

**ALLEN COUNTY REGIONAL WATER AND SEWER DISTRICT
BOARD OF TRUSTEES MEETING
March 23, 2016**

CALL TO ORDER:

Ric Zehr, Board President, called the meeting to order at 12:04 p.m., welcomed Justin Brugger and discussed that he has already taken the Oath of Office.

ATTENDANCE:

All seven Board Members were present. Ex-Officio Gary Chapple was present. Support Staff present were Vince Heiny, Ben Adams, Ryan Walls, and Deb Fee. Executive Director Kenny Neumeister was present. There were five visitors; Steve and Judy Miller from Platter Parkway, Walter Johnson and Asmar Nuriddin from Hessen Cassel and Mr. R.S. Rodriguez.

APPROVAL OF MINUTES:

Mr. Rood made a motion to approve the February 24, 2016 Board Meeting Minutes, as distributed. Mr. Klinker seconded the motion. All ayes cast, except for Mr. Ray, who abstained as he was absent from the February Board Meeting.

TREASURERS REPORT:

Mr. Rood reviewed the February 2016 Financial Report and Claims to be paid in detail with the Board and recommended a motion for approval. Mr. Day motioned for approval. Mr. Klinker seconded the motion. All ayes cast.

APPROVAL OF SRF PAYMENT TABS:

Mr. Adams reviewed Payment Tabs 50 through 55 with the Board and recommended payment of:

- Payment Tab #58, Underground, Yoder, \$446,108.00
- Payment Tab #59, Underground, Goshen-Cook-Fritz-Steele, \$70,250.00
- Payment Tab #60, Rothenberger, Wallen Road, \$71,249.00
- Payment Tab #61, Commonwealth, Construction, RPR, Easement Assist, \$47,156.00
- Payment Tab #62, Rothenberger, Yoder, \$127,126.00
- Payment Tab #63, Rothenberger, Lower Huntington Rd – Whippoorwill Dr, \$140,902.00
- Payment Tab #64, Rothenberger, Tonkel-Hursh-Crawford Rd, \$13,666.00
- Payment Tab #65, CSU, Inc., Gerdings-Kroemer-Leesburg, \$129,966.00

Mr. Rood made a motion to approve Payment Tabs 58 through 65, as listed above. Mr. Nitza seconded the motion. Mr. Neumeister recommended their approval. All ayes cast.

MAINTENANCE REPORT:

Mr. Walls reviewed his monthly report with the Board. There was a spike in the affluent pH at the Hoagland Lagoons leaving the facility the last few weeks. It was above the permit limit of 9. The ponds are being monitored daily to find the cause. Pond 4 is still above 9 and not being discharged at this time. CDOD monthly average violation, the permit limit is 25, the monthly average was at 25.3. Mr. Walls discussed other minor issues and repairs. The District is receiving data from the Scadata meters; however, there are a few issues they are working on like sending the readings via email.

COMMITTEE REPORTS:

New Development Committee:

- Mr. Nitza reviewed the BCS Management Contract Status Summary Report which included the potential acquisition of the Hessen Utilities, Carroll Hand project meeting and follow-up, coordinating and planning for new development project areas. BCS Management is under budget to date. The contract will expire soon and it is anticipated that the District will be asked for additional funding to continue using BCS Management services on future new development tasks.

- There was discussion concerning the necessary permits needed, if the District does acquire Hessen Utilities and whether or not the current permits are transferrable.

New Policy Committee:

- Mr. Nitza reported there are several church accounts being reviewed to see whether or not the District could adjust their ERUs to reduce their rates.
- Mr. Neumeister reported the committee is working on a plan to better communicate with District customers concerning Hearings, rate changes, etc. For improved transparency, the District is considering putting updated information on the website and offering customers the option to sign up to receive email updates.

EXECUTIVE DIRECTOR'S REPORT:

Mr. Neumeister presented and explained the Amended Sewer Construction Connection Charge Assessment Contract for Gerdings-Kroemer-Leesburg Area Sanitary between the City of Fort Wayne Utilities and ACRWSD. This amended contract includes the City of Fort Wayne's Assessment Fees which were overlooked in the original contract. These fees are used to pay developers for reimbursement. Mr. Day motioned to approve the Amended Contract #2015-S-0072. Mr. Klinker seconded the motion. All ayes cast.

IN PREPARATION FOR THE PUBLIC HEARING:

Mr. Heiny summarized the proposed Ordinance No. 2016-2-1 amending Sewer Rate Ordinance No. 2015-12-1, which was introduced at the February 24, 2016 Board Meeting. The proposed amended Ordinance applies to the District's "retail" customers, (those billed through the City of Fort Wayne Utilities) who have metered potable water to pay a sewer rate of their actual metered water consumption in lieu of the set District treatment charge rate. Mr. Heiny recommended Mr. Zehr open the Public Hearing to hear any public testimony, then close it and consider any action on this proposed amendment.

****At 12:30 p.m., the regular Board of Trustees Meeting broke for the Public Hearing on Ordinance No. 2016-2-1 amending Sewer Rate Ordinance No. 2015-12-1****

At 12:46 pm, the Board resumed the regular Board of Trustees Meeting. Mr. Heiny noted that the District received proof of publication from the News Sentinel and the Journal Gazette that the proposed Ordinance No. 2016-2-1 was published on March 4 and March 11 and is in compliance with the Indiana Code.

