

Public Works Committee Meeting minutes

March 28, 2022

Public Works Department Heads present:

Tom Dolph / Streets, and Greg Parrish / Water Superintendent

Public Works Committee members present: Mary Lou McFadden (Chair); Scott Popp, Ernest Summers, Dan Tannas, and John Wall. Laurel Kuczynski and Don Reinke attended via zoom. Rick Remijas was unable to attend.

Others present: Bob LeMay, Town Council President and a few LB residents.

Mary Lou McFadden brought the meeting to order at 9:00 a.m.

Approval of February 2022 minutes John Wall made motion to approve; Ernest Summers 2nd it. Roll call /AIF

Approval of February 2022 Water financials: Scott Popp made motion to approve; John Wall 2nd. Roll call /AIF

WATER DEPARTMENT FIELD REPORT (Greg Parrish, Water Superintendent)

- Meters were read for March. Several didn't read; they will be fixed asap.
- Water samples were completed for this month and all came back clean.
- Water Audit: Austin (Assistant Superintendent) has finished collecting and entering the required data into the water audit software; Greg has scheduled with Chad Reynolds from the Alliance of Indiana Rural Water to have the data evaluated during the first week of April. After Chad validates it, Greg will send the completed water audit to IFA (Indiana Finance Authority).

– Update on the Lake Shore Drive Water Project

Greg met with Tim Haas from Haas Engineering after last month's Public Works meeting. Although the Public Works committee voted to recommend that the Water Department project be scheduled as soon as possible, Haas stated that if they started the Water project ahead of the Sewer project, there wouldn't be enough time to have everything ready in light of their bidding timeline (April 27). Thus, the two projects will begin at the same time.

- Regarding a related situation, Greg has prepared a letter to go out to the Lake Shore Drive property owners who are getting water service upgrades during the Water project (i.e., approximately 140 property owners). Last month, Tim Haas emailed Bob LeMay and John Wall and alerted them that after receiving the certified mail notice from Town last year about the sewer project, some of the Lake Shore property owners seemed confused by it and were thinking they could relocate their water service lines. This is certainly not the case. The Water Department letter will specifically clarify the scope of the Water Department upgrades that will be done at the same time as Town's sewer project.

– However, an additional issue has been identified and will also be addressed in this mailing. At approximately 15 properties, home owners have landscaped and/or hardscaped major obstructions in the utility right-of-way adjacent to their personal property lines. These property owners will be informed that any obstructions that they have placed in the utility right-of-way must be removed prior to the sewer project excavation in those areas. The landscape/hardscape obstructions will not be replaced by the project contractors, Town, or the Water Department. If the property owners would like to salvage any of the materials, they must do this themselves before the start of the project. Anything that is not removed before the onset of the project will be hauled away by the contractors.

– Cross Connection Control / Backflow Preventer Town Ordinance.

Greg explained that this ordinance will expand upon an existing 2005 Water Department policy and will affect any Long Beach property owners who have irrigation systems or auto-fill pool devices. As detailed in the Town ordinance, IDEM (Indiana Department of Environmental Management) is now requiring the Water Department to maintain records of annual inspections with passing test results of backflow preventer devices installed on all irrigation systems and auto-fill pool devices in Long Beach. The Water Department has already mailed notifications about the IDEM requirement to local irrigation and pool service contractors. Notifications will also be mailed with the April 1st Town/Water utility bill; all customers will receive the notification, although it will only impact property owners who have irrigation and/or auto-fill devices on their pools. Beginning in 2022, compliance is required before any seasonal water usage. Non-compliance measures will be delineated in the Town ordinance.

OLD BUSINESS / Water Department

1) Town Ordinance re: Cross Connection Control / Backflow Preventer Inspections (Mary Lou)

At March Town Council, the council voted to approve first read of ordinance written by Town attorney Chris Willoughby.

