

**ALLEN COUNTY REGIONAL WATER AND SEWER DISTRICT  
BOARD OF TRUSTEES MEETING  
June 28, 2017**

CALL TO ORDER

Ric Zehr, Board President, called the meeting to order at 12:06 p.m.

ATTENDANCE

- Board Members present were President: Ric Zehr, Vice-President: Justin Brugger, Treasurer: Win Rood, Secretary: MJ Klinker, Adam Day, Matthew Wirtz, Ex-Officio Gary Chapple, Kevin McDermit were present. District Office Administrator: Erika Beachem, District Field Service Manager: Scott Lee, District Engineer: Ben Adams of Commonwealth Engineering. Support Staff present were: Vince Heiny of Carson Boxberger. There were two visitors: Steve Miller, DeWayne Nodine of FWCU and Lana Beregszazi of BCS Management.

APPROVAL OF MINUTES

- Mr. Rood made a motion to approve the May 24, 2017 Board Meeting Minutes. Mr. Day seconded the motion. All ayes cast.

TREASURER'S REPORT:

Mr. Rood reviewed the Treasurer's Report:

- Mr. Rood made note of the error noted on the June report for the Paulding Putnam \$2043.65 and First Bankcard – Old National Bank Visa \$487.23 bills. Mr. Rood advised both of these claims were paid from the Operating Fund and not the B&I Fund account.
- Mr. Zehr acknowledged the change in the B&I transactions, making note going forward that there will be two B&I transactions reflected each month and reported on the Bills to Paid Report.

Mr. Wirtz made the motion to approve the Treasurers Report. Mr. Day seconded the motion. All ayes cast.

APPROVAL OF PAYMENT TABS

Mr. Adams reviewed the Payment Tabs and Commonwealth Invoices and advised the Board Payment Tab#1, Tab#2 and Tab#4 are part of the current construction projects. Payment Tab#3 is the rehab work Zimmerman is doing on the grinder pump stations over in the Muldoon Road service area. Mr. Adams indicated Commonwealth Invoice #39258 was a final bill for the Hoagland Regionalization & Septic Elimination Planning.

- Payment Tabulation #1 Union Chapel Road – Tonkel Road (Underground Contractors, Inc.), \$191,657.04
- Payment Tabulation #2 Village of Poe (Rothenberger Company, Inc.), \$102,125.00
- Payment Tabulation #3 Muldoon Road Service Area (Zimmerman Septic Services), \$14,200.00
- Payment Tabulation #4 Sanitary Sewer Extension (Fleming Excavating, Inc.), \$130,629.30
- Invoice #39254 – Construction Engineering (Commonwealth), \$15,215.99
- Invoice #39255 – Resident Project Representative Inspection (Commonwealth), \$10,401.17
- Invoice #39256 – Miscellaneous Additional Services (Commonwealth), \$8,066.77
- Invoice #39257 – General Consulting (Commonwealth), \$1,647.65
- Invoice#39258 – Hoagland Regionalization & Septic Elimination Planning (Commonwealth), \$5