Finance Committee:

Mr. Zehr asked for a motion to approve the adoption of Ordinance 2016-2-1. Mr. Nitza motioned to approve Ordinance 2016-2-1. Mr. Day seconded the motion. Mr. Zehr asked for any discussion. Mr. Nitza noted that at this time, the District does not offer a metered rate for sewage; only a flat rate utility system. This Ordinance is only for District "retail" customers being billed through the City of Fort Wayne Utilities, which allows the City portion of their bill to be based on their metered consumption. Mr. Nitza conveyed that the area Township Trustees, Lutheran Services, Catholic Charities and Broadway Christian Church offer low income residents assistance paying the sewer bills; however, the District does not have an assistance program in place, at this time. Mr. Nitza pointed out that this Ordinance is revenue neutral and does not impact the District's revenue or expenses. Mr. Zehr called for a vote on Ordinance 2016-2-1. All ayes cast.

PROJECT UPDATES-2014-2015 PER PROJECTS (under construction right now):

- Mr. Adams explained that work is progressing in all areas. The Wallen Road, Yoder Contract A and Berneway, US 27, Trentman-Thompson and Jennifer-Maples Contract B projects are scheduled to be completed by April 22nd.
- Mr. Adams stated that he and Mr. Neumeister met with Rothenberger to review their schedule and reminded them that there could be damages expense imposed if their contracts do not meet the completion dates.
- Mr. Adams noted Underground is actively working in the Goshen-Cook-Fritz-Steele area and are coordinating grinder pump locations and have taken delivery of materials. CSU is working in the Gerdings-Kroemer-Leesburg area and is currently waiting on grinder pump stations delivery. They anticipate completing the project on time.

PROJECT UPDATES-2015-2016 PER PROJECTS (under design right now):

- Mr. Adams stated that the 2016 PER has been approved by SRF and that three engineering groups are doing the work. He and Mr. Neumeister met with JPR on the Maples project. They are working to set up a meeting with Wessler soon. The goal is to complete the design phase for the six new project areas by the end of April or beginning of May. Then send out permit applications to the appropriate regulatory agencies and be able to go out to bid beginning in June, receive bids in July and close on the SRF Financing in August.

OLD BUSINESS:

1. Mr. Zehr presented Len Poehler's resignation letter to be entered as a matter of record.
2. Mr. Neumeister recommended that Zimmerman Septic Service be awarded the contract for the Hessen Cassel Rehab project. He had received two bids and Zimmerman came in with the lower bid at \$59,490.00. Mr. Rood made a motion to award the contract to Zimmerman Septic Service. Mr. Day seconded the motion. All ayes cast.
3. Mr. Nitza had two letters from Severn Trent Services and requested a three person committee to review and coordinate a response. Mr. Nitza, Mr. Brugger and Mr. Day volunteered for the committee.

NEW BUSINESS:

1. Mr. Adams presented the Commonwealth Engineers Fee Proposals in response to the February 23rd New Development Committee request. Task No. 1 includes preparation of Preliminary Investigative Reports for the Community of Lake Everett Service Area and Lafayette Center Road-Indianapolis Road Service Area. Task 2 includes preparation of a State Revolving Fund Application and Engineering Report to procure funding for Canyon Run Extended, Community of Lake Everett, Lafayette Center Road-Indianapolis Road, Marion Center Road-Monroeville Road-Thompson Road, Felt Place-Algean Drive, Hessen Utilities Integration and Hoagland I/I Rehabilitation areas. These two Tasks are estimated to cost \$48,000. Mr. Nitza made a motion to approve the Commonwealth Engineers Fee Proposal. Mr. Brugger seconded the motion. All ayes cast.

PUBLIC COMMENTS:

1. Steve Miller, 4814 N. Webster Rd, Platter Parkway Addition asked about the status of his request from the Public Hearing to cancel the rate increase for the Platter Parkway residents. Mr. Zehr responded that the rates will be left as is. Mr. Klinker questioned whether the District would have to adjust all customer rates in this case. Mr. Nitza responded that a study and analysis would need to be completed. Mr. Nitza stated that the amendment was specifically for private well meter customers of the District and did not pertain to Mr. Miller's request. Mr. Zehr added that the District cannot simply amend an Ordinance in one setting. Mr. Heiny stated that a proposed rate amendment has to be introduced at a Board Meeting then a Public Hearing scheduled. Mr. Miller disagreed with the Board's decision to not cancel the Platter Parkway Addition rates at this time.
2. Walter Johnson, 9110 Hessen Cassel Rd, Hessen Cassel area asked if the District will send out a new letter explaining the rate increase. Mr. Heiny responded that the District did send out letters concerning the rate increase when the Ordinance was passed. Mr. Johnson stated that the contractors need to do a better job cleaning up debris. Mr. Zehr replied that he should contact Mr. Neumeister with any restoration issues. Mr. Adams added that he will follow up with his site manager and that Mr. Johnson can contact him with any issues.

COMMENTS FROM THE BOARD:

Mr. Nitza addressed that the proposed northern annexation will not impact the District's rates if it goes through over the next four years. The District is wholly separate from the City of Fort Wayne and the county.

ADJOURNMENT:

Mr. Klinker made a motion to adjourn. Mr. Day seconded the motion. The meeting adjourned at 1:22 pm.

Respectfully submitted,
Deb Fee, STES



MJ Klinker, Secretary