Resolved by the Board of Sanitary Commissioners of the Highland Sanitary District, Lake County, Indiana, as follows:

1. The Agreement between the Sanitary District of Highland and the Northwest Indiana Public Service Company is hereby approved and accepted in each and every respect.
2. That the President of the Sanitary Board of Commissioners is authorized to execute the agreement.

Duly Adopted, Resolved and Ordered by the Highland Sanitary District, Board of Commissioners, Lake County, Indiana, this 19th day of March, 2019. Having been passed by a vote of 5 in favor and 0 opposed.

HIGHLAND SANITARY DISTRICT
BY ITS BOARD OF COMMISSIONERS:

/s/Richard Garcia, President

Attest:

/s/David Jones, Secretary

Reports: None

Comments from the Commissioners: None

Business from the Floor:

1. Jackie Sleeman, the property owner of 9621 Boulevard Drive had a pipe burst in the home during the polar vortex. The burst pipe resulted in a sewer bill in the amount of \$182.56. She is asking the Board to waive the bill. The home has been updated with a sump pump and the water did not go into the sewer and was not treated. John Bach will inspect the home.

2. Jade Greenberg, is the daughter of the owner of 2642 Grand Boulevard. Her father has passed away. The home was not occupied when the pipe burst. The resulting bill for sewer is \$873.68 using 268 units of water. Ms. Greenberg did not know where the water went as the home flooded, the house is on a slab. Ms. Greenberg is asking the Board to waive the sewer bill. John Bach will inspect the home to determine where the water went and if it was treated.

Claims:

| | | |
|----------|--------------------|--------------|
| Fund 040 | Sanitary Operating | \$149,688.57 |
| Fund 070 | Sewage Operating | \$240,157.15 |
| Fund 072 | Sewage Improv | \$352,617.03 |
| | Total | \$742,452.75 |

Commissioner Jones made a motion to approve payment of the claims in the amount of \$742,452.75. Commissioner Corpus seconded. Upon a roll-call vote, there were five (5) affirmative and no (0) negatives. The motion passed.

Next Meeting: The next regularly scheduled Public Meeting Session will be held, Tuesday, April 16, 2019 at 7:00 p.m., following a study session at 6:30 p.m.

Adjournment: There being no other business to come before the Board of Sanitary Commissioners, Commissioner Burton moved to adjourn. Commissioner Jones seconded. The motion passed.

The meeting was adjourned to an Executive Session at 7:30 p.m.

Respectfully Submitted By: Laura Pramuk

BOARD OF SANITARY COMMISSIONERS
TUESDAY, April 16, 2019

The Board of Sanitary Commissioners of the Sanitary District of Highland convened in a study session immediately before the Regular Public Meeting at 6:30 p.m. on Tuesday, April 16, 2019 with Commissioner Garcia presiding, in the main meeting room of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in order to discuss the final agenda of the regular meeting.

Present at the study session on silent roll call were Commissioners, Greg Cieslak, Laura Corpus, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, John Bach and Mark Knesek of Public Works, Mark Herak, Town Council and Michael Griffin, Clerk/Treasurer.

1. Michael Griffin lead the discussion based on the Preliminary Engineering Report related to storm events and water capacity and debt capacity
2. There was additional conversation about the dumpster ordinance and who would be responsible if there were a violation.
3. The recycling process fee rate is part of the resolution and will be the base rate as a tracker.

The study session ended at 7:00 p.m.

The Board of Sanitary Commissioners of the Sanitary District of Highland met Tuesday, April 16, 2019, 7:00 p.m., in the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana. The Regular Public meeting was opened with the Pledge of Allegiance to the United States of America.

Roll Call: Present on roll call were Commissioners Greg Cieslak, Laura Corpus, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, John Bach and Mark Knesek of Public Works, Mark Herak, Town Council. The minutes were recorded by Laura Pramuk, Recording Secretary.

Minutes of Previous Session: March 19, 2019 of the Regular Public Meeting are posted as written.

Special Orders: None

Communications:

1. A letter from Derek Snyder of Nies Engineering dated March 19, 2019 regarding Pay Request #4 for the 2018 Sanitary Sewer CIPP Lining Project requesting the release of retainage is the amount of \$84,795.55.
2. A letter from Derek Snyder of Nies Engineering dated April 9, 2019 regarding Pay Request #7 for the Wicker Park Manor Water Main Replacement and Street Improvement Project. The amount due by the Sanitary Board is \$3,765.43.

General Orders and Unfinished Business:

1. Sanitary District of Highland
Board of Sanitary Commissioners
Resolution No. 2019-13

A Resolution Accepting the Recommendation of NIES Engineering, Incorporated and Authorize the Release of Retainage to Insituform Technologies USA, LLC for the 2018 CIPP Lining Project. Commissioner Jones motioned to approve Resolution 2019-13. Commissioner Cieslak seconded. Upon a roll-call vote, there were four (4) affirmatives and no (0) negatives. The motion passed.

SANITARY DISTRICT OF HIGHLAND
Board of Sanitary Commissioners
Resolution No. 2019-13

A RESOLUTION ACCEPTING THE RECOMMENDATION OF NIES ENGINEERING, INCORPORATED AND AUTHORIZE THE RELEASE OF RETAINAGE TO INSITUFORM TECHNOLOGIES USA, LLC FOR THE 2018 CIPP LINING PROJECT

Whereas, The Sanitary District of Highland is governed by its Board of Sanitary Commissioners, pursuant to the provisions of IC 36-9-25 *et seq.*; and

Whereas, IC 36-9-25-9 specifically provides that the Board of Sanitary Commissioners shall manage and control all works of the district and may purchase, acquire, construct, reconstruct, operate, repair and maintain all sewage works; and

Whereas, The Board of Sanitary Commissioners in performing its duties, may adopt resolutions, rules and by-laws that are necessary to carry out the provisions of IC 36-9-25 including repealing or amending them consistent with the Sanitary District Law; and

Whereas, The Sanitary District of Highland (District), through its Board of Sanitary Commissioners, had heretofore determined a need to rehabilitate the sanitary sewer system for the purpose of controlling inflow and infiltration of storm water into the sanitary sewer and that sanitary sewer lining, sanitary sewer point repairs and sanitary sewer manhole rehabilitation are “Trenchless Reconstruction” initiatives available to that purpose; and

Whereas, NIES Engineering, Incorporated (NIES) had prepared plans and specifications for the 2018 Annual Service Agreement for Trenchless Reconstruction of Sanitary Sewers that include Cure-in-Place Pipe Lining on behalf of the Sanitary District and the work was bid in accordance with IC 36-1-12 *et seq.* and notice was published in accordance with IC 5-3-1; and

Whereas, The Sanitary District of Highland (District), through its Board of Sanitary Commissioners, had heretofore adopted Resolution No. 2018-08 on April 17, 2018 and awarded a contract to Insituform Technologies USA, LLC for Cure-in-Place Pipe Lining to line certain sewer lines in the District as a part of its inflow/Infiltration Abatement Program, and

Whereas, NIES had also been engaged to perform professional engineering services during construction; and

Whereas, NIES has determined that the Project is complete pursuant to the terms of contract specifications and has recommended the release the balance of retainage held in the amount of Eighty-four Thousand Seven Hundred Ninety-five Dollars and 552/100 Cents (\$84,795.55); and

Whereas, The Sanitary District of Highland, through its Board of Sanitary Commissioners, now desires accept the recommendation of NIES and authorize and approve the release of retainage held in the amount of the Eighty-four Thousand Seven Hundred Ninety-five Dollars and 552/100 Cents (\$84,795.55).

Now, Therefore Be it Resolved by the Board of Sanitary Commissioners for the Sanitary District of Highland, Lake County, Indiana, as follows:

Section 1. That construction work performed by Insituform Technologies USA, LLC for Cure-in-Place Pipe Lining (Contract 1) Project is hereby accepted and approved in each and every respect; and

Section 2. That the recommendation from NIES to release retainage held in the amount Eighty-four Thousand Seven Hundred Ninety-five Dollars and 552/100 Cents (\$84,795.55) is hereby accepted; *and*

Section 3. That the Office of the Clerk Treasurer is authorized and instructed to release retainage held in the amount of Eighty-four Thousand Seven Hundred Ninety-five Dollars and 552/100 Cents (\$84,795.55) to Insituform Technologies USA, LLC.

Duly Adopted, Resolved and Ordered by the Board of Sanitary Commissioners of Highland, Lake County, Indiana, this 16th day of April, 2019. Having been passed by a vote of 4 in favor and 0 opposed.

THE SANITARY DISTRICT OF HIGHLAND

BY ITS BOARD OF COMMISSIONERS:

/s/Richard Garcia, President

Attest:

/s/David Jones, Secretary

2. Sanitary District of Highland
Board of Sanitary Commissioners
Resolution No. 2019-14

A Preliminary Resolution for the Amendment of Solid Waste Management Fees associated with the Solid Waste Management Program in the Town of Highland, all pursuant to IC 36-9-25 et Seq. Commissioner Jones introduced Resolution 2019-14 and set a Public Hearing on Tuesday, May 7, 2019 at 7:00 pm.

New Business: None

Reports: None

Comments from the Commissioners: None

Business from the Floor: None

Claims:

| | | |
|----------|-------------------------|--------------|
| Fund 040 | Sanitary Operating | \$198,284.22 |
| Fund 070 | Sewage Operating | \$346,275.52 |
| Fund 072 | Sewage Improvement Fund | \$3,851.25 |
| | Total | \$548,410.99 |

Commissioner Jones made a motion to approve payment of the claims in the amount of \$548,410.99. Commissioner Corpus seconded. Upon a roll-call vote, there were four (4) affirmative and no (0) negatives. The motion passed.

Next Meeting: The next regularly scheduled Public Meeting Session will be held, Tuesday, May 21, 2019 at 7:00 p.m., following a study session at 6:30 p.m.

Adjournment: There being no other business to come before the Board of Sanitary Commissioners, Commissioner Jones moved to adjourn. Commissioner Corpus seconded. The motion passed.

The Board of Sanitary Commissioners of the Sanitary District of Highland reconvened in a study session immediately after the Public Meeting on Tuesday, April 16, 2019, in the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Present at the study session on silent roll call were Commissioners Greg Cieslak, Laura Corpus, Richard Garcia, David Jones. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, John Bach and Mark Knesek of Public Works, Mark Herak, Town Council.

1. Mark Knesek reported the Red Zone report is still missing some data is it currently incomplete.
2. NIPSCO has paid Highland for the work done along Gordon Drive.

3. John Bach has not spoken with the homeowner of 2642 Grand Boulevard with the pipe burst.
4. John Marks resident of 3416 Martha Street has been issued a civil warrant.
5. Mark Herak spoke of the cost of service study with Hammond Sanitary District

The meeting was adjourned at 7:50 p.m.

Respectfully Submitted By: Laura Pramuk

MINUTES OF A SPECIAL PUBLIC MEETING
BOARD OF SANITARY COMMISSIONERS
TUESDAY May 7, 2019

The Board of Sanitary Commissioners of the Sanitary District of Highland convened in a study session immediately before the Special Public Meeting at 6:30 p.m. on Tuesday May 7, 2019, in the council chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in order to discuss the final agenda of the special meeting.

