

Lake of the Woods

REGIONAL SEWER DISTRICT

P.O. BOX 455, Bremen, IN 46506

(574) 546-2318

E-Mail: lakedistrict@mediacombb.net



AGENDA MAY 26, 2026

CALL THE MEETING TO ORDER

PUBLIC COMMENTS

APPROVAL OF THE MINUTES FROM THE REGULAR MEETING HELD
APRIL 28, 2026

JPR, THERBER & BROCK, CARSON LLP
ENGINEER REPORT
FINANCIAL ADVISOR
LAWYER

HELD ON COMMITTEE REPORTS
MAINTENANCE - OFFICE - INSPECTOR

TREASURER'S REPORT
REGISTER OF CLAIMS
FINANCIAL REPORT

OLD BUSINESS/NEW BUSINESS

PUBLIC COMMENTS

ADJOURNMENT

NEXT SCHEDULED MEETING IS JUNE 23, 2026



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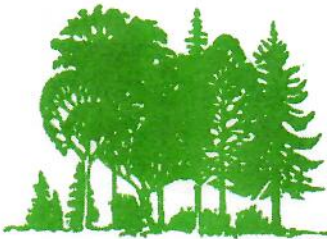
Lake of the Woods Regional Sewer District

Terms of Office

(updated 7-22-25)

			Term Ends
President	Kevin Hines	Appointed by Marshall County Commissioners	12-31-2027
Secretary	Sally Pittman	Election	12-31-2027
Treasurer	Mary Wood	Appointment County Council	12-31-2027
Member	Michael Siefer	Election	12-31-2027
Member	Jay Stoneburner	Election	12-31-2026
Member	Gordy Guntner	Election	12-31-2026
Maintenance	Matt Cunningham	Appointed Town of Bremen	12-31-2027

Office Manager: Brittany Parks



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Lake of the Woods Regional Sewer District

Regular Meeting Summary

Date: April 28, 2026

Attendees

- Sally (Secretary)
- Gordy Guntner
- Mike Siefer (absent)
- Mary Wood
- Jay Stoneburner
- Kevin Hines
- Matt Cunningham

Main Topics Discussed

1. Approval of Previous Minutes

- Correction noted on spelling of "Houin" in previous minutes.
- Motion to approve as corrected was seconded and unanimously passed.

2. Project Updates and Contract Structuring

a. Public Comment Period and Environmental Analysis

- Public comment period for the USDA-required additional environmental analysis is about to expire within the next few days.
- Anticipation of receiving a **Finding of No Significant Impact** from USDA upon closure of the comment period.

b. Financial Application Status

- Input awaited from Steve Brock regarding the financial portion of the application.
- Sarah Ward has been coordinating, with a plan for additional follow-up to expedite.

c. Project Design and Contract Splitting

- No changes since last meeting in the overall project design.
- The project has been split into **Contract A (pump station and force main work)** and **Contract B (plant decommissioning and demolition)**.
 - **Rationale for splitting:** To encourage specialized, potentially local contractors and avoid unnecessary markups.
 - **Risks identified:** The B contractor may not commence work until a year post-contract, creating price volatility and concerns over holding prices.
 - **Mitigation:**
 - Contractual language will clarify the delayed start for Contract B.
 - Pre-bid meetings will emphasize the timeline.
 - Allowance for price alternates if a single contractor wins both contracts to avoid double mobilization charges.
 - Project milestones will be clearly defined.
 - Typically, Contract B cannot begin before **March/April 2028**, following the completion of Contract A and successful lagoon drawdown.
 - Contract A: Work likely to take the 2027 construction season, with award/initiation expected in October 2026 and completion by October 2027.

d. Equipment Procurement Strategy

- Consideration for District to **pre-purchase pumps and control equipment** as done in previous projects, contingent on funding being secured before purchase.
- Intention to **pre-select specific equipment** (for standardization/sole-source) and reflect pre-negotiated pricing in the bid documentation.
- Change orders will be used as needed for post-bid procurement adjustments.
- The same approach will be considered for a portable generator (specifically sized).

e. Contract Language and Legal Review

- Contracts and special provisions will be reviewed and revised with input from attorney Boxberger before proceeding.
- Clear communication and documentation for bidders regarding delays and timelines will be included in the "**Special Provisions**" section—a must-read part of contract documents.