2) Notifications re: Backflow Preventer Inspection (Greg)

As mentioned during Greg's water report, the Water Department is doing a first class mailing that will go out on April 1st with the Town/Water invoices. The mailing will include a notice to all customers explaining IDEM's (Indiana Department of Environmental Management) 2022 requirements for installation and inspection/testing of backflow preventers on irrigation systems and auto-fill pool devices before any seasonal water usage.

– Greg noted that the letter to the 140 Lake Shore Drive property owners who will be getting water service upgrades will also be included in the April 1st mailing. Bob LeMay and Mark Swistek have approved the letter. Greg will add information regarding utility right-of-way obstructions. John Wall stated that he must review the letter. Lynne will give him a copy.

– Bob LeMay asked if irrigation (and pool) contractors have been notified regarding IDEM's backflow preventer inspections. As mentioned in Greg's Water Report, letters have already been sent to contractors. Lynne confirmed that those letters were mailed March 24.

3) Update re: Water Department new GL categories for 2022 Water budget (Laurel)

Laurel said although the GL categories were determined last fall for the 2022 budget, Helen had not yet gotten the assistance she needs to enter the categories into the GL software. Civic Systems will need to work with Helen on it; she has been asked to prioritize this task.

NEW BUSINESS / Water Department

1) Mary Lou announced Rick Blank's decision to retire from the Long Beach Water Department Advisory Committee. Mary Lou thanked Rick for his many years of time and energy given to Town and the Water Department.

2) Water Department's Billing and Payment adjustments: Bob LeMay spoke with Mary Lou about this monthly agenda item; Mary Lou explained that the reason we include the adjustments report each month is because the SBOA requires it. Lynne presented the details of adjustments made 02.24.22 - 03.25.22.

ANYTHING FROM THE FLOOR – regarding Water – no comments.

BUDGETED WATER DEPARTMENT CLAIMS (Laurel)

02.25.22 - 03.25.22 (ck #54483-54504) in the amount of \$183,831.84: Laurel reviewed this month's claims and found them to be in good order. She made the motion to approve them, Mary Lou 2nd ; roll call / all in favor.

GENERAL PUBLIC WORKS COMMITTEE ORGANIZATION (John Wall)

Chris Willoughby is working on codifying the committee. John Wall said basic structural issues for the Public Works committee still need to be ironed out. The committee is the result of Town's decision to combine the Water Department and the Street Department. Although the two departments have distinct functions in town, and have distinct issues, one meeting with one agenda will be the framework; Town's expectation is to keep the

meeting concise. John commented that having the Haas engineer here last month bogged that meeting down, but more typically, having a combined agenda should help move things along more quickly.

Regarding who will serve as Chair, although the Public Work department heads (Tom/Streets and Greg/Water) report to Mark Swistek, Mark is not on the committee and thus would not be the Chair. Mary Lou said that during the last Town Council meeting, after getting notice from Rick Blank that he would not serve in the chairperson role for Public Works, Bob had asked her to serve as Public Works Committee Chair. John Wall was unaware of that. Bob LeMay reiterated that he does think it is fine for Mary Lou to serve as Chair.

OLD BUSINESS / Street Department – John Wall discussed the following issues:

- 1) 2022 CCMG Grant Application
 - a) Amount \$1,111,000
 - b) Award Date - April 2022
- 2) Hydro-Excavator Purchase - Sourcewell
- 3) MS-4
 - a) IDEM New Permit - March 2022
 - b) Butler Fairman Contract - Reggie Korthals
 - c) La Porte County SWCD - Meeting 2/25/22
- 4) 2022 Capital Expenditures
 - a) Pick-up Truck
 - b) Utility Trailer

NEW BUSINESS / Street Department – 2022 Spring Leaf pickup is scheduled for the week of April 18-22 for a one-pass-through-town starting at Stop 13. The Water Department will be noting it on the Town/Water invoice.

MOTION TO ADJOURN: Laurel made the motion; Scott Popp 2nd; all in favor.

NEXT MEETING: MONDAY APRIL 25th @ 9:00 a.m.

Respectfully submitted by Lynne Conlon