

**ENROLLED MINUTES OF THE
HIGHLAND WATER WORKS BOARD OF DIRECTORS
THURSDAY, OCTOBER 26, 2023**

Study Session: The Highland Water Works Board of Directors convened in study session immediately before the Regular Plenary Meeting at 6:30 p.m. on Thursday, October 26, 2023 in the lower meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in order to discuss the final agenda of the regular meeting.

1. A letter from a resident of 3142 Martha St., regarding continual water bill issues was discussed. Mark Knesek, Water Works Superintendent, will respond to the resident about her concerns.

Regular Meeting: The Highland Water Works Board of Directors met in a Regular Plenary Session on Thursday, October 26, 2023 in the lower meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana. President Smith opened the Regular Plenary meeting at 6:48 p.m. 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, and Larry Kondrat. Director Curt Schroeder was absent. A quorum was present. Also present were Mark Knesek, Public Works Director; Robert F. Tweedle, Board Attorney; Bernie Zemen, Town Council; Connie Wachala, Highland resident; and Kim Webb, Recording Secretary.

MINUTES: President Smith asked if there were any corrections to the Minutes of the Regular Plenary Meeting of September 28, 2023 as prepared and posted. Director Volbrecht moved to amend the minutes adding clarification to the water rate increase notice options. Hearing no second, Director Kondrat moved to approve the Minutes of the September 28, 2023 meeting as presented. Director Tharp seconded. Upon a roll call vote, there were (3) affirmations and (1) negative. The motion passed.

Special Orders: None.

Communications: Quotes from Water Resources for the purchase of (2) data collectors and installation on the elevated water tanks. Discussion ensued. The matter is tabled at this time.

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, Inc. will be directionally boring the water main for the project on Parkway Drive next week.
2. Water Works Attorney –No report.

3. Water Works Engineer – Derek Snyder reported to the Board on the Parkway Drive Project via an email prior to the meeting.
4. Fire Department – None.

Unfinished Business and General Orders:

1. Highland water rate increase notice options to the water utility customers as requested by Director Volbrecht. President Smith composed a notice that will be a separate one-sided insert that will be included annually in the Town of Highland utility bills. The notice shall be sent one month prior to the water rate increase going into effect. Director Tharp moved to approve the annual, one-sided insert. Director Volbrecht seconded. Upon a roll call vote, there were (4) affirmations and no negatives. The motion passed.
2. An action to approve Pay Request No. 1 for the Parkway Drive Improvement Project – Contract 1 (Water Main Replacement) in the amount of \$247,087.80 (\$274,542.00 less \$27,454.20 retainage) to Grimmer Construction, Inc. Director Volbrecht moved to approve the action. Director Kondrat seconded. Upon a roll call vote, there were (4) affirmations and no negatives. The motion passed.

New Business: None.

Business from the Floor: None.

Comments from the Directors on any Item of Interest to the Directors: Director Volbrecht commented that he is satisfied with the actions of the Board and appreciates the efforts of all involved.

Director Kondrat inquired about possible projects for next year.

Claims:

Per the docket in the amount of:

6101	Water Operating	\$321,117.57
6102	Water Works District	\$0.00
6104	Consumer Deposits	\$9.12
6105	Water Improvement	\$263,944.90
6108	Water Capital	\$0.00
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Total		\$585,071.59

Director Tharp moved to approve the claims per the October 26, 2023 docket in the amount of \$585,071.59. Director Volbrecht seconded. Upon a roll call vote, there were (4) affirmations and no negatives. The motion passed.

Next Meeting:

The next Special Plenary Meeting will be held in-person at Town Hall on Thursday, November 30, 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 8:00 p.m.

Respectfully Submitted,

Kim Webb, Recording Secretary