3. Permitting and Bonding

a. Lagoon Closure Permit

- Recent meeting with IDEM was positive. Two requested changes:
 - Increased number of confirmation samples per lagoon, based on regulatory requirements per acre.
 - Relocation of some background samples.
- Changes implemented and resubmitted; expecting a favorable response shortly.

b. INDOT Permit and Bonding

- \$200,000 bond required for INDOT work; cost of issuance estimated at \$15,000.
- Discussion on district paying directly vs. including as part of contractor's bond in the project:
 - Initial consensus: Pay directly from cash on hand unless opportunity arises to bundle into project bonding with INDOT's approval.
 - Action: Steve Brock to obtain firm pricing for the bond; decision will be revisited at the next meeting.

c. Land Acquisition & Easements

- Upcoming meeting on **April 30, 2026** with both pertinent landowners to finalize easements.
- Both landowners have indicated willingness to sign; recording to follow immediately.
- This will complete the easement acquisition process.

4. District Website Launch

- Website went live as of April 28, 2026.
- Mike coordinating with Brittany for content upload and training.

5. Maintenance Reports

- Operation running well despite high inflow due to heavy rain.
 - Noted plant capacity is 135,000 gallons; peak flow recently exceeded 200,000 gallons/day.
- significant water inflow from rains.

6. Office & Security Upgrades

- Phones installed and operational.
- Three security system quotes received:
 - **Pye Barker Security:** \$2,782 install / \$510 annual recurring.
 - **ARC Security:** \$2,236 install / \$45/month mobile app (camera system quote; need clarification on recurring fee).
 - **Third Vendor:** \$10,253 install (outlier, likely uninterested).
- ARC's monthly fee to be confirmed to facilitate fair comparison.

7. Financial Report

- **Revenue (April):** \$20,700
- **Expenditures (April):** \$30,057
 - Of which \$19,400 was project-related.
- Year-to-date:
 - **Under budget** by \$1,529 for regular expenses.
 - **Significantly under budget** on project spending: \$101,441 under projected.
 - **Capital Fund Balance (March):** \$1,388,280 (after \$50,000 withdrawal for expenses).
 - **Interest earned in March:** \$4,425; \$12,858 YTD.
- **Payments Approved:**
 - JPR Website: \$2,900 (pre-approved sum).
 - JPR Engineering: \$13,511 (preliminary/final engineering).

8. Inspection and Field Work Update

- Recent maintenance tasks:
 - 26 locate requests
 - Variety of minor installations and repairs: manhole repairs, fiber/electric installations, drainage fixes, stump removal, sign/vent installation.
 - Ongoing confusion among residents between sewer manhole covers and Surf Internet boxes, leading to repeat site visits for inspection/clarification.
- No pressing concerns; issue noted for ongoing resident education.

9. Sump Pump Disconnection Strategy

- Discussion regarding residents' sump pumps illegally connected to sewer:
 - **Current policy:** \$2,500 fine in place for violations.
 - Proposal to **shift from punitive to incentive-based approach:** offer \$20 gas card (or similar incentive) for residents who permit inspection.
 - Rationale: Many residents may be unaware of improper connections or inherited them from previous owners/builders.
 - After initial inspection and education, any future violation would warrant the fine.
 - Proposal has support but requires clarification with legal counsel/state authorities regarding legality of giving incentives.
 - Consensus to seek approval for incentive approach and move forward if lawful.

