

**ENROLLED MINUTES OF THE
HIGHLAND WATER WORKS BOARD OF DIRECTORS
THURSDAY, SEPTEMBER 28, 2023**

Regular Meeting: The Highland Water Works Board of Directors met in a Regular Plenary Session on Thursday, September 28, 2023 in the lower meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana. President Smith opened the Regular Plenary meeting at 6:32 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, Jason Tharp, Rick Volbrecht, Larry Kondrat, and Curt Schroeder. 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; Mark Herak, Clerk Treasurer; Connie Wachala, Highland resident; and Kim Webb, Recording Secretary.

AGENDA AMENDMENT: Highland Town Council Enactment 2023-21 to be added to the agenda under Special Orders. Discussion on water rate increase notice options to the water utility customers to be added under New Business. Director Volbrecht moved to amend the agenda. Director Tharp seconded. Upon a voice vote, there were (5) affirmations and no negatives.

MINUTES: President Smith asked if there were any corrections to the Minutes of the Regular Plenary Meeting of August 24, 2023 as prepared and posted. Director Tharp moved to approve the Minutes of the August 24, 2023 meeting. Director Volbrecht seconded. Upon a voice vote, there were (5) affirmations and no negatives. The motion passed.

Special Orders:

Town Council of the Town of Highland
Enactment No. 2023-21

An Enactment Regarding the Disposition of Surplus on Deposit to the Credit of the Water Cash Reserve Fund, Authorizing its Transfer to the Corporation General Fund, Pursuant to I.C. 8-1.5-3-11 ET Seq. Director Volbrecht moved to ratify and approve Town Council Enactment 2023-21. Discussion ensued. Director Tharp seconded. Upon a roll call vote, there were (5) affirmations and no negatives. The motion passed.

Communications: None.

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

Reports:

1. Water Works Superintendent – Mark Knesek informed the Board that there have been a few water main breaks.

Next month a meeting is scheduled with a Neptune representative to gather further information on data collectors for the water meters. Griffith currently has (2) data collectors that can pick up all the meter reads throughout their town.

2. Water Works Attorney – Robert Tweedle informed the Board that the Dyer Transport rate increase true-up amount has been paid in one lump sum.
3. Water Works Engineer – Derek Snyder reported to the Board that about a third of the open cut water main is installed for the Parkway Dr. Improvement Project. By the next meeting, the water main should be installed and most of the services connected.
4. Fire Department – None.

Unfinished Business and General Orders: None.

New Business: Discussion on lack of communication to the water utility customers on water rate increases set by Resolution No. 2022-11. Director Volbrecht proposed adding a separate insert, twice a year or at least once a year, with the water bill informing the customers when the next rate increase will occur. Currently the rate increase notice is printed on the bottom of the utility bill one month prior to the implementation of the increase. Director Volbrecht moved to include a separate water rate increase insert with the utility bill. Hearing no second, the motion was tabled until the next meeting.

Business from the Floor: None.

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

Claims:

Per the docket in the amount of:

6101	Water Operating	\$486,956.20
6102	Water Works District	\$0.00
6104	Consumer Deposits	\$39.85
6105	Water Improvement	\$7,943.10
6108	Water Capital	\$0.00
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Total		\$494,939.15

Director Tharp moved to approve the claims per the September 28, 2023 docket in the amount of \$494,939.15. Director Schroeder seconded. Upon a roll call vote, there were (5) affirmations and no negatives. The motion passed.

Next Meeting:

The next Plenary Meeting will be held in-person at Town Hall on Thursday, October 26, 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 8:06 p.m.

Respectfully Submitted,

Kim Webb, Recording Secretary