

Public Works Committee Meeting Minutes

February 28, 2022

Public Works Department Heads present: Tom Dolph / Streets; Greg Parrish / Water Superintendent

Public Works Committee Members Present: Laurel Kuczynski; Mary Lou McFadden; Scott Popp, Don Reinke, Rick Remijas; Ernest Summers, Dan Tannas, John Wall (Rick Blank unable to attend)

Others Present: Bob LeMay, Town Council President; Chris Willoughby, Town attorney; Jim Mauer, Haas Engineering
Several Long Beach residents were also on the zoom call.

Bob LeMay brought the meeting to order at 9:00 a.m. The meeting was held virtually via Zoom.

Laurel ran the Water Department portion of the meeting; John Wall ran the Streets Department portion of the meeting.

WATER DEPARTMENT AGENDA

Approval of January 2022 minutes: Mary Lou made motion to approve; Laurel 2nd. Roll call vote; all in favor.

Approval of January 2022 financials: Laurel made motion to approve; Mary Lou 2nd. Roll call vote; all in favor.

WATER REPORT (Greg Parrish, Water Superintendent)

- Neptune software problem occurred while reading meters; meters had to be read on 24th.
- Samples taken and came back clean; Greg also did the 1st quarter of stage two disinfectants / results came back clean.
- Annual water audit is due this year, data will be presented to the IFA*; Austin is taking charge of gathering the data.
(*Indiana Finance Authority)
- Locates are beginning to come in for spring season.

WATER DEPARTMENT UPCOMING LAKE SHORE DRIVE PROJECT (Greg Parrish)

- Greg asked Jim Mauer from Haas Engineering to attend this meeting to discuss separating the Water Department's Lake Shore Drive water service upgrades from the sewer project. Greg and Jim discussed benefits of proceeding as soon as possible this year instead of delaying while the sewer project continues to be planned. If the sewer project is going to happen, Jim and Greg recommend that the Water upgrades happen first.
- After working on project design with Haas, Greg and Jim have determined that only minimal road disturbance will occur to get the upgrades done. Jim explained that the water service replacement work is set up as an alternative project so that the costs can be kept separated for separate payment. Water services are set up to be done by trenchless technology except for the excavation at the water main and at the existing shut-off valve. Jim thinks if the projects happen at same time, there would be a lot to coordinate with contractors and the homeowners.
- Also, because the sewer project is SRF-funded and being managed by Michigan City, contractors and subs must be paid using federal wage scale. Likewise, the sewer project must meet requirements of the local hiring agreement of Michigan City. Because the Water Department is funding their project (without a SRF loan), contractors and subs would be independent of the aforementioned requirements.
- Another consideration that Jim raised is that during the sewer project, the new water services will need to be exposed and they will have to be supported during the sewer construction. The new infrastructure with galvanized copper pipes will hold up better. Greg agrees with this.

- The sewer project is going out to bid in March; bids will be received in April; SRF loan will close in June. At that point, construction materials will be purchased, which will take time as well. Another consideration is whether or not sewer construction will be allowed during the summer months, i.e., June through early September. It may be that the sewer project begins in the fall.
- The water service upgrades are much more contained, with minimal road disturbance on Lake Shore Drive. Much of the work will be in off-street areas, and only one or two at a time will be affected.
- Documents that have been prepared for sewer can be used for the water project; the water services are shown on them.
- Because of all these considerations, Jim recommends doing the projects separately, with the water project being completed before the fall (when sewer project is more likely to start). If working on Lake Shore Drive in the summer is not allowed for the Water Department, and piggybacking the two projects in the fall is necessary, the water service upgrades can still be physically ahead of the sewer work as they come down the road. Greg agreed that proceeding with the water project as soon as possible is preferable.
- Laurel asked about NIPSCO's project; Jim Mauer said that it will not conflict with the water service project.
- John Wall asked that plans for the separate water project be packaged and available for the Town Council to approve. Jim Mauer said this material is readily available for the next Town Council meeting on March 14th.
- Chris Willoughby interjected that under the code for Town, all discussion in this meeting for Public Works, discussion is advisory; Town Council will make decisions. Codifying this new PW committee still needs to happen. Laurel confirmed that the Water Department Advisory Committee has been advisory only. Chris asked for a few people attending today plan to work with him to finalize how the Public Works Committee will be codified.
- Mary Lou made the motion for this committee to advise Town Council to separate the Water Department's water service upgrades from Town's sewer project; Laurel 2nd. Roll call vote; all in favor.