10. Other Reports

- Insurance/bond provider for new bonds discussed; recommendation to contact existing provider Ben Baker, who already manages District's officer bonds.
 - **Field Update:** Manhole raising work in progress; anticipated completion by end of May 2026, after which bids will be sought from contractors.
-

Action Items

1. **Financial Application:**
 - Follow up with Steve Brock on financial documents for USDA.
 2. **Bond Pricing:**
 - Steve Brock to secure final INDOT bond pricing; District to confirm whether to pay directly or include in project after INDOT's feedback.
 3. **Easements:**
 - Kenny to meet with landowners **April 30**; record signed easements immediately.
 4. **Security System:**
 - Obtain ARC Security's monthly recurring fee for accurate cost comparison; select vendor after full data is in hand.
 5. **Sump Pump Incentive Program:**
 - Legal counsel/State Board of Accounts to confirm the permissibility of offering incentives for inspections.
 6. **Pre-selection and Procurement of Pumps/Controls:**
 - Negotiate with ABS Pumps and document pricing for bid inclusion.
 - Address change order/deduction process after securing funding.
 7. **Contract Language Revision:**
 - Revise and finalize contracts with special provisions; review with Boxberger.
 8. **Manhole Raising Project:**
 - Finalize scope and circulate to contractors for pricing by end of May.
-

Follow-up Points / Upcoming Meetings

- **Next Regular Meeting:** To review bond pricing, security system selection, and progress of land acquisition.
 - **Easement Confirmation:** Update expected at next meeting post-landowner signings.
 - **Website Content:** Britney to receive training; feedback and questions to be addressed as needed.
 - **Manhole Raising:** Update on contractor pricing next month.
 - **Permitting:** Await formal responses from IDEM and INDOT; anticipated positive outcomes.
-

Adjournment

- Meeting adjourned by unanimous vote after all business was addressed.

SIMPLIFIED CASH JOURNAL WASTEWATER UTILITY - CLASS C

Previous Month Balance:

