

**ENROLLED MINUTES OF THE
HIGHLAND WATER WORKS BOARD OF DIRECTORS
THURSDAY, APRIL 27, 2023**

Regular Meeting: The Highland Water Works Board of Directors met in a Regular Plenary Session on Thursday, April 27, 2023 in the upper meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana. President Smith opened the Regular Plenary meeting at 6:30 p.m. with no study session. The meeting was opened with the Pledge of Allegiance. The minutes were recorded by Kim Webb, Recording Secretary.

ROLL CALL: Present on roll call were Directors George A. Smith, Rick Volbrecht, Larry Kondrat, Curt Schroeder, and Jason Tharp. A quorum was present. Also present were Mark Knesek, Public Works Director; Derek Snyder, NIES Engineering; Robert F. Tweedle, Board Attorney; Bernie Zemen, Town Council; and Kim Webb, Recording Secretary.

MINUTES: President Smith asked if there were any corrections to the Minutes of the Regular Plenary Meeting of March 23, 2023 as prepared and posted. Director Kondrat moved to approve the Minutes of the March 23, 2023 meeting. Director Volbrecht seconded. Upon a voice vote, there were (4) affirmations and no negatives. The motion passed.

Special Orders:

Communications:

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

Reports:

1. Water Works Superintendent – Mark Knesek informed the Board that Grimmer Construction Co., Inc. was contracted to bore a new service line across 45th Street for the Town Club Restaurant due to a break in the service line under the roadway.
2. Water Works Attorney – Robert Tweedle, Board Attorney, discussed with the Board the ongoing negotiation of the Dyer Transport Rate.
3. Water Works Engineer – Derek Snyder, Board Engineer, reported that bids for the Parkway Drive Improvement Project will be received before next month's meeting.
4. Fire Department – None.

Suspension of Regular Plenary Meeting:

Director Volbrecht made a motion to suspend the regular meeting for discussion of an item not on the agenda. Director Kondrat seconded. Upon a roll call vote there were (5) affirmations and no negatives. The motion passed.

The Board discussed the need for a possible amendment to the reserve balances of the Water Operating and Water Improvement funds to be able to cover capital expenses listed in the most recent Water Rate Study.

Director Volbrecht made a motion to return to the Regular Plenary meeting at 7:09 p.m. Director Tharp seconded. Upon a roll call vote, there were (5) affirmations and no negatives. The motion passed.

Unfinished Business and General Orders: None.

1. Water Works District of Highland
Board of Directors
Resolution No. 2023-04

A Resolution accepting and approving a proposal from M.E. Simpson Company, Inc. for a Water Distribution System Valve Exercising and Assessment Program (Three-Year Program) at a total cost of \$76,116.00. Director Volbrecht moved to approve Resolution No. 2023-04. Director Tharp seconded. Upon a roll call vote, there were (5) affirmations and no negatives. The motion passed.

**WATER WORKS DISTRICT OF HIGHLAND
BOARD OF WATER WORKS DIRECTORS
RESOLUTION No. 2023-04**

A RESOLUTION ACCEPTING AND APPROVING A PROPOSAL FROM M.E. SIMPSON COMPANY, INC. FOR A WATER DISTRIBUTION SYSTEM VALVE EXERCISING AND ASSESSMENT PROGRAM (THREE-YEAR PROGRAM) AT A TOTAL COST OF \$76,116.00.

Whereas, the Water Works District of Highland (District) is governed by its Board of Water Works Directors, pursuant to the provisions of IC 8-1.5-4 et seq.; and

Whereas, IC 8-1.5-4-4 specifically provides that the Board of Directors shall manage and control all works of the Water Works and may purchase, acquire, construct, reconstruct, operate, repair and maintain all water works; and

Whereas, the District owns and maintains approximately 1,454 mainline valves throughout the water distribution system; and

Whereas, the Water Works Superintendent has determined a need to locate, map, and exercise each valve within the system for future benefit and efficiency, and has solicited a proposal to perform the work from M.E. Simpson Company, Incorporated (M.E. Simpson), a technical service company providing professional services for the Water Works industry; and

Whereas, M.E. Simpson has submitted a proposal for a Water Distribution System Valve Exercising and Assessment Program, dated April 25, 2023, that details the terms and conditions for services to be performed, and includes a cost summary estimate for the work as follows:

2023 – Valves Exercised and Documented at \$51.00/Valve (Approx. 473)	\$24,123.00
2024 – Valves Exercised and Documented at \$53.00/Valve (Approx. 516)	\$27,348.00
<u>2025 – Valves Exercised and Documented at \$53.00/Valve (Approx. 465)</u>	<u>\$24,645.00</u>
Total	\$76,116.00

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

Whereas, the express approval of the purchasing agency is required, pursuant to §31.18(C) of the HMC, since the agreement exceeds both \$10,000.00 and one-year in duration; and

Whereas, the Water Works Superintendent, pursuant to §31.19(D)(1) of the HMC, serves as the purchasing agent for the Highland Water Works District; and

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

Whereas, the Board of Water Works Directors now desires to approve and authorize the Water Works Superintendent to complete the purchase, pursuant to the terms stated herein.

Now, Therefore Be it Hereby Resolved by the Board of Water Works Directors of the Town of Highland, Lake County, Indiana:

Section 1. That the proposal for a Water Distribution System Valve Exercising and Assessment Program (incorporated by reference and made a part of this Resolution) from M.E. Simpson is hereby accepted and approved in each and every respect;

Section 2. That M.E. Simpson is hereby authorized to exercise approximately 473 valves in 2023, approximately 516 valves in 2024, and approximately 465 valves in 2025;

Section 3. That the terms and charges under the proposal for professional services in the total amount of \$76,116.00 over a three-year period, as described herein, is found to be reasonable and fair;

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

Section 5. That the Water Works District Superintendent be authorized to execute the proposal with his signature.