WATER DEPARTMENT OLD BUSINESS

1) Cross Connection Control Policy/Ordinance and Backflow Preventer Inspections (Greg)

The Water Department is waiting for Chris Willoughby to prepare the new Ordinance for vote at the next Town Council. The process for notifying both irrigation and pool contractors, as well as customers with irrigation systems and/or pools was reviewed. Greg said the contractors already perform backflow preventer device inspections; the new requirement is specific to the recording of passing test results that must be submitted to the Water Department to be kept on file. The goal is to get the word out regarding this new annual requirement before seasonal usage begins.

2) 2022 Water Department Budget (Laurel)

Laurel said she is still waiting for Helen to create the new GL accounts that were discussed with Greg and Austin last fall. Laurel has asked Bill deFuniak to assist Helen; once Helen finishes this task, the monies that are already budgeted into these new categories will appropriately appear in the financial statements. In the meantime, the financials continue to show the amounts in old categories.

3) Small Claims regarding former resident (Chris Willoughby)

Because Chris was at the meeting, he explained the difficulty in completing this legal process. The former resident is out of state and the process is bogged down due to non-response. Chris will let us know if/when progress is made. Mary Lou added that this one unpaid bill is an outlier from years past; currently, the Water Department does not have any unpaid accounts.

WATER DEPARTMENT NEW BUSINESS

1) Public Works Committee (Mary Lou)

The Town Council has determined that Streets and Water Departments will now be managed as a Public Works Department. The former Water Board / Water Advisory Committee members (Rick Blank, Laurel, Mary Lou, and Rick Remijas) along with Ernest Summers, Scott Popp, Don Reinke, Dan Tannas, and John Wall constitute the new Public Works Committee.

2) Billing/Payment Adjustments 01.20.22 - 02.23.22 (Lynne)

Lynne reviewed for the committee the billing and payment adjustments that were made since the last meeting.

Two late fees reversals approved in last meeting were made; two ACH payments were rejected and thus reversed.

USPS damaged over 200 of the current utility invoices during handling; Lynne is working with affected customers and requested permission to reverse any late fees that result from destroyed bills never reaching customers.

– Mary Lou motioned to permit these late fee reversals; Laurel 2nd. Roll call vote; all in favor.

ANYTHING FROM THE FLOOR / WATER DEPARTMENT

Resident Zafar Rizvi asked for clarification regarding the backflow preventer inspections; Greg confirmed that one annual inspection is required. Zafar also commented on getting Bill deFuniak's email blast regarding this month's problem with USPS and the damaged utility bills; he called the office to get a copy of his bill emailed to him and Lynne confirmed that we have already received his payment. Zafar asked if we could continue to email the monthly bills to everyone who wants them emailed; the Water Department is not set up to do this. It is a manual process at this point. We continue to look into digital options and Lynne has been in conversation with Civic Systems who provides our utility billing software regarding what they can offer in the coming months. For now, however, all utility bills will continue to be USPS-mailed to customers.

APPROVAL OF WATER DEPARTMENT'S BUDGETED CLAIMS (Laurel)

01.20.22 - 02.24.22 (ck # 54460 - 54482) in the amount of \$172,788.56

Laurel reviewed the claims and found them in good order. She made a motion to approve; Mary Lou 2nd.

Roll call vote; all in favor.

STREET DEPARTMENT AGENDA (John Wall)

The Street Department discussed the following items:

- I. 2022 CCMG Grant Application
 - A. Amount \$ 1,111,000
 - B. Award Date – April 2022
- II. Hydro-Excavator Purchase
 - A. Sourcewell
- III. MS-4
 - A. IDEM New Permit – March 2022
 - B. Butler Fairman Contract – Reggie Korthals
 - C. Laporte County SWCD
 - 1. Meeting – 2/25/22
- IV. Street Cut Permits
- V. 2022 Capital Expenditure
 - A. Pick-up Truck
 - B. Utility Trailer

NEXT MEETING March 28 @ 9:00 a.m.

ADJOURNMENT

Respectfully submitted by Lynne Conlon