→ 60,467.24

HOME	CASH OPERATING FUND		EXPENDITURES				BALANCE
2020	INCOME	CREDITS	EXPENDITURES	WARRANT # CHECK # RECEIPT #	OUTSTANDING CHECKS OR CHARGES	DEBITS	BALANCE
APRIL							
		93,898.07				137,525.08	60,467.24
4/2/2026	POST CASH	1,089.80	BRITTANY PARKS	4574	0.00	634.93	60,922.11
4/2/2026		0.00	BRITTANY PARKS	4575	0.00	906.66	60,015.45
4/2/2026		0.00	KATHLEEN LANE-JOHNSON	4573	0.00	334.43	59,681.02
4/3/2026	POST CASH	117.80	KATHLEEN LANE-JOHNSON	6522	0.00	388.60	59,410.22
4/6/2026	POST CASH	2,716.75	BRITTANY PARKS	6521	0.00	231.12	61,895.85
4/7/2026	POST CASH	38.00	MEDIACOM	6529	0.00	299.01	61,634.84
4/7/2026	POST CASH	1,444.00	B.L. ANDERSON	6528	0.00	890.00	62,188.84
4/7/2026		0.00	A.E. BOYCE	6525	0.00	10,260.00	51,928.84
4/7/2026		0.00	J.P.R.	6527	0.00	30,600.00	21,328.84
4/7/2026		0.00	TONY RICHARD	6523	0.00	60.00	21,268.84
4/7/2026		0.00	MARY WOOD	6524	2,095.80	2,095.80	19,173.04
4/7/2026		0.00	REMC	6526	0.00	603.23	18,569.81
4/9/2026	POST CASH	570.00	TRANSFER FROM TRUST INDIANA			(50,000.00)	69,139.81
4/9/2026	POST CASH	2,124.80				0.00	71,264.61
4/13/2026	POST CASH	3,297.04	BRIGHTSPEED	6530	0.00	126.92	74,434.73
4/13/2026		0.00	MARSHALL COUNTY HIGHWAY	6531	0.00	1,500.00	72,934.73
4/14/2026	POST CASH	724.00				0.00	73,658.73
4/14/2026	POST CASH	1,532.00				0.00	75,190.73
4/15/2026	POST CASH	32.00				0.00	75,222.73
4/16/2026	POST CASH	770.00	KATHLEEN LANE-JOHNSON	4576	0.00	350.07	75,642.66
4/16/2026	POST CASH	110.20	BRITTANY PARKS	4577	0.00	490.25	75,262.61
4/16/2026	POST CASH	2,153.00				0.00	77,415.61
4/20/2026	POST CASH	1,050.60				0.00	78,466.21
4/20/2026	POST CASH	38.00				0.00	78,504.21
4/21/2026	POST CASH	149.00	MARSHALL COUNTY TREAS	6532	0.00	14.84	78,638.37
4/23/2026	POST CASH	162.00				0.00	78,800.37
4/21/2026		0.00	TOWN OF BREMEN	6533	0.00	5,210.00	73,590.37
4/21/2026		0.00	QUILL	6534	301.22	301.22	73,289.15
4/21/2026		0.00	BRITTANY PARKS	6535	0.00	94.22	73,194.93
4/27/2026	POST CASH	100.00	MARY WOOD	6509	0.00	0.00	73,294.93
4/28/2026		0.00	KEVIN HINES	4578	0.00	133.94	73,160.99
4/28/2026		0.00	MARY WOOD	4579	133.94	133.94	73,027.05
4/30/2026		0.00	KATHLEEN LANE-JOHNSON	4580	337.55	337.55	72,689.50
4/30/2026		0.00	BRITTANY PARKS	4581	606.79	606.79	72,082.71
4/30/2026		0.00	EFTPS	EFIL	0.00	673.10	71,409.61
4/30/2026		0.00	EFTPS	EFIL	0.00	525.50	70,884.11
4/30/2026		0.00	INTIME	EFIL	134.19	134.19	70,749.92
4/30/2026	INTEREST	58.18	INTIME	EFIL	104.77	104.77	70,703.33
		0.00	PURCHASE POWER	6520	0.00	0.00	70,703.33
		0.00	MARY WOOD	4572	133.94	0.00	70,703.33
		0.00	MATTHEW CUNNINGHAM	4566	0.00	0.00	70,703.33
		0.00	MARY WOOD	4553	0.00	0.00	70,703.33
		0.00	CARSON LLP	6491	855.00	0.00	70,703.33
		0.00	MARY WOOD	4559	133.94	0.00	70,703.33
		0.00	Previous Month Outstanding			0.00	70,703.33
		0.00	INDIANA DEPT OF REV	EFIL	130.07	0.00	70,703.33
		0.00	INDIANA SHERIFF ASSOC.	VOID 5745	50.00	0.00	70,703.33
		0.00	IRS	EFIL	54.58	0.00	70,703.33
		0.00	MARY WOOD	4085	133.52	0.00	70,703.33
		0.00	DEPOSIT RETURN		(76.00)	0.00	70,703.33
		0.00	TONY RICHARD	5785	60.00	0.00	70,703.33
		0.00	UNREC. DIFFERENCE		(0.14)	0.00	70,703.33
		0.00	MARY WOOD	4495	0.00	0.00	70,703.33
		0.00	CARSON LLP	6413	2,160.50	0.00	70,703.33
		0.00	MARY WOOD	4515	0.00	0.00	70,703.33
BEGINNING BANK BALANCE			ENDING BANK BALANCE				
PETTY \$	144.99		PETTY \$		144.99		
CHECKING	28,642.96		CHECKING		21,357.55		
SAVINGS	31,824.28		SAVINGS		51,882.46		
ACTUAL BANK DEPOSIT/CREDIT		18,277.17	MTD DEBIT/CREDIT		12,772.77		
BEGIN	60,467.24		LAST MONTH JOURNAL OUTSTANDING		4,812.99		
END	73,240.01		MTD JOURNAL OUTSTANDING		7,349.67		
BANK VS JOURNAL BALANCE CREDIT		0.00	BANK VS JOURNAL BALANCE DEBIT		0.00	8,041.08	
	MTD TOTAL	18,277.17	Office Mgr. Reconciliation Approval	BP		5,504.40	12,772.77
	YTD TOTAL	112,175.24	Treasurer Reconciliation Approval	MW		143,029.48	73,240.01