Duly Adopted and Resolved by the Water Works Board of Directors of Highland, Lake County, Indiana, this 27th day of April, 2023. Having been passed by a vote of 5 in favor and 0 opposed.

**HIGHLAND WATER WORKS
BY ITS BOARD OF DIRECTORS:**

/s/George A. Smith, President

Attest:

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

2. Water Works District of Highland
Board of Directors
Resolution No. 2023-05

A Resolution Accepting and Approving a Proposal from M.E. Simpson Company, Inc. for a Fire Hydrant Flow Testing and Flushing Program (Three-Year Program) at a Total Cost of \$55,434.00. Director Volbrecht moved to approve Resolution No. 2023-05. Director Tharp seconded. Upon a roll call vote, there were (5) affirmations and no negatives. The motion passed.

**WATER WORKS DISTRICT OF HIGHLAND
BOARD OF WATER WORKS DIRECTORS
RESOLUTION No. 2023-05**

A RESOLUTION ACCEPTING AND APPROVING A PROPOSAL FROM M.E. SIMPSON COMPANY, INC. FOR A FIRE HYDRANT FLOW TESTING AND FLUSHING PROGRAM (THREE-YEAR PROGRAM) AT A TOTAL COST OF \$55,434.00.

Whereas, the Water Works District of Highland (District) is governed by its Board of Water Works Directors, pursuant to the provisions of IC 8-1.5-4 et seq.; and

Whereas, IC 8-1.5-4-4 specifically provides that the Board of Directors shall manage and control all works of the Water Works and may purchase, acquire, construct, reconstruct, operate, repair and maintain all water works; and

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

Whereas, the Water Works Superintendent has determined a need to flow test and flush fire hydrants within the system, and has solicited a proposal to perform the work from M.E. Simpson Company, Incorporated (M.E. Simpson), a technical service company providing professional services for the Water Works industry; and

Whereas, M.E. Simpson has submitted a proposal for a Fire Hydrant Flow Testing and Flushing Program, dated April 25, 2023, that details the terms and conditions for services to be performed, and includes a cost summary estimate for the work as follows:

<u>Three-year agreement, inclusive of door tag notices</u>		
2023 – Approximately 233 fire hydrants	\$65.00/each	\$15,145.00
2024 – Approximately 324 fire hydrants	\$65.00/each	\$21,060.00
<u>2025 – Approximately 287 fire hydrants</u>	<u>\$67.00/each</u>	<u>\$19,229.00</u>
Total		\$55,434.00
<u>Three-year agreement, no door tag notices</u>		
2023 – Approximately 233 fire hydrants	\$50.00/each	\$11,650.00
2024 – Approximately 324 fire hydrants	\$50.00/each	\$16,200.00
<u>2025 – Approximately 287 fire hydrants</u>	<u>\$52.00/each</u>	<u>\$14,924.00</u>
Total		\$42,774.00

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

Whereas, the express approval of the purchasing agency is required, pursuant to §31.18(C) of the HMC, since the agreement exceeds both \$10,000.00 and one-year in duration; and

Whereas, the Water Works Superintendent, pursuant to §31.19(D)(1) of the HMC, serves as the purchasing agent for the Highland Water Works District; and

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

Whereas, the Board of Water Works Directors now desires to approve and authorize the Water Works Superintendent to complete the purchase, pursuant to the terms stated herein.

Now, Therefore Be it Hereby Resolved by the Board of Water Works Directors of the Town of Highland, Lake County, Indiana:

Section 1. That the proposal for a Hydrant Flow Testing and Flushing Program with door tag notices (incorporated by reference and made a part of this Resolution) from M.E. Simpson is hereby accepted and approved in each and every respect;

Section 2. That M.E. Simpson is hereby authorized to flow test and flush approximately 233 fire hydrants in 2023, approximately 324 fire hydrants in 2024, and approximately 287 fire hydrants in 2025;

Section 3. That the terms and charges under the proposal for professional services in the total amount of \$55,434.00 over a three-year period, as described herein, is found to be reasonable and fair;

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

Section 5. That the Water Works District Superintendent be authorized to execute the proposal with his signature.

Duly Adopted and Resolved by the Board of Water Works Directors of Highland, Lake County, Indiana, this 27th day of April, 2023. Having been passed by a vote of 5 in favor and 0 opposed.

**HIGHLAND WATER WORKS
BY ITS BOARD OF DIRECTORS:**

/s/George A. Smith, President

Attest:

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

New Business: None.

Business from the Floor: None.

Comments from the Directors on any Item of Interest to the Directors: Director Volbrecht thanked Director Smith and the rest of the Board for all their efforts with the Dyer Transport rate negotiations.

Claims:

Per the docket in the amount of:

6101	Water Operating	\$339,934.46
6102	Water Works District	\$0.00
6104	Consumer Deposits	\$37.26
6105	Water Improvement	\$54,223.21
6108	Water Capital	\$0.00
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Total		\$394,194.93

Director Volbrecht moved to approve the claims per the April 27, 2023 docket in the amount of \$394,194.93. Director Tharp seconded. Upon a voice vote, there were (5) affirmations and no negatives. The motion passed.

Next Meeting:

The next Plenary Meeting will be held in-person at Town Hall on Thursday, May 25, 2023 at 6:30 p.m.

ADJOURNMENT: With no other business to come before the Board of Water Works Directors, the meeting was adjourned.

Meeting Adjourned at 7:25 p.m.

Respectfully Submitted,

Kim Webb, Recording Secretary