Present at the study session on silent roll call were Commissioners, Rex Burton, Laura Corpus, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, and Attorney, John Bach of Public Works and Michael Griffin, Clerk/Treasurer.

1. The authorization to remove the sewage lien from 2819 Lincoln Street was approved; the Town of Highland owns the home.
2. Derek Snyder had seen the property at 9033 Cottage Grove Place previous to Commissioner Garcia earlier in the week, there is not an easy solution it is part of a larger problem.

The study session ended at 7:05 p.m.

The Board of Sanitary Commissioners of the Sanitary District of Highland met Tuesday, May 7, 2019, 7:05 p.m., in the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana. The Special Public meeting was opened with the Pledge of Allegiance to the United States of America.

Roll Call: Present on roll call were Commissioners Rex Burton, Laura Corpus, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc. Robert Twiddle, and Attorney, John Bach of Public Works and Michael Griffin, Clerk/Treasurer.

The minutes were recorded by Laura Pramuk, Recording Secretary.

Minutes of Previous Session: None

Special Orders:

1. SANITARY DISTRICT OF HIGHLAND
Board of Sanitary Commissioners
Resolution No. 2019-14

A RESOLUTION FOR THE AMENDMENT OF SOLID WASTE MANAGEMENT FEES ASSOCIATED WITH THE SOLID WASTE MANAGEMENT PROGRAM IN THE TOWN OF HIGHLAND, ALL

PURSUANT TO IC 36-9-25 ET SEQ. Commissioner Corpus motioned to approve Resolution 2019-14. Commissioner Burton seconded. Robert Tweedle confirmed proof of publication for the solid waste management fees.

The Public Hearing opened. Commissioner Garcia asked for comments in favor or against from the public three times. Hearing no comment from the public the public hearing was closed. Upon a roll-call vote, there were four (4) affirmatives and no (0) negatives. The motion passed.

SANITARY DISTRICT OF HIGHLAND
BOARD OF SANITARY COMMISSIONERS
RESOLUTION NO. 2019 -14

A RESOLUTION FOR THE AMENDMENT OF SOLID WASTE MANAGEMENT FEES ASSOCIATED WITH THE SOLID WASTE MANAGEMENT PROGRAM IN THE TOWN OF HIGHLAND, ALL PURSUANT TO IC 36-9-25 ET SEQ.

Whereas, The Sanitary District of Highland is governed by its Board of Sanitary Commissioners (Board), pursuant to the provisions of IC 36-9-25 et seq.; and

Whereas, IC 36-9-25-9 specifically provides that the Board shall collect and remove garbage, ashes, and other waste materials to prevent the pollution of watercourses within the district and to protect the public health; and

Whereas, IC 36-9-25-10(13) further provides that the Board may collect and remove, or contract for the collection and removal of, all garbage, ashes, dead animals, refuse, and wastes from domestic premises, and construct or have constructed stations, including barns, garages, sheds, blacksmith shops, dumps, incinerators, and all other useful or necessary improvements for this purpose and adopt resolutions, rules, and bylaws that are necessary to carry out the provisions of IC 36-9-25, including repealing or amending them consistent with Sanitary District Law; and

Whereas, IC 36-9-25-11 provides that the Board may fix fees for the for the treatment and disposal of sewage and other waste discharged into the sewerage system, collect the fees, and establish and enforce rules governing the furnishing of and payment for sewage treatment and disposal service; and

Whereas, The Board, on March 19, 2019, awarded a contract to Republic Services for the Collection and Disposal of Refuse and Recyclables, which establishes unit pricing for services to be provided for all dwelling units in the Town of Highland, and

Whereas, The Board also provides for other solid waste management services (i.e. branch collection and leaf collection) for the citizens of the Town of Highland and realizes other certain costs associated with the administration and management of the solid waste collection and disposal services provided; and

Whereas, It has been determined that the Solid Waste Management Fees Schedule needs to be amended in order to assure that the fees collected for services are just and equitable owing to the changes in the Solid Waste Management program.

Now, Therefore Be it Resolved by the Board of Sanitary Commissioners of the Sanitary District of Highland, Lake County, Indiana, as follows:

Section 1. That subdivision (G) of Section 12.15.090 under Chapter 12.15 of the Highland Municipal Code be hereby deleted and repealed and be hereby amended by inserting the following replacement subdivision, to be renamed subdivision (G) of Section 12.15.090 under Chapter 12.15, which shall read as follows:

Section 12.15.090 Solid Waste Management Fees and Services

(G) The solid waste management and other fees shall be charged according to the following schedule and shall remain in effect as indicated until such time as they may be modified or rescinded by passage and adoption of an ordinance, pursuant to the terms of IC 36-9-25 et seq.:

Solid Waste Management Fees Schedule

- | | | |
|-----|---|---------|
| (1) | For the period beginning May 1, 2019: | |
| (a) | Qualified dwelling unit – 95 gallon refuse cart: | \$23.12 |
| | Plus Monthly Rate Adjustment for Recycling Services | \$0.77 |
| (2) | For the period beginning April 1, 2020: | |
| (a) | Qualified dwelling unit – 95 gallon refuse cart: | \$23.99 |

| | | |
|-----|--|---------|
| | Plus Monthly Rate Adjustment for Recycling Services | TBD |
| (3) | For the period beginning April 1, 2021: | |
| | (a) Qualified dwelling unit – 95 gallon refuse cart: | \$24.94 |
| | Plus Monthly Rate Adjustment for Recycling Services | TBD |
| (4) | For the period beginning April 1, 2022: | |
| | (a) Qualified dwelling unit – 95 gallon refuse cart: | \$25.95 |
| | Plus Monthly Rate Adjustment for Recycling Services | TBD |
| (5) | For the period beginning April 1, 2023: | |
| | (a) Qualified dwelling unit – 95 gallon refuse cart: | \$26.98 |
| | Plus Monthly Rate Adjustment for Recycling Services | TBD |
| (6) | For the period beginning April 1, 2024: | |
| | (a) Qualified dwelling unit – 95 gallon refuse cart: | \$28.06 |
| | Plus Monthly Rate Adjustment for Recycling Services | TBD |

(7) In addition to the foregoing annual rates, a Monthly Rate Adjustment for Recycling Services shall be added or subtracted from the foregoing Solid Waste Management Fee on the anniversary date of the Refuse and Recyclables Collection and Disposal Agreement current contract in effect. During the term of the contract, the Average Recycling Process Charge (ARPC) shall be recalculated based upon the monthly Recycling Processing Charge (RPC), determined and reported monthly by the Municipal Recycling Facility (MRF) to the Sanitary District. The ARPC will be based upon the preceding twelve month average of the RPC and form basis for the calculus of the Monthly Rate Adjustment for Recycling Services. In the first year of the Contract, said fee shall be established at **\$0.77** per dwelling unit/month, which based upon the ARPC of \$40.00/Ton.

The Monthly Rate Adjustment reflects variable costs for recycling processing and recyclables markets to be calculated as follows:

$$\text{Monthly Rate Adjustment} = \text{Number of Collections per Month (2.17)} \times \text{Average Wt. of Recyclables per Unit (17.65)} / 2,000 \times \text{ARPC}$$

The Recycling Processing Charge (RPC) is determined and reported monthly by the Municipal Recycling Facility (MRF) and the Average Recycling Processing Charge is the preceding twelve month average, April – March, to be applied on the anniversary date of the Contract, April 1 of each year, and continue until March 31 of the following year, at which time, the ARPC will be computed for the successive year.

Section 2. That subdivision (G) of Section 12.15.150 under Chapter 12.15 of the Highland Municipal Code be hereby deleted and repealed and be hereby amended by inserting the following replacement subdivision, to be renamed subdivision (G) of Section 12.15.090 under Chapter 12.15, which shall read as follows:

(A) Private Roll-Off Containers. No person, firm, corporation, or organization shall place a roll-off container, POD, or closed container upon a public street or alley.

Section 3. That pursuant to IC 36-9-25-11 (c), the fees and charges imposed by passage and adoption of this resolution shall become and be effective upon all users whose property is within the district, upon approval by ordinance passed and approved by the municipal legislative body, which is the Highland Town Council.

Section 4. That the Secretary of the Board of Sanitary Commissioners is hereby directed to forward a copy of this resolution to the office of the clerk treasurer as clerk of the legislative body, with a request that the Town Council of the Town of Highland, take up the matter for consideration and action at its earliest opportunity.

Introduced on April 16, 2019. Order for a public hearing on May 7, 2019, all pursuant to IC 36-9-25-11.

Duly Adopted, Resolved and Ordered by the Board of Sanitary Commissioners of Highland, Lake County, Indiana, this 7th day of May, 2019. Having been passed by a vote of 4 for and 0 opposed.

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

/s/Richard Garcia, President

Attest:

/s/David Jones, Secretary of the Board of Sanitary Commissioners

Adjournment: There being no other business to come before the Board of Sanitary Commissioners,

Commissioner Burton moved to adjourn. Commissioner Jones seconded. The motion passed
Meeting adjourned at 7:09 p.m.

Respectfully Submitted By: Laura Pramuk

MINUTES OF A REGULAR PUBLIC MEETING
BOARD OF SANITARY COMMISSIONERS
TUESDAY, May 21, 2019

The Board of Sanitary Commissioners of the Sanitary District of Highland convened in a study session immediately before the Regular Public Meeting at 6:30 p.m. on Tuesday, May 21, 2019 with Commissioner Garcia presiding, in the main meeting room of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in order to discuss the final agenda of the regular meeting.

Present at the study session on silent roll call were Commissioners, Greg Cieslak, Rex Burton, Laura Corpus, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, John Bach and Mark Knesek of Public Works and Michael Griffin, Clerk/Treasurer.

1. John Julien reviewed his findings of the RFQ between the Hammond Sanitary District, Highland and Griffith.

The study session ended at 7:00 p.m.

The Board of Sanitary Commissioners of the Sanitary District of Highland met Tuesday, May 21, 2019, 7:00 p.m., in the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana. The Regular Public meeting was opened with the Pledge of Allegiance to the United States of America.

Roll Call: Present on roll call were Commissioners Greg Cieslak, Rex Burton, Laura Corpus, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, John Bach and Mark Knesek of Public Works, Mark Herak, Town Council and Michael Griffin, Clerk/Treasurer. The minutes were recorded by Laura Pramuk, Recording Secretary.

Minutes of Previous Session: April 16, 2019 of the Regular Public Meeting are posted as written.

Special Orders: None

Communications: None

General Orders and Unfinished Business:

1. Sanitary District of Highland
Board of Sanitary Commissioners
Resolution No. 2019-15

AN EXIGENT RESOLUTION PROVIDING FOR THE TRANSFER OF APPROPRIATION BALANCES FROM AND AMONG MAJOR BUDGET CLASSIFICATIONS IN THE SANITARY DISTRICT SPECIAL CAPITAL FUND AS REQUESTED BY THE DEPARTMENT HEAD OR PROPER OFFICER AND FORWARDED TO THE BOARD OF SANITARY COMMISSIONERS FOR ITS ACTION PURSUANT TO IC 6-1.1-18-6. Commissioner Corpus motioned to approve Resolution 2019-15. Commissioner Burton seconded. Upon a roll-call vote, there were five (5) affirmatives and no (0) negatives. The motion passed.

SANITARY DISTRICT of HIGHLAND
APPROPRIATION TRANSFER RESOLUTION
BOARD of SANITARY COMMISSIONERS RESOLUTION No. 2019-15

AN EXIGENT RESOLUTION PROVIDING FOR THE TRANSFER OF APPROPRIATION BALANCES FROM AND AMONG MAJOR BUDGET CLASSIFICATIONS IN THE SANITARY DISTRICT SPECIAL CAPITAL FUND AS REQUESTED BY THE DEPARTMENT HEAD OR PROPER OFFICER AND FORWARDED TO THE BOARD OF SANITARY COMMISSIONERS FOR ITS ACTION PURSUANT TO IC 6-1.1-18-6.

WHEREAS, it has been determined that certain exigent conditions have developed since adoption of the budget associated with the several projects financed by the Sanitary District Bonds, Series 2015, and it is now necessary to transfer certain appropriations into different categories than was appropriated in the annual budget for the various functions of the Sanitary District Special Capital Fund;

NOW, THEREFORE BE IT RESOLVED by the Board of Sanitary Commissioners of the Sanitary District of Highland, Lake County, Indiana as follows:

Section 1. That for the expenses of said District, the following appropriations are hereby transferred and set apart out of the fund hereinafter named for the purposes herein specified, subject to the laws governing the same, such sums herein transferred unless otherwise stipulated by law;

Section 2. That it has been shown that certain existing appropriations of the Sanitary District Special Capital Fund have unobligated or estimated balances which will not be needed at this time for the purposes for which appropriated, so it will not be necessary to increase the overall budget associated with the several projects set forth and financed by Sanitary District Bonds, Series 2015, and may be transferred as follows:

SANITARY DISTRICT SPECIAL CAPITAL FUND:

| | | |
|---|----------------------|--------------|
| Reduce: | | |
| 044-0000-43058-0018 | Contingencies | \$ 53,774.00 |
| Total of All Decreases for Special Capital Fund: | | \$ 53,774.00 |
| Increase: | | |
| 044-0000-33003-0017 | SD Cap Bond Counsel | \$ 35,924.00 |
| 044-0000-33003-0017 | SD Cap Local Counsel | \$ 17,850.00 |
| Total of All Increases for Special Capital Fund: | | \$ 53,774.00 |

Section 4. That municipal fiscal officer shall be authorized and instructed to carry out the objects and purposes of this resolution

Passed, approved and adopted this 14th Day of May, 2019 by the Board of Sanitary Commissioners of the Town of Highland, Indiana. 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

Attest

/s/David Jones, Secretary

2. Sanitary District of Highland
Board of Sanitary Commissioners
Resolution No. 2019-16

A RESOLUTION AUTHORIZING, AND APPROVING THE ELECTIVE RELEASE AND REMOVAL OF A DULY APPLIED SEWAGE LIEN IMPOSED ON 2819 LINCOLN STREET, HIGHLAND, WHICH WAS THE SUBJECT OF AN UNSAFE BUILDING ENFORCEMENT, AND NOW IS OWNED BY THE TOWN OF HIGHLAND, BUILDING AND INSPECTION

DEPARTMENT, AS AN ACTION OF GOODWILL and COMITY. Commissioner Cieslak motioned to approve Resolution 2019-16. Commissioner Corpus seconded. Upon a roll-call vote, there were five (5) affirmatives and no (0) negatives. The motion passed.

3. TOWN COUNCIL of the TOWN of HIGHLAND
ENACTMENT NO. 2019-19

An Enactment Regarding the Disposition of Surplus on Deposit to the Credit of the Sanitary District Sewage Cash Reserve Fund, Authorizing its transfer to the Corporation General Fund, pursuant to HMC Section 12.10.110. Commissioner Cieslak motioned to approve Enactment 2019-19. Commissioner Corpus seconded. Upon a roll-call vote, there were five (5) affirmatives and no (0) negatives. The motion passed.

New Business: None

Reports: None

Comments from the Commissioners: None

Business from the Floor: None

Claims:

| | | |
|----------|--------------------|--------------|
| Fund 040 | Sanitary Operating | \$202,357.84 |
| Fund 070 | Sewage Operating | \$326,147.79 |
| | Total | \$528,505.63 |

Commissioner Jones made a motion to approve payment of the claims in the amount of \$528,505.63. Commissioner Corpus seconded. Upon a roll-call vote, there were five (5) affirmative and no (0) negatives. The motion passed.

Next Meeting: The next regularly scheduled Public Meeting Session will be held, Tuesday, June 18, 2019 at 7:00 p.m., following a study session at 6:30 p.m.

Adjournment: There being no other business to come before the Board of Sanitary Commissioners, Commissioner Jones moved to adjourn. Commissioner Corpus seconded. The motion passed. The meeting was adjourned at 7:06 p.m.

The Board of Sanitary Commissioners of the Sanitary District of Highland reconvened in a study session immediately after the Public Meeting on Tuesday, May 21, 2019, in the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Present at the study session on silent roll call were Commissioners Greg Cieslak, Rex Burton, Laura Corpus, Richard Garcia, David Jones. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, John Bach and Mark Knesek of Public Works, Mark Herak, Town Council and Michael Griffin, Clerk/Treasurer.

1. John Julien continued his review of the RFQ document.
2. The flooding at Cottage Grove, Parish and Laverne Drive was discussed at length by the Board.
3. The time requirements regarding distinction between billing of late charges for water utility charges and sewage utility charges on customer utility invoices. Michael Griffin noted the law had changed. Commissioner Garcia mentioned timely payment of the utility bill would also remedy the situation.
4. The homeowner of 2642 Grand Boulevard never contacted John Bach for an inspection however she

did set up a payment agreement for the utility bill.

The meeting was adjourned at 8:30 p.m.

Respectfully Submitted By: Laura Pramuk

**MINUTES OF A REGULAR PUBLIC MEETING
BOARD OF SANITARY COMMISSIONERS
TUESDAY, June 18, 2019**

The Board of Sanitary Commissioners of the Sanitary District of Highland convened in a study session immediately before the Regular Public Meeting at 6:30 p.m. on Tuesday, June 18, 2019 with Commissioner Garcia presiding, in the main meeting room of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in order to discuss the final agenda of the regular meeting.

Present at the study session on silent roll call were Commissioners Rex Burton, Laura Corpus, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney and Michael Griffin, Clerk/Treasurer.

1. Robert Tweedle informed the Board he had received a call from Hammond requesting a conference call with Highland and Griffith on June 20, 2019. The main talking point is the rate adjustment.

The study session ended at 7:00 p.m.

The Board of Sanitary Commissioners of the Sanitary District of Highland met Tuesday, June 18, 2019, 7:00 p.m., in the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana. The Regular Public meeting was opened with the Pledge of Allegiance to the United States of America.

Roll Call: Present on roll call were Commissioners Rex Burton, Laura Corpus, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, Mark Herak, Town Council and Michael Griffin, Clerk/Treasurer. The minutes were recorded by Laura Pramuk, Recording Secretary.

Minutes of Previous Session: May 7, 2019 Special Public Meeting and the May 21, 2019 of the Regular Public Meeting are posted as written.

Special Orders: None

Communications: None

General Orders and Unfinished Business: None

New Business: None

Reports: None

Comments from the Commissioners: None

Business from the Floor: None

Claims:

| | | |
|----------|--------------------|--------------|
| Fund 040 | Sanitary Operating | \$202,378.26 |
|----------|--------------------|--------------|

| | | |
|----------|-------------------------|--------------|
| Fund 044 | San Dist Capital | \$55,196.11 |
| Fund 070 | Sewage Operating | \$363,966.30 |
| Fund 072 | Sewage Improvement fund | \$0.00 |
| | Total | \$621,540.67 |

Commissioner Jones made a motion to approve payment of the claims in the amount of \$621,540.67. Commissioner Corpus seconded. Upon a roll-call vote, there were four (4) affirmative and no (0) negatives. The motion passed.

Next Meeting: The next regularly scheduled Public Meeting Session will be held, Tuesday, July 16, 2019 at 7:00 p.m., following a study session at 6:30 p.m.

Adjournment: There being no other business to come before the Board of Sanitary Commissioners, Commissioner Corpus moved to adjourn. Commissioner Burton seconded. The motion passed. The meeting was adjourned at 7:03 p.m.

The Board of Sanitary Commissioners of the Sanitary District of Highland reconvened in a study session immediately after the Public Meeting on Tuesday, June 18, 2019, in the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Present at the study session on silent roll call were Commissioners Rex Burton, Laura Corpus, Richard Garcia, David Jones. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, Mark Herak, Town Council and Michael Griffin, Clerk/Treasurer.

1. Mark Herak questioned if the south lawn of the Dignity Funeral Home or the vacant lot on Price Place could accommodate a retention pond to help the flooding issues on Wirth Road.
2. Commissioner Garcia read aloud John Bach's response to the agenda items relating to the "Deep Tunnel" and the drainage issues of the artificial turf at the High School.
3. John Bach also noted in his electronic response Attorney Tauber filed a pleading with the courts for wage garnishment and a motion to attach bank accounts for E. Marks.
4. Michael Griffin reviewed the financials noting the rates collected are not adequate in keeping with our costs.

The meeting was adjourned at 7:23 p.m.

Respectfully Submitted By: Laura Pramuk

MINUTES OF A REGULAR PUBLIC MEETING
BOARD OF SANITARY COMMISSIONERS
TUESDAY, July 16, 2019

The Board of Sanitary Commissioners of the Sanitary District of Highland convened in a study session immediately before the Regular Public Meeting at 6:30 p.m. on Tuesday, July 16, 2019 with Commissioner Garcia presiding, in the main meeting room of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in order to discuss the final agenda of the regular meeting.

Present at the study session on silent roll call were Commissioners Rex Burton, Greg Cieslak, Laura Corpus and Richard Garcia. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, Mark Knesek of Public Works and Michael Griffin, Clerk/Treasurer.

1. Mike Riegle spoke with the Board regarding the property at 2642 Grand Avenue. He explained the health of his girlfriend and his efforts to clean up the home and ultimately requesting the Board to waive the sewer fees associated with the water damage at the home in the amount of \$867.16. Mark Knesek did inspect the home and determined the water was not treated. Commissioner Garcia warned the resident about his tardiness on addressing the Board and it would not be tolerated in the future.

The study session ended at 7:00 p.m.

The Board of Sanitary Commissioners of the Sanitary District of Highland met Tuesday, July 16, 2019, 7:00 p.m., in the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana. The Regular Public meeting was opened with the Pledge of Allegiance to the United States of America.

Roll Call: Present on roll call were Commissioners Rex Burton, Greg Cieslak, Laura Corpus and Richard Garcia. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, Mark Knesek of Public Works and Mark Herak, Town Council. The minutes were recorded by Laura Pramuk, Recording Secretary.

Minutes of Previous Session: June 18, 2019 minutes of the Regular Public Meeting are posted as written.

Special Orders: None

Communications: None

General Orders and Unfinished Business:

1. Sanitary District of Highland
Board of Sanitary Commissioners
Resolution No. 2019-17

A RESOLUTION ESTABLISHING the 2019 WAGE AND SALARY RATES of the SANITARY DISTRICT of HIGHLAND, LAKE COUNTY, INDIANA. Commissioner Burton motioned to approve Resolution 2019-17. Commissioner Cieslak seconded. Upon a roll-call vote, there were four (4) affirmatives and no (0) negatives. The motion passed.

SANITARY DISTRICT of HIGHLAND
Board of Sanitary Commissioners
Resolution No. 2019-17

**A RESOLUTION ESTABLISHING the 2019 WAGE AND SALARY RATES of the SANITARY DISTRICT of HIGHLAND,
LAKE COUNTY, INDIANA**

BE IT HEREBY RESOLVED BY the Board of Sanitary Commissioners of the Sanitary District of Highland, Lake County, Indiana as follows:

Section 1. That the compensation and other provisions set forth in the wage and salary and the compensation and benefits ordinances as passed by the Town Council are hereby adopted and ratified for the officers of the Sanitary District and those employees of the municipality performing duties for the utility under its control.

Section 2. That wages and salaries of the employees and consulting professionals of the Sanitary District of Highland are hereby established to be effective **April 22, 2019**, as set forth below:

| | |
|--|--|
| Attorney (retainer) | \$440.00 per month |
| District Consulting Engineer(s) (retainer) | \$330.00 per month |
| Sanitary District Superintendent | \$580.38 bi-weekly (portion payable from SD – Admin/Sewer 40-14) |
| Public Works Director | \$580.38 bi-weekly (portion payable from SD – Admin/Sewer 40-14) \$603.50 bi-weekly (w/longevity) (portion payable from SD – Solid Waste 40-15) \$603.50 bi-weekly (w/longevity) (portion payable from Sewer Operating Fund-70) |
| Operations Director | \$756.81 bi-weekly (w/longevity) (portion payable from Sewer Operating Fund-70) \$756.81 bi-weekly (w/longevity) (portion payable from SD – Solid Waste 40-15) |
| Utilities Supervisor | \$1,217.15 bi-weekly (w/longevity) (portion payable from Sewer Operating Fund-070) |
| Facilities Supervisor | 1,217.15 bi-weekly (w/longevity) (portion payable from Sewer Operating Fund-040) |
| Street Supervisor | \$404.92 bi-weekly (w/longevity) (portion payable from SD – Solid Waste 40-15) \$404.92 bi-weekly (w/longevity) (portion payable from Sewer Operating Fund-70) |
| Fleet Supervisor | \$607.77 bi-weekly (w/longevity) (portion payable from SD – Solid Waste 40-15) \$607.77 bi-weekly (w/longevity) (portion payable from Sewer Operating Fund-070) |
| Recording Secretary | \$77.25 per meeting |
| Sanitary District Program Coordinator | \$16.33/hr. |
| Part-Time Secretary | \$ 7.25 \$9.00 -12.50/hr. |
| Utility Services Field Representative | \$10.56/hr (start) \$11.69/hr (after one year) |
| CDL Driver (Part-time) | \$15.86/hr |
| Part-time help (Laborer) | \$ 7.25 \$9.00-\$ 11.14/hr. |
| Temporary (Summer help) | \$ 7.25/hr. \$9.00/hr. (first year) \$ 7.60/hr. \$9.35/hr. (2nd year) \$ 7.95/hr. \$9.70/hr. (3 years or more) |

Section 3. That pursuant to IC 36-9-25 sections 32 and 34, the Board notes that revenues derived from the collection of fees for waste water treatment and storm water management may be used according to the purposes of its (special district) operating fund, including but not limited to paying general expenses of the board including salaries of its officers and authorizes and directs that the salaries set forth in this resolution may be paid from the special taxing district (general expense) operating or the wastewater/stormwater works operating funds as the board may hereinafter direct;

Section 4. That the Clerk-Treasurer as Fiscal Officer of the Municipality shall not receive additional compensation for duties attached to and performed for the Sanitary District and sewage works pursuant to I.C. 36-9-25-9(a);

(a) That the Sanitary District authorizes and approves that a share of the Clerk-Treasurer’s compensation may be derived from the Special Sanitary District Operating Fund, subject to the laws governing same, including but not limited to P.L. 93-15, codified as IC 36-5-3-2;

(b) That the amount of such share of pay is approved up to and shall not exceed the amount identified and set apart in the properly identified appropriation of the Sanitary District Operating Fund.

Section 5. That the Board of Sanitary Commissioners authorizes and approves that a share of the compensation of the employees in the Office of the Clerk-Treasurer as well as a share of the compensation of the Clerk-Treasurer may be paid from the proper utility fund of the Wastewater/Stormwater Works, for services connected with the operation of the utility, subject to the laws governing same;

(a) That such pay shall be a part of and not in addition to the compensation as fixed by the Town Council in its most recently adopted and effective salary ordinance; and,

(b) That the compensation and other provisions set forth in the wage and salary as well as the compensation and benefits ordinances as passed by the Town Council are hereby adopted and ratified and their provisions extended to and operative upon the officers and employees of the Sanitary District.

Section 6. That the Board of Sanitary Commissioners authorizes and approves that a share of the compensation of the employees in the Public Works Department may be paid from the proper utility fund of the Wastewater / Stormwater Works, for services connected with the operation of the utility, subject to the laws governing same;

(a) That such pay shall be a part of and not in addition to the compensation as fixed by the Town Council in its most recently adopted salary ordinance; and,

(b) That the compensation and other provisions set forth in the wage and salary and the compensation and benefits ordinances as passed by the Town Council is adopted and ratified and their provisions extended to and operative upon the officers and employees of the Sanitary District.

Section 7. That all enactments of the Board of Sanitary Commissioners in conflict with the terms of this enactment are hereby repealed and of no further force nor effect;

Section 8. That the terms of this resolution shall become and remain effective from and upon its passage and adoption.

ADOPTED and approved this 16th Day of July, by the Board of Commissioners of the Town of Highland Sanitary District, Lake County, Indiana. Having been passed by a vote of 4 in favor and 0 opposed.

THE SANITARY DISTRICT of HIGHLAND
BY ITS BOARD of COMMISSIONERS:

/s/Richard Garcia, President

Attest:

/s/David Jones, Secretary of the Board of Sanitary Commissioners

2. A motion was made my Commissioner Burton to waive the sewer fee in the amount of \$867.16 for the property of 2642 Grand Boulevard. Commissioner Cieslak seconded the motion. Upon a roll-call vote, there were four (4) affirmatives and no (0) negatives. The motion passed.

New Business: None
Reports: None
Comments from the Commissioners: None
Business from the Floor: None

Claims:

| | | |
|----------|--------------------|---------------------|
| Fund 040 | Sanitary Operating | \$217,470.95 |
| Fund 042 | San Dist BD & INT | \$600.00 |
| Fund 070 | Sewage Operating | <u>\$385,561.17</u> |

Total \$603,632.12

Commissioner Corpus made a motion to approve payment of the claims in the amount of \$603,632.12. Commissioner Burton seconded. Upon a roll-call vote, there were four (4) affirmative and no (0) negatives. The motion passed.

Next Meeting: The next regularly scheduled Public Meeting Session will be held, Tuesday, August 20, 2019 at 7:00 p.m., following a study session at 6:30 p.m.

Adjournment: There being no other business to come before the Board of Sanitary Commissioners, Commissioner Corpus moved to adjourn. Commissioner Burton seconded. The motion passed. The meeting was adjourned at 7:05 p.m.

The Board of Sanitary Commissioners of the Sanitary District of Highland reconvened in a study session immediately after the Public Meeting on Tuesday, July 16, 2019, in the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Present at the study session on silent roll call were Commissioners Rex Burton, Greg Cieslak, Laura Corpus and Richard Garcia, Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, Mark Knesek of Public Works and Mark Herak, Town Council.

1. There was discussion regarding the engineering documents for the High School football field. There is not a coordinated effort. More discussion took place, then it was decided Robert Tweedle would draft a letter and copy the building department regarding what is expected to happen moving forward. Red Zone has four more items to complete before a report can be submitted.
2. Instituform is working in town and is expected to be done next week.

The meeting was adjourned at 7:45 p.m.

Respectfully Submitted By: Laura Pramuk

MINUTES OF A REGULAR PUBLIC MEETING
BOARD OF SANITARY COMMISSIONERS
TUESDAY, August 20, 2019

The Board of Sanitary Commissioners of the Sanitary District of Highland convened in a study session immediately before the Regular Public Meeting at 6:30 p.m. on Tuesday, August 20, 2019 with Commissioner Garcia presiding, in the main meeting room of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in order to discuss the final agenda of the regular meeting.

Present at the study session on silent roll call were Commissioners Rex Burton, Greg Cieslak, Laura Corpus and Richard Garcia. Also present were John Phipps of NIES Engineering, Inc. Robert Tweedle, Attorney, John Bach and Mark Knesek of Public Works and Michael Griffin, Clerk/Treasurer.

1. There was discussion regarding the force main and the cover with the possibility of freezing near the High School football fields. John Bach gave his thoughts on the force main. John Phipps of Nies Engineering also gave his thoughts on the possibility of the cover and freezing.

2. There will be a WebEx presentation by Hammond Sanitary District to Highland regarding the final results of the CMDF pilot study.

The study session ended at 7:00 p.m.

The Board of Sanitary Commissioners of the Sanitary District of Highland met Tuesday, August 20, 2019, 7:00 p.m., in the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana. The Regular Public meeting was opened with the Pledge of Allegiance to the United States of America.

Roll Call: Present on roll call were Commissioners Rex Burton, Greg Cieslak, Laura Corpus and Richard Garcia. Also present were John Phipps of NIES Engineering, Inc. Robert Tweedle, Attorney, John Bach and Mark Knesek of Public Works and Mark Herak, Town Council and Michael Griffin, Clerk/Treasurer. The minutes were recorded by Laura Pramuk, Recording Secretary.

Minutes of Previous Session: July 16, 2019 minutes of the Regular Public Meeting are posted as written.

Special Orders: None

Communications: None

General Orders and Unfinished Business: None

New Business:

1. Commissioner Cieslak made a motion to accept the proposal from LWG for the rate and rate design analysis proposal prepared July 3, 2019. Commissioner Cieslak seconded. Upon a roll-call vote, there were four (4) affirmatives and no (0) negatives. The motion passed.

Reports: None

Comments from the Commissioners: None

Business from the Floor: None

Claims:

| | | |
|----------|--------------------------|----------------|
| Fund 040 | Sanitary Operating | \$222,463.64 |
| Fund 041 | San Dist BD & INT exempt | \$76,463.75 |
| Fund 042 | San Dist BD & INT | \$1,252,815.31 |
| Fund 044 | San Dist Capital | \$11,582.22 |
| Fund 070 | Sewage Operating | \$323,292.48 |
| | Total | \$1,886,617.40 |

Commissioner Corpus made a motion to approve payment of the claims in the amount of \$1,886,617.40. Commissioner Burton seconded. Upon a roll-call vote, there were four (4) affirmative and no (0) negatives. The motion passed.

Next Meeting: The next regularly scheduled Public Meeting Session will be held, Tuesday, September 17, 2019 at 7:00 p.m., following a study session at 6:30 p.m.

Adjournment: There being no other business to come before the Board of Sanitary Commissioners, Commissioner Burton moved to adjourn. Commissioner Cieslak seconded. The motion passed. The meeting was adjourned at 7:05 p.m.

The Board of Sanitary Commissioners of the Sanitary District of Highland reconvened in a study session immediately after the Public Meeting on Tuesday, August 20, 2019, in the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Present at the study session on silent roll call were Commissioners Rex Burton, Greg Cieslak, Laura Corpus and Richard Garcia, Also present were John Phipps of NIES Engineering, Inc. Robert Tweedle, Attorney, John Bach and Mark Knesek of Public Works, Mark Herak, Town Council, Michael Griffin, Clerk/Treasurer and Luann Jurczak, Vice President of the School Board.

1. John Bach reviewed the beads used on the High School football field and how they are designed to work on the field and they would not pose a problem with being washed away and clogging our sanitary system.
2. Luann Jurczak, Vice President of the School Board and Mark Herak had questions regarding the retention area to hold the water from the football fields. The direction of the questions was if the retention area was necessary, which it is. Additionally, the close proximity of the drainage plan to the force main only 6' below ground level also raised questions in regards to freezing, which John Phipps of Nies Engineering stated it was possible.
3. John Bach reviewed the future construction of the Senior Housing facility between Cline Avenue and Kleinman north of Strack and Van Til. The public hearing will be happening soon and it is projected to take at least 2 months before passing through the Plan Commission. The Public Works facility is no longer part of the project. A sanitary sewer will be constructed to remove Strack and Van Til from the Griffith sewer system and put it on to Highland's sewer system. Griffith has made this request for many years.
4. Michael Griffin reviewed the financial statement. Michael spent time in reviewing the deficit in funding for the Sanitary Board. He also reviewed the circuit breaker credit that will happen in 2020.

The meeting was adjourned at 8:15 p.m.

Respectfully Submitted By: Laura Pramuk

MINUTES OF A SPECIAL PUBLIC MEETING
BOARD OF SANITARY COMMISSIONERS
TUESDAY September 3, 2019

The Board of Sanitary Commissioners of the Sanitary District of Highland convened in a study session immediately before the Special Public Meeting at 6:30 p.m. on Tuesday September 3, 2019, in the council chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in order to discuss the final agenda of the special meeting.

Present at the study session on silent roll call were Commissioners, Rex Burton, Greg Cieslak, Laura Corpus, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, and Attorney, John Bach and Mark Knesek of Public Works and Michael Griffin, Clerk/Treasurer.

1. The Webex conference call went very well, Hammond Sanitary District's pilot test of the cloth media filter was a success. The preliminary engineering report is to be run using a variety of storm events.

The study session ended at 7:05 p.m.

The Board of Sanitary Commissioners of the Sanitary District of Highland met Tuesday, September 3, 2019, 7:05 p.m., in the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana. The Special Public

meeting was opened with the Pledge of Allegiance to the United States of America.

Roll Call: Present on roll call were Commissioners Rex Burton, Greg Cieslak, Laura Corpus, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, and Attorney, John Bach and Mark Knesek of Public Works and Michael Griffin, Clerk/Treasurer and Mark Herak, Town Council. The minutes were recorded by Laura Pramuk, Recording Secretary.

Minutes of Previous Session: None

Special Orders:

1. SANITARY DISTRICT OF HIGHLAND
Board of Sanitary Commissioners
Resolution No. 2019-18

A RESOLUTION AWARDING A BID TO HASSE CONSTRUCTION COMPANY, INCORPORATED FOR THE GRACE STREET AND LAPORTE STREET DRAINAGE IMPROVEMENT PROJECT (PROJECT) IN THE TOTAL AMOUNT OF \$56885.00 AS THE LOWEST RESPONSIVE AND RESPONSIBLE BID. Commissioner Burton motioned to approve Resolution 2019-18. Commissioner Corpus seconded. Upon a roll-call vote, there were five (5) affirmatives and no (0) negatives. The motion passed

SANITARY DISTRICT OF HIGHLAND
BOARD OF SANITARY COMMISSIONERS
RESOLUTION NO. 2019-18

A RESOLUTION AWARDING A BID TO HASSE CONSTRUCTION COMPANY, INCORPORATED FOR THE GRACE STREET AND LAPORTE STREET DRAINAGE IMPROVEMENT PROJECT (PROJECT) IN THE TOTAL AMOUNT OF \$56,885.00 AS THE LOWEST RESPONSIVE AND RESPONSIBLE BID

Whereas, The Sanitary District of Highland is governed by its Board of Sanitary Commissioners, pursuant to the provisions of IC 36-9-25 et seq.; and

Whereas, IC 36-9-25-9 specifically provides that the Board of Sanitary Commissioners shall manage and control all works of the district and may purchase, acquire, construct, reconstruct, operate, repair and maintain all sewage works; and

Whereas, The Board of Sanitary Commissioners in performing its duties, may adopt resolutions, rules and by-laws that are necessary to carry out the provisions of IC 36-9-25 including repealing or amending them consistent with the Sanitary District Law; and

Whereas, The District, through its Board of Sanitary Commissioners, has heretofore determined to correct certain drainage problems on Grace Street at the NIPSCO right-of-way (ROW) along LaPorte Street; and

Whereas, the NIPSCO has heretofore determined to correct certain drainage problems on its ROW at Grace Street, which it has determined to correct; and

Whereas, The Highland Sanitary District and the NIPSCO have agreed to implement a project to install drainage improvement on Grace Street and upon the NIPSCO ROW, with each entity funding its respective portion of the joint project to be known as the Grace Street and LaPorte Street Drainage Improvement Project; and

Whereas, The District had engaged NIES Engineering, Inc. to prepare plans and specifications for the Project on behalf of the Sanitary District and NIPSCO and quotes were procured for the work pursuant to Chapter 3.05 of the Highland Municipal Code; and

Whereas, the following quotes were received at 10:00 a.m. on August 13, 2019:

| | |
|------------------------------------|-------------|
| Hasse Construction Company, Inc. | \$56,885.00 |
| Grimmer Construction, Incorporated | \$59,261.00 |
| Gatlin Plumbing and Heating, Inc. | \$69,000.00 |

Whereas, the Sanitary District Superintendent and NIES Engineering, Inc. have reviewed the quotes and determined that the bid of Hasse Construction, Incorporated in the amount of Fifty-Six Thousand Eight Hundred Eighty-Five Dollars and 00/100 (\$56,885.00) to be the lowest responsive and responsible quote, and

Whereas, NIES Engineering, Inc. has determined the cost breakdown for the Project as follows:

| | |
|----------------------------|--------------------|
| Highland Sanitary District | \$24,434.00 |
| <u>NIPSCO</u> | <u>\$32,451.00</u> |
| Total | \$56,885.00 |

Whereas, there are sufficient and available appropriations balances on hand in the Sanitary District Capital Fund to support the payments under the agreement, pursuant to IC 5-22-17-3(e); and

Whereas, The Sanitary District of Highland, through its Board of Sanitary Commissioners, now desires to accept the bid and award the Project to Hasse Construction Company, Incorporated.

Now, Therefore Be it Resolved by the Board of Sanitary Commissioners of the Highland Sanitary District, Lake County, Indiana, as follows:

1. That the bid of Hasse Construction, Incorporated in the amount of Fifty-Six Thousand Eight Hundred Eighty-Five Dollars and 00/100 (\$56,885.00) for the **Grace Street and LaPorte Street Drainage Improvement Project** is hereby accepted as the lowest responsive and responsible bid;
2. That the Sanitary District Superintendent is authorized to execute the agreement and all documents necessary to implement the Project.

Duly Adopted, Resolved and Ordered by the Highland Sanitary District, Board of Commissioners, Lake County, Indiana, this 3rd day of September 2019. Having been passed by a vote of 5 in favor and 0 opposed.

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

/s/Richard Garcia, President

Attest:

/s/David Jones, Secretary

2. Town Council of the Town of Highland
Enactment No. 2019-33

AN ENACTMENT REGARDING THE DISPOSITION OF SURPLUS ON DEPOSIT TO THE CREDIT OF THE SANITARY DISTRICT SEWAGE CASH RESERVE FUND, FIND AN OVER FUNDING OF THE SEWAGE CASH RESERVE FUND, AND AUTHORIZING AN ADJUSTING TRANSFER TO THE PROPER FUND OF THE UTILITY, PURSUANT TO HMC SECTION 12.10.110. Commissioner Corpus motioned to approve Enactment 2019-33. Commissioner Cieslak seconded. Upon a roll-call vote, there were five (5) affirmatives and no (0) negatives. The motion passed.

Next Meeting: The next regularly scheduled Public Meeting will be held Tuesday, September 17, 2019 at 7 p.m. following a study session at 6:30 p.m.

Adjournment: There being no other business to come before the Board of Sanitary Commissioners, Commissioner Burton moved to adjourn. Commissioner Cieslak seconded. The motion passed. Meeting adjourned at 7:11 p.m.

The Board of Sanitary Commissioners of the Sanitary District of Highland reconvened in a study session immediately after the Public Meeting on Tuesday, July 16, 2019, in the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Present at the study session on silent roll call were Commissioners Rex Burton, Greg Cieslak, Laura Corpus, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, John Bach and Mark Knesek of Public Works, Mark Herak, Town Council and Michael Griffin, Clerk/Treasurer.

1. Derek Snyder reported on the status of Insituform.
2. Mark Knesek advised Red Zone has not completed the remaining items for the final report.

The meeting was adjourned at 7:43 p.m.

Respectfully Submitted By: Laura Pramuk

MINUTES OF A REGULAR PUBLIC MEETING
BOARD OF SANITARY COMMISSIONERS
TUESDAY, September 17, 2019

The Board of Sanitary Commissioners of the Sanitary District of Highland convened in a study session immediately before the Regular Public Meeting at 6:30 p.m. on Tuesday, September 17, 2019 with Commissioner Garcia presiding, in the main meeting room of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in order to discuss the final agenda of the regular meeting.

Present at the study session on silent roll call were Commissioners Rex Burton, Laura Corpus and Richard Garcia. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, Mark Knesek of Public Works, Michael Griffin, Clerk/Treasurer and Mark Herak, Town Council.

1. There was discussion regarding the force main and proper elevation. The Board was unsure if it has been properly communicated that a retention area is needed. It was decided Robert Tweedle would send a letter to the School Board. A meeting with the School Board was also suggested.
2. Remediation of flooding on Cottage Grove, Parrish and Laverne designed by Burke Engineering is expected by the end of the month.

The study session ended at 7:00 p.m.

The Board of Sanitary Commissioners of the Sanitary District of Highland met Tuesday, September 17, 2019, 7:00 p.m., in the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana. The Regular Public meeting was opened with the Pledge of Allegiance to the United States of America.

Roll Call: Present on roll call were Commissioners Rex Burton, Laura Corpus and Richard Garcia. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, Mark Knesek of Public Works, Michael Griffin, Clerk/Treasurer and Mark Herak, Town Council. The minutes were recorded by Laura Pramuk, Recording Secretary.

Minutes of Previous Session: August 20, 2019 minutes of the Regular Public Meeting and the September 3, 2019 Special Public Meeting are posted as written.

Special Orders: None

Communications:

1. A letter from Derek Snyder of Nies Engineering dated September 11, 2019 for a pay request to Inituform in the amount of \$246,410.10.

General Orders and Unfinished Business: None

New Business: None

Reports: None

Comments from the Commissioners: None

Business from the Floor: None

Claims:

Commissioner Burton made a motion to approve payment of the claims in the amount of \$721,775.00. Commissioner Corpus seconded. Upon a roll-call vote, there were three (3) affirmative and no (0) negatives. The motion passed.

Next Meeting: The next regularly scheduled Public Meeting Session will be held, Tuesday, October 15, 2019 at 7:00 p.m., following a study session at 6:30 p.m.

Adjournment: There being no other business to come before the Board of Sanitary Commissioners, Commissioner Corpus moved to adjourn. Commissioner Burton seconded. The motion passed. The meeting was adjourned at 7:03 p.m.

The Board of Sanitary Commissioners of the Sanitary District of Highland reconvened in a study session immediately after the Public Meeting on Tuesday, September 17, 2019, in the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Present at the study session on silent roll call were Rex Burton, Laura Corpus and Richard Garcia. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, Mark Knesek of Public Works, Michael Griffin, Clerk/Treasurer and Mark Herak, Town Council.

1. The Board had a conference call with attorney Susan Franzetti.
2. Michael Griffin reviewed the financials statement.

The meeting was adjourned at 7:50 p.m.

Respectfully Submitted By: Laura Pramuk

MINUTES OF A REGULAR PUBLIC MEETING
BOARD OF SANITARY COMMISSIONERS
TUESDAY, October 15, 2019

The Board of Sanitary Commissioners of the Sanitary District of Highland convened in a study session immediately before the Regular Public Meeting at 6:30 p.m. on Tuesday, October 15, 2019 with Commissioner Garcia presiding, in the main meeting room of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in order to discuss the final agenda of the regular meeting.

Present at the study session on silent roll call were Commissioners Rex Burton, Greg Cieslak, Laura Corpus, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, Mark Knesek and John Bach of Public Works, Michael Griffin, Clerk/Treasurer and Mark Herak, Town Council.

1. Derek Snyder has not reviewed the plans submitted by Burke Engineering regarding the flooding at Cottage Grove, Parrish and Laverne.
2. Red Zone finished yesterday in Highland. The report is expected in 3 weeks.
3. Instituform is now half way complete with the lining.
4. The update regarding the final PER is to include Phase 3. There was also discussion that alternative 5, 6, 7 and 10 would be included in the final PER, this could be cost prohibitive.
5. The resident from 3141 Martha questioned the amount of time the rainfall on September 27th took to drain on Martha Street. The resident thought the drainage would be quicker after the improvements were made. He stated there was no sign of drainage at 10 pm and then about 10:15 the water drainage fairly quickly. Derek Snyder explained to the resident how the pumps works and the amount of rainfall during this rain event.

The study session ended at 7:05 p.m.

The Board of Sanitary Commissioners of the Sanitary District of Highland met Tuesday, October 15, 2019, 7:05 p.m., in the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana. The Regular Public meeting was opened with the Pledge of Allegiance to the United States of America.

Roll Call: Present on roll call were Commissioners Rex Burton, Greg Cieslak, Laura Corpus, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, Mark Knesek and John Bach of Public Works, Michael Griffin, Clerk/Treasurer and Mark Herak, Town Council. The minutes were recorded by Laura Pramuk, Recording Secretary.

Minutes of Previous Session: September 17, 2019 minutes of the Regular Public Meeting are posted as written.

Special Orders: None

Communications: None

General Orders and Unfinished Business:

1. Commissioner Jones made a motion to accept the work of Instituform Technologies for the Sanitary Sewer Lining Project, pay request #2, in the amount of \$174,192.75. Commissioner Corpus seconded. Upon a roll-call vote, there were five (5) affirmative and no (0) negatives. The motion passed.

New Business: None

Reports: None

Comments from the Commissioners: None

Business from the Floor: None

Claims:

Commissioner Jones made a motion to approve payment of the claims in the amount of \$654,324.90. Commissioner Cieslak seconded. Upon a roll-call vote, there were five (5) affirmative and no (0) negatives. The motion passed.

Commissioner Jones made a motion to ratify claims that represents the bond payment from the second half of 2017 in the amount of \$1,688,339.01. Commissioner Corpus seconded. Upon a roll-call vote, there were five (5) affirmative and no (0) negatives. The motion passed.

Next Meeting: The next regularly scheduled Public Meeting Session will be held, Tuesday, November 19, 2019 at 7:00 p.m., following a study session at 6:30 p.m.

Adjournment: There being no other business to come before the Board of Sanitary Commissioners, Commissioner Corpus moved to adjourn. Commissioner Burton seconded. The motion passed. The meeting was adjourned at 7:08 p.m.

The Board of Sanitary Commissioners of the Sanitary District of Highland reconvened in a study session immediately after the Public Meeting on Tuesday, October 15, 2019, in the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Present at the study session on silent roll call were Commissioners Rex Burton, Greg Cieslak, Laura Corpus, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, Mark Knesek and John Bach of Public Works, Michael Griffin, Clerk/Treasurer and Mark Herak, Town Council and resident Larry Kondrat.

1. The Board had discussion about the high school football fields and the drainage of the water after the September 27th storm and progress of the detention pond. Commissioner Garcia requested no more verbal conversations with members of the School Board from this point forward Robert Tweedle will be sending the School Board a letter regarding what is the plan for the detention pond. John Bach and Derek Snyder will contact Torrenge Engineering in regards to the detention area plan.

The meeting was adjourned at 7:43 p.m.

Respectfully Submitted By: Laura Pramuk

MINUTES OF A REGULAR PUBLIC MEETING
BOARD OF SANITARY COMMISSIONERS
TUESDAY, NOVEMBER 19, 2019

The Board of Sanitary Commissioners of the Sanitary District of Highland convened in a study session immediately before the Regular Public Meeting at 6:30 p.m. on Tuesday, November 19, 2019 with Commissioner Garcia presiding, in the main meeting room of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in order to discuss the final agenda of the regular meeting.

Present at the study session on silent roll call were Commissioners Rex Burton, Greg Cieslak, Laura Corpus, David Jones and Richard Garcia. Also present were Derek Snyder of NIES Engineering, Inc. Robert

Tweedle, Attorney, Mark Knesek and John Bach of Public Works. Also, in attendance were Larry Kondrat and Richard Volbrecht.

1. John Bach reviewed the timeline and meetings with Brian Smith of the School Board and Don Torrenga the engineer working with the School Board. The detention ponds have been reviewed by Derek Snyder. The general contractor Skillman is also aware of the need to have detention ponds as are the subcontractors associated with the project. They are moving forward with the bid process for the work.
2. The Senior Housing development has not sent a response to Derek Snyder regarding the preliminary plan review of the storm water, sanitary sewer and potable water components. John Bach advised the project has changed. Also, with the new Town Council coming in January the project may not move forward.

The study session ended at 7:00 p.m.

The Board of Sanitary Commissioners of the Sanitary District of Highland met Tuesday, November 19, 2019, 7:00 p.m., in the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana. The Regular Public meeting was opened with the Pledge of Allegiance to the United States of America.

Roll Call: Present on roll call were Commissioners Rex Burton, Greg Cieslak, Laura Corpus, David Jones and Richard Garcia. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, Mark Knesek and John Bach of Public Works, Mark Herak, Town Council, Michael Griffin, Clerk Treasurer and guests; Larry Kondrat and Richard Volbrecht.

The minutes were recorded by Laura Pramuk, Recording Secretary.

Minutes of Previous Session: October 15, 2019 minutes of the Regular Public Meeting are posted as written.

Special Orders: None

Communications:

1. A letter from Nies Engineering dated November 12, 2019 from Derek Snyder regarding Pay Request #3 of the CIPP Sanitary Sewer Lining by Insituform Technologies in the amount of \$283,848.48 and Retainage amount to be withheld is \$31,538.72.

General Orders and Unfinished Business:

1. Sanitary District of Highland
Board of Sanitary Commissioners
Resolution No. 2019-19

A Resolution Accepting the Quote of ADS Environmental Services for the Purchase and Installation of Two (2) Triton+ Systems – Dual Monitoring Point Setups in the amount of \$19,996.00. Commissioner Cieslak motioned to approve Resolution 2019-19. Commissioner Corpus seconded. Upon a roll-call vote, there were five (5) affirmative and no (0) negatives. The motion passed.

Sanitary District of Highland
Board of Directors
Resolution No. 2019-19

A RESOLUTION ACCEPTING THE QUOTE OF ADS ENVIRONMENTAL SERVICES FOR THE PURCHASE AND INSTALLATION OF TWO (2) TRITON+ SYSTEMS – DUAL MONITORING POINT SETUPS IN THE AMOUNT OF \$19,996.00

Whereas, The Sanitary District of Highland has determined the need to monitor the wastewater level and flow in two (2) sanitary manholes located on 5th Street in order provide real time data during periods of wet weather; and

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

Whereas, the Purchasing Agent expected that the purchase would be less than \$50,000 and, pursuant to §3.05.060(G) of the HMC, may invite quotes from at least three (3) persons (vendors) known to deal in the lines or classes of supplies to be purchased or purchase the equipment in the open market without inviting or receiving quotes; and

Whereas, the Purchasing agent procured a quote, pursuant to §3.05.060(G)(2) of the HMC, from ADS Environmental Services for two (2) ADS Triton+ Systems – Dual Monitoring Point Setups, including installation and setup in the amount of Nineteen Thousand, Nine Hundred Ninety-six Dollars and No Cents (\$19,996.00); and

Whereas, the Board of Sanitary Commissioners, pursuant to §31.17(D) of the HMC serves as purchasing agency for the Highland Sanitary District; and

Whereas, the purchase price exceeds \$15,000.00 and, pursuant to §31.18(C) of the HMC requires the express approval of the purchasing agencies; and

Whereas, the purchase will be supported by the Sewer Operating Fund and there is sufficient budget authority 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 Resolved by the Board of Sanitary Commissioners of the Highland Sanitary District, Lake County, Indiana, as follows:

Section 1. That the quote of ADS Environmental Services in the net amount of Nineteen Thousand, Nine Hundred Ninety-six Dollars and No Cents (\$19,996.00), for two (2) ADS Triton+ Systems – Dual Monitoring Point Setups, including installation and setup, is hereby accepted;

Section 2. That the Public Works Director is hereby authorized to issue a purchase order to ADS Environmental Services and to execute all documents necessary to implement the purchase thereof.

Duly Adopted, Resolved and Ordered by the Board of Sanitary Commissioners of Highland, Lake County, Indiana, this 19th day of November 2019. Having been passed by a vote of 5 in favor and 0 opposed.

THE SANITARY DISTRICT OF HIGHLAND
BY ITS BOARD OF COMMISSIONERS:

/s/Rich Garcia, President

Attest:

/s/David Jones, Secretary

2. Sanitary District of Highland
Board of Sanitary Commissioners
Resolution No. 2019-20

A Resolution Authorizing and Approving an Agreement between Commonwealth Engineering, Incorporated and the Sanitary District of Highland for Phase III Preliminary Engineering Services associated with SSO Remedial Projects in the sanitary Sewer Collection System. Commissioner Jones motioned to approve Resolution 2019-20. Commissioner Cieslak seconded. Upon a roll-call vote, there were five (5) affirmative and no (0) negatives. The motion passed.

SANITARY DISTRICT OF HIGHLAND
Board of Sanitary Commissioners

Resolution No. 2019-20

A RESOLUTION AUTHORIZING AND APPROVING AN AGREEMENT BETWEEN COMMONWEALTH ENGINEERING, INCORPORATED AND THE SANITARY DISTRICT OF HIGHLAND FOR PHASE III PRELIMINARY ENGINEERING SERVICES ASSOCIATED WITH SSO REMEDIAL PROJECTS IN THE SANITARY SEWER COLLECTION SYSTEM

Whereas, The Sanitary District of Highland (District) is governed by its Board of Sanitary Commissioners, pursuant to the provisions of IC 36-9-25 et seq.; and

Whereas, IC 36-9-25-9 specifically provides that the Board of Sanitary Commissioners (Commissioners) shall manage and control all works of the district and may purchase, acquire, construct, reconstruct, operate, repair and maintain all sewage works; and

Whereas, The Commissioners, in performing their duties, may adopt resolutions, rules and by-laws that are necessary to carry out the provisions of IC 36-9-25 including repealing or amending them consistent with the Sanitary District Law; and

Whereas, On May 4, 2016, the Commissioners engaged Commonwealth Engineering, Inc. (CEI) to perform sanitary sewer system computer modeling and to prepare a SWMM Collection System Hydraulic Modeling Report of the 5th Street Sanitary Sewer System Basin, which would identify defensible alternatives for correcting and eliminating sanitary sewer overflows, all to support an acceptable Action Plan submittal to the United States Environmental Protection Agency (USEPA) and Indiana Department of Environmental Management (IDEM); and

Whereas, In October 2016, CEI had submitted the final SWMM Collection System Hydraulic Modeling Report to the District that provided alternative solutions throughout the system to eliminate sanitary sewer overflows within the collection system based upon ten (10), twenty-five (25) and fifty (50) year recurrence intervals including planning level improvements in both the 41st Street Pump Station basin collection system and 41st Street Pump Station and Force Main facility that would eliminate sanitary sewer overflows within the 41st Street Pump Station Sanitary sewer basin; and

Whereas, In February 2019, CEI had submitted the Preliminary Engineering Report for SSO Remedial Project - Phase I and II, which relates to remedial SSO solutions in the collection system; and

Whereas, SSO Remedial Project - Phase III will involve system modeling for the North Fifth Street Lift Station (up to three (3) alternative analyses), using alternatives 5, 6, 7, and 10 from the Phase I and Phase II PER; all consistent with the draft consent decree negotiations between the Sanitary District, State of Indiana, and Federal Government, and

Whereas, Commonwealth Engineering, Inc. has prepared and presented a proposal to the District, CEI Task Order No. 2019-01, Highland Sanitary District – SSO Remedial Projects – Phase III Preliminary Engineering, for consideration for a not-to-exceed fee of Ninety-eight Thousand Eight Hundred Thirty-eight Dollars and no Cents (\$98,838.00); and

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

Whereas, The Sanitary District of Highland, through its Board of Sanitary Commissioners, now desires to accept and approve the agreement for services as herein described.

Now, Therefore Be it Resolved by the Board of Sanitary Commissioners for the Sanitary District of Highland, Lake County, Indiana, as follows:

Section 1. That the Professional Design Engineering Agreement (CEI Task Order No. 2019-01), incorporated by reference and made a part of this resolution, between Commonwealth Engineering, Incorporated, and the Sanitary District of Highland for Highland Sanitary District – SSO Remedial Projects – Phase III Preliminary Engineering for a not-to-exceed amount of Ninety-eight Thousand Eight Hundred Thirty-eight Dollars and no Cents (\$98,838.00) is hereby approved, adopted and ratified in each and every respect;

Section 2. That the terms and charges under the agreement for professional engineering services are found to be reasonable and fair;

Section 3. That the Sanitary District of Highland, through its Board of Sanitary Commissioners, believes that Commonwealth 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 Sanitary District of Highland be authorized to execute the Agreement with his signature as attested thereto by Secretary of the Sanitary District of Highland.

Duly Adopted, Resolved and Ordered by the Board of Sanitary Commissioners of Highland, Lake County, Indiana, this 19th day of November 2019. Having been passed by a vote of 5 for and 0 opposed.

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

/s/Richard Garcia, President

Attest:

/s/David Jones, Secretary

- 3. Sanitary District of Highland
Board of Sanitary Commissioners
Resolution No. 2019-21

A RESOLUTION RATIFYING, APPROVING AND ACCEPTING AN AGREEMENT WITH THE NORTHERN INDIANA PUBLIC SERVICE COMPANY (NIPSCO) FOR A UTILITY EASEMENT UPON NIPSCO PROPERTY FOR THE INSTALLATION OF DRAINAGE AND STORM SEWER IMPROVEMENTS. Commissioner Cieslak motioned to approve Resolution 2019-21. Commissioner Corpus seconded. Upon a roll-call vote, there were five (5) affirmative and no (0) negatives. The motion passed

**SANITARY DISTRICT OF HIGHLAND
BOARD OF SANITARY COMMISSIONERS
RESOLUTION NO. 2019-21**

A RESOLUTION RATIFYING, APPROVING AND ACCEPTING AN AGREEMENT WITH THE NORTHWEST INDIANA PUBLIC SERVICE COMPANY (NIPSCO) FOR A UTILITY EASEMENT UPON NIPSCO PROPERTY FOR THE INSTALLATION OF DRAINAGE AND STORM SEWER IMPROVEMENTS

Whereas, The Sanitary District of Highland is governed by its Board of Sanitary Commissioners, pursuant to the provisions of IC 36-9-25 et seq.; and

Whereas, IC 36-9-25-9 specifically provides that the Board of Sanitary Commissioners shall manage and control all works of the district and may purchase, acquire, construct, reconstruct, operate, repair and maintain all sewage works; and

Whereas, The Board of Sanitary Commissioners in performing its duties, may adopt resolutions, rules and by-laws that are necessary to carry out the provisions of IC 36-9-25 including repealing or amending them consistent with the Sanitary District Law; and

Whereas, The Highland Sanitary District and the Northern Indiana Public Service Company (NIPSCO) had identified drainage problems on the NIPSCO property located at the intersection of LaPorte Street and Grace Street; and

Whereas, NIES Engineering, Inc. had prepared plans and specifications for certain improvements to mitigate the drainage problems that would be beneficial to both NIPSCO and the Town of Highland; and

Whereas, NIPSCO has requested that the improvements be contained within an easement on the NIPSCO property and has prepared an Easement Agreement, attached hereto and made a part of this Resolution, which sets forth the terms and conditions of the granting of an easement upon the NIPSCO property; and

Whereas, The Sanitary District of Highland, through its Board of Sanitary Commissioners, now desires to approve said Easement Agreement.

Now, Therefore Be it Resolved by the Board of Sanitary Commissioners of the Highland Sanitary District, Lake County, Indiana, as follows:

- 1. The Agreement between the Sanitary District of Highland and the Northwest Indiana Public Service Company is hereby approved and accepted in each and every respect.
- 2. That the Sanitary District Superintendent is authorized to execute the agreement.

Duly Adopted, Resolved and Ordered by the Highland Sanitary District, Board of Commissioners, Lake County, Indiana, this 19th day of November, 2019. Having been passed by a vote of 5 in favor and 0 opposed.

HIGHLAND SANITARY DISTRICT
BY ITS BOARD OF COMMISSIONERS:

/s/Richard Garcia, President

Attest:

/s/David Jones, Secretary

New Business:

1. Commissioner Burton made motion to accept pay request #3 to Insitutorm Technologies for CIPP in the amount of \$283,848.48. Commissioner Cieslak seconded. Upon a roll-call vote, there were five (5) affirmative and no (0) negatives. The motion passed.

Reports: None

Comments from the Commissioners: None

Business from the Floor:

1. Larry Kondrat and Richard Volbrecht expressed their appreciation to the Board for listening to their questions and responding.

Claims:

| | | |
|----------|------------------------|--------------|
| Fund 040 | Sanitary | \$78,428.74 |
| Fund 041 | Sanitary Dist BD & INT | \$400.00 |
| Fund 044 | San Dist Capital | \$311,401.06 |
| Fund 070 | Sewage Operating | \$278,883.63 |
| | TOTAL | \$669,113.43 |

Commissioner Burton made a motion to approve payment of the claims in the amount of \$669,113.43. Commissioner Cieslak seconded. Upon a roll-call vote, there were five (5) affirmative and no (0) negatives. The motion passed.

Next Meeting: The next regularly scheduled Public Meeting Session will be held, Tuesday, December 17, 2019 at 7:00 p.m., following a study session at 6:30 p.m.

Adjournment: There being no other business to come before the Board of Sanitary Commissioners, Commissioner Burton moved to adjourn. Commissioner Corpus seconded. The motion passed. The meeting was adjourned at 7:16 p.m.

The Board of Sanitary Commissioners of the Sanitary District of Highland reconvened in a study session immediately after the Public Meeting on Tuesday, November 19, 2019, in the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Present at the study session on silent roll call were Rex Burton, Greg Cieslak, Laura Corpus, David Jones and Richard Garcia. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, Mark Knesek and John Bach of Public Works, Michael Griffin, Clerk/Treasurer and Mark Herak, Town Council.

1. The Board made reference to the visitor at our last meeting who expressed his displeasure with the improvements on Martha Street. Although Derek gave a thorough explanation of how the system works, the resident thought the water would be removed quicker. Rex Burton wanted to speak with Burke Engineering before moving forward with the Cottage Grove, Parrish and Laverne project.
2. There is not a final report yet from Red Zone.
3. The next meeting with Commonwealth Engineering will be on November 25th at 10 am regarding the final PER.
4. Robert Tweedle reported on the HSD negotiations which are not expected to move forward until after Thanksgiving.
5. Michael Griffin reviewed the financials, stating the rates are not adequate and an increase is needed.

The meeting was adjourned at 7:40 p.m.

Respectfully Submitted By: Laura Pramuk

MINUTES OF A REGULAR PUBLIC MEETING
BOARD OF SANITARY COMMISSIONERS
TUESDAY, DECEMBER 17, 2019

The Board of Sanitary Commissioners of the Sanitary District of Highland convened in a study session immediately before the Regular Public Meeting at 6:30 p.m. on Tuesday, December 17, 2019 with Commissioner Garcia presiding, in the main meeting room of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in order to discuss the final agenda of the regular meeting.

Present at the study session on silent roll call were Commissioners Rex Burton, Greg Cieslak, David Jones and Richard Garcia. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, John Bach of Public Works, Michael Griffin, Clerk/Treasurer and Mark Herak, Town Council Also, in attendance was Larry Kondrat.

1. The Highland School Board has applied for a permit for the detention area for the High School football fields. Ken Mika has approved the permit. The permit has not been paid for or picked up.
2. Derek Snyder explained to Burke Engineering the situation with the Martha Street drainage. Burke Engineering will be present at the next public meeting. The Board wants to determine if the system performed as expected, at the rain event, which was a 25 year storm event.
3. The Red Zone letter was sent and an invoice was received however, John Bach explained he would not pay the invoice until the full report is received.
4. Derek Snyder referred to Michael Griffin's report as most useful in regards to expense tracking.
5. John Bach reported Hasse Construction has completed the Grace and LaPorte Street project. The

funding from NIPSCO and the Town was reviewed.

6. John Bach discussed the final PER from Commonwealth and will email his comments to the Commissioners.

7. The RFQ markup was given to Hammond was stated by Robert Tweedle.

The study session ended at 7:00 p.m.

The Board of Sanitary Commissioners of the Sanitary District of Highland met Tuesday, December 17, 2019, 7:00 p.m., in the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana. The Regular Public meeting was opened with the Pledge of Allegiance to the United States of America.

Roll Call: Present on roll call were Commissioners Rex Burton, Greg Cieslak, David Jones and Richard Garcia. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, John Bach of Public Works, Mark Herak, Town Council, Michael Griffin, Clerk Treasurer and guests; Larry Kondrat. The minutes were recorded by Laura Pramuk, Recording Secretary.

Minutes of Previous Session: November 19, 2019 minutes of the Regular Public Meeting are posted as written.

Special Orders: None

Communications:

1. A letter from Nijman Franzetti dated November 20, 2019 from Susan Franzetti regarding an updated scope of Engagement requesting an additional \$10 per hour to her existing fee of \$350 per hour to \$360 per hour which is a discounted fee from her standard rate of \$475 per hour.

2. A letter from Derek Snyder of Nies Engineering dated December 4, 2019 regarding Insituform Technologies for the 2019 Sanitary Sewer CIPP Lining project Pay Request #4 in the amount of \$268,597.89

3. A letter from Derek Snyder of Nies Engineering dated December 10, 2019 regarding a proposal for general engineering services for 2020.

4. A letter from Robert Tweedle dated November 27, 2019 regarding the Sanitary Board attorney position for 2020.

General Orders and Unfinished Business:

1. Sanitary District of Highland
Board of Sanitary Commissioners
Resolution No. 2019-22

A Resolution Accepting and Approving a Scope of Engagement Letter from Nijman-Franzetti LLP for continuing Legal Services Regarding the U.S Department of Justice, U.S. Environmental Protection Agency, and Indiana Department of Environmental Management Enforcement of Sanitary Sewer Overflow Controls in the Highland Sanitary District Sewer System. Commissioner Burton motioned to approve Resolution 2019-22. Commissioner Cieslak seconded. Upon a roll-call vote, there were four (4) affirmative and no (0) negatives. The motion passed.

SANITARY DISTRICT OF HIGHLAND
Board of Sanitary Commissioners
Resolution No. 2019-22

A RESOLUTION ACCEPTING AND APPROVING A SCOPE OF ENGAGEMENT LETTER FROM NIJMAN-FRANZETTI LLP FOR CONTINUING LEGAL SERVICES REGARDING THE U.S DEPARTMENT OF JUSTICE, U.S. ENVIRONMENTAL PROTECTION AGENCY, AND INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT ENFORCEMENT OF SANITARY SEWER OVERFLOW CONTROLS IN THE HIGHLAND SANITARY DISTRICT SEWER SYSTEM

Whereas, The Sanitary District of Highland (District), through its Board of Sanitary Commissioners, has heretofore determined a need to engage legal services regarding the U.S Department of Justice, U.S. Environmental Protection Agency, and Indiana Department of Environmental Management (collectively, the “Government) enforcement of sanitary sewer overflow controls in the Highland Sanitary District Sewer System; and

Whereas, Nijman-Franzetti LLP has been engaged since February 2014, assisting the District in ongoing negotiations with Government and has offered and presented a Scope of Engagement Letter for continuing legal services associated with the ongoing matter, in consideration for fees to be charged and billed monthly; and

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

Whereas, The Sanitary District of Highland, through its Board of Sanitary Commissioners, now desires to accept the Scope of Engagement Letter and approve the agreement for services as herein described.

Now, Therefore Be it Resolved by the Board of Sanitary Commissioners for the Sanitary District of Highland, Lake County, Indiana, as follows:

Section 1. That the Scope of Engagement Letter (incorporated by reference and made a part of this resolution) between Nijman-Franzetti LLP, and the Sanitary District of Highland for professional legal services is hereby approved, adopted and ratified in each and every respect;

Section 2. That the terms and charges under the agreement for professional engineering services are found to be reasonable and fair;

Section 3. That the Sanitary District of Highland, through its Board of Sanitary Commissioners, believes that Nijman-Franzetti LLP has demonstrated professional competence and qualifications to perform the particular legal services called for in the Scope of Engagement Letter, pursuant to I.C. 5-16-11.1-5;

Section 4. That the President of the Sanitary District of Highland be authorized to execute the Scope of Engagement Letter with his signature.

Duly Adopted, Resolved and Ordered by the Board of Sanitary Commissioners of Highland, Lake County, Indiana, this 16th day of December 2019. Having been passed by a vote of 4 for and 0 opposed.

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

/s/Richard Garcia, President

Attest:

/s/David Jones, Secretary

2. Sanitary District of Highland
Board of Sanitary Commissioner
Resolution No. 2019-23

A Resolution Authorizing and Approving a Change Order to the Construction Contract with Insituform Technologies USA, LLC, Incorporated for the Cured-In-Place Lining of Sanitary Sewers.

Commissioner Jones motioned to approve Resolution 2019-23. Commissioner Cieslak seconded. Upon a roll-call vote, there were four (4) affirmative and no (0) negatives. The motion passed.

SANITARY DISTRICT OF HIGHLAND
Board of Sanitary Commissioners
Resolution No. 2019-23

A RESOLUTION AUTHORIZING AND APPROVING A CHANGE ORDER TO THE CONSTRUCTION CONTRACT WITH INSITUFORM TECHNOLOGIES USA, LLC, INCORPORATED FOR THE CURED-IN-PLACE LINING OF SANITARY SEWERS

Whereas, The Sanitary District of Highland is governed by its Board of Sanitary Commissioners, pursuant to the provisions of IC 36-9-25 et seq.; and

Whereas, IC 36-9-25-9 specifically provides that the Board of Sanitary Commissioners shall manage and control all works of the district and may purchase, acquire, construct, reconstruct, operate, repair and maintain all sewage works; and

Whereas, The Board of Sanitary Commissioners in performing its duties, may adopt resolutions, rules and by-laws that are necessary to carry out the provisions of IC 36-9-25 including repealing or amending them consistent with the Sanitary District Law; and

Whereas, The Sanitary District of Highland (District), through its Board of Sanitary Commissioners, had heretofore on March 19, 2019, adopted Resolution No. 2019-11, A Resolution, Offering, Authorizing and Approving an Extension to the Contract for the Annual Service Agreement 1 to Insituform Technologies USA, LLC (Insituform) for Cured-In-Place Pipe (CIPP) lining of Sanitary Sewers through December 31, 2019; and

Whereas, The District had determined to commit One Million Dollars annually to rehabilitate the sanitary sewer collection system through CIPP lining in order to correct structural issues and reduce the impact of storm water infiltration into the sanitary sewer system as identified by the Redzone Robotics, Incorporated (Redzone) YES Program; and

Whereas, NIES Engineering, Incorporated (NIES) had compiled a list of sanitary sewers to be lined in 2019, prioritized by condition according to methodology compiled by Redzone in Phase One of the Redzone YES Project, with an aggregated itemized cost in the amount of One Million, Five Thousand One Hundred Thirty-eight Dollars and 10/100 Cents (\$1,005,138.10) and issued a Purchase Order, in said amount, to Insituform to complete the work; 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

Whereas, NIES, a licensed engineer performing construction engineering services on the Project, has specifically identified and presented a Change Order, attached herewith, which details the changes and alterations to the Project which have a net increase in the contract amount of Seventy-six Thousand Twenty-seven Dollars and 70/100 Cents (\$76,027.70); and

Whereas, The Sanitary District of Highland, through its Board of Sanitary Commissioners, now desires to approve and authorize the Change Order as described.

Now, Therefore Be it Resolved by the Board of Sanitary Commissioners for the Sanitary District of Highland, Lake County, Indiana, as follows:

Section 1. That Change Order No. 1 to Insituform Technologies USA, LLC for Insituform Technologies USA, LLC, as prepared by NIES Engineering, Inc., a licensed professional engineer performing construction engineering services on the Project, is hereby approved and authorized in each and every respect;

Section 2. That Change Order No. 1 increases the original contract amount by Seventy-six Thousand Twenty-seven Dollars and 70/100 Cents (\$76,027.70) bringing the total value of the contract to One Million Eighty-one Thousand One Hundred Sixty-five Dollars and 80/100 Cents (\$1,081,165.80);

Section 3. That the Change Order No. 1 does not change or extend the date for substantial completion;

Section 4. That the President of the Sanitary District of Highland be authorized to execute the Change Order with his signature;

Duly Adopted, Resolved and Ordered by the Board of Sanitary Commissioners of Highland, Lake County, Indiana, this 17th day of December, 2019. Having been passed by a vote of 4 in favor and 0 opposed.

THE SANITARY DISTRICT OF HIGHLAND
BY ITS BOARD OF COMMISSIONERS:

/s/Richard J. Garcia, President

Attest:

/s/David Jones, Secretary

3. Action to approve pay request #4 to Insituform Technologies for CIPP in the amount of \$268,597.89. Commissioner Burton made a motion to accept pay request #4 and Commissioner Jones seconded. Upon a roll-call vote, there were four (4) affirmative and no (0) negatives. The motion passed.

New Business: None

Reports: None

Comments from the Commissioners: None

Business from the Floor:

1. Larry Kondrat asked about a rate increase by the Sanitary Board. He also wanted to review the status of the School Board's permit application.

Claims:

| | | |
|----------|-------------------------|--------------|
| Fund 040 | Sanitary Operating | \$220,109.08 |
| Fund 044 | San Dist Capital | \$277,823.45 |
| Fund 070 | Sewage Operating | \$292,642.67 |
| Fund 072 | Sewage Improvement Fund | \$6,200.00 |
| | TOTAL | \$796,795.20 |

Commissioner Burton motioned to approve payment of the claims in the amount of \$796,795.20. Commissioner Cieslak seconded. Upon a roll-call vote, there were four (4) affirmative and no (0) negatives. The motion passed.

Next Meeting: The next regularly scheduled Public Meeting Session will be held, Tuesday, January 21, 2020 at 7:00 p.m., following a study session at 6:30 p.m.

Adjournment: There being no other business to come before the Board of Sanitary Commissioners, Commissioner Burton moved to adjourn. Commissioner Jones seconded. The motion passed. The meeting was adjourned at 7:20 p.m.

The Board of Sanitary Commissioners of the Sanitary District of Highland reconvened in a study session immediately after the Public Meeting on Tuesday, December 17, 2019, in the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Present at the study session on silent roll call were Rex Burton, Greg Cieslak, David Jones and Richard Garcia. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, John Bach of Public Works, Michael Griffin, Clerk/Treasurer and Mark Herak, Town Council.

1. Michael Griffin reviewed the financial statement with the Board.

The meeting was adjourned at 8:10 p.m.

Respectfully Submitted By: Laura Pramuk, Recording Secretary