Monthly BP vs Spending 2026 (12/31/2025)													
Acct.	Explanation	Jan	Jan Act	Feb	Feb Act	Mar	Mar Act	Apr	Apr Act	May	May Act	Jun	Jun Act
23600.6	Taxes	1,500	1,321		704	1,500		1,000	1,452	500		500	
77510.6	Drainage Tax							200					
73650.6	NPDES Permit	1,500	1,265										
75700.6	Insurance	5,500			5,685								
75900.6	Bonds												
77000.6	Rec. Lien/Fees					25							
77500.6	Bank Ser/NSF												
70100.6	Office Salary	2,000	1,268	1,400	1,620	1,500	1,549	3,000	2,754	2,000		2,000	
70300.6	Board/Insp.	500	268	500	268	1,500	1,518	1,500	1,175	500		1,500	
70400.6	Emp. Benefits												
75000.6	Clerk Mileage		577			500			620			500	
71500.6	NIPSCO/REMC	1,500	1,266	2,000	564	1,500	1,896	1,000	603	1,000		1,000	
72010.6	Office Supplies	125		125	462	125	90	10,000	10,655	125		125	
73640.6	Office Bldg.	75	367	75		75	75	75		75		75	
74200.6	Postage/P.O.	500	502			500	507			500			
77530.6	Mediacom/Internet	225	224	225	448	280	489	225	426	225		225	
73100.6	Engineer	250	28,400						32,100				
73200.6	Accounting				9,904		19,400					5,000	
73300.6	Legal		1,091									2,500	
71100.6	Lagoon Mowing				240				60	1,500		2,500	
73500.6	Lagoon Main.												
72000.6	Plant Mtce.	3,500	3,280	3,100	4,623	3,100	1,880	3,100	5,596	3,100		3,100	
73600.6	Contract Bremen	2,400	2,400	2,400	2,600	2,400		2,400	2,600	2,400		2,400	
73610.6	Contract. Ser.	625	404	625	65	625		625		625		625	
73620.6	Contract Mtce.	0		0		0	2,654	0		0		0	
71800.6	Chemicals												
76000.6	Misc. Expense	100		100	1,738	100		100		100		100	
	Project Setup	75,000		50,000		35,000		25,000		10,000		5,000	
	Project Expense												
Totals		20,300	42,632	10,550	28,921	13,730	30,057	23,225	58,041	12,650	0	22,150	0
		(22,332)		(18,371)		(16,327)		(34,816)					

Explanation	Jul	Jul Act	Aug	Aug Act	Sep	Sep Act	Oct	Oct Act	Nov	Nov Act	Dec	Dec Act	2025 BP	2025 Act
Taxes	500				500		500		500		1,000		8,500	3,478
Drainage Tax													200	0
NPDES Permit													1,500	1,265
Insurance							1,500						7,000	5,685
Bonds							25						0	0
Rec. Lien/Fees													50	0
Bank Ser/NSF													0	0
Office Salary	1,700		1,700		1,700		2,500		2,000		3,500		25,000	7,191
Board/Insp.	500		500		2,000		1,000		500		3,500		14,000	3,228
Emp. Benefits													0	0
Clerk Mileage					500						500		2,000	1,197
NIPSCO/REMC	1,500		1,500		1,000		1,000		1,000		1,000		15,000	4,329
Office Supplies	125		125		125		125		125		125		11,375	11,207
Office Bldg.	75		75		75		75		75		75		900	441
Postage/P.O.	500				500				500				3,000	1,010
Mediacom/Intern	225		225		225		225		225		225		2,755	1,586
Engineer	250												500	60,500
Legal									5,000				10,000	29,304
Lagoon Mowing	1,500		2,000		2,000		1,000		2,500				5,000	1,091
Lagoon Mtce.									1,000				11,500	300
Plant Mtce.	3,100		3,100		3,100		3,500		3,500		3,500		38,800	15,379
Contract Bremen	2,400		2,400		2,400		2,400		2,400		2,400		28,800	7,600
Contract Ser.	625		625		625		625		625		625		7,500	469
Contract Mtce.	0		0		0		0		0		0		0	2,654
Chemicals													0	0
Misc. Expense	100		100		100		100		100		100		1,200	1,738
Project Setup	27,500		30,000		35,000		40,000		35,000		15,000		382,500	0
													0	
	13,100	0	12,850	0	14,850	0	14,575	0	20,050	0	16,550	0	194,580	
	13,100		12,850		14,850		14,575		20,050		16,550		34,929	159,652

FEBRUARY REG. OF CLAIMS

4/2/2026	4574 BRITTANY PARKS	OFFICE PR	\$ 634.93
4/2/2026	4575 BRITTANY PARKS	Q1 INSPECTOR PAY	\$ 906.66
4/2/2026	4573 KATHLEEN LANE-JOHNSON	OFFICE PR	\$ 334.43
4/3/2026	6522 KATHLEEN LANE-JOHNSON	Q1 MILEAGE	\$ 388.60
4/6/2026	6521 BRITTANY PARKS	Q1 MILEAGE	\$ 231.12
4/7/2026	6529 MEDIACOM	TELEPHONE	\$ 299.01
4/7/2026	6528 B.L. ANDERSON	POND CALIBRATION	\$ 890.00
4/7/2026	6525 A.E. BOYCE	KEYSTONE SOFTWARE	\$ 10,260.00
4/7/2026	6527 J.P.R.	ENGINEER REPORT	\$ 30,600.00
4/7/2026	6523 TONY RICHARD	MOWNG OFFICE	\$ 60.00
4/7/2026	6524 MARY WOOD	PAYBACK FOR SENSAPHONE	\$ 2,095.80
4/7/2026	6526 REMC	UTILITIES	\$ 603.23
4/13/2026	6530 BRIGHTSPEED	TELEPHONE	\$ 126.92
4/13/2026	6531 MARSHALL COUNTY HIGHWAY	PERMIT FEE	\$ 1,500.00
4/16/2026	4576 KATHLEEN LANE-JOHNSON	OFFICE PR	\$ 350.07
4/16/2026	4577 BRITTANY PARKS	OFFICE PR	\$ 490.25
4/21/2026	6532 MARSHALL COUNTY TREAS	SPRING/FALL TAXES	\$ 14.84
4/21/2026	6533 TOWN OF BREMEN	MONTHLY CONTRACT/MAINT	\$ 5,210.00
4/21/2026	6534 QUILL	OFFICE SUPPLIES	\$ 301.22
4/21/2026	6535 BRITTANY PARKS	OFFICE SUPPLIES	\$ 94.22
4/28/2026	4578 KEVIN HINES	PRESIDENT PAY	\$ 133.94
4/28/2026	4579 MARY WOOD	TREASURER PAY	\$ 133.94
4/30/2026	4580 KATHLEEN LANE-JOHNSON	OFFICE PR	\$ 337.55
4/30/2026	4581 BRITTANY PARKS	OFFICE PR	\$ 606.79
4/30/2026 EFILE	EFTPS	Q1 TAXES (MARCH)	\$ 673.10
4/30/2026 EFILE	EFTPS	Q2 TAXES (APRIL)	\$ 525.50
4/30/2026 EFILE	INTIME	Q1 TAXES (MARCH)	\$ 134.19
4/30/2026 EFILE	INTIME	Q2 TAXES (APRIL)	\$ 104.77
			\$ 58,041.08

Matt Cunningham
Matt Cunningham
Reconciliation Approval mk

Sally Pittman
Sally Pittman
Reconciliation Approval _____

Michael Siefer
Michael Siefer
Reconciliation Approval MS

Mary Wood
Mary Wood
Reconciliation Approval mw

Kevin Hines
Kevin Hines
Reconciliation Approval KH

Gordy Guntner
Gordy Guntner
Reconciliation Approval _____

Jay Stoneburner
Jay Stoneburner
Reconciliation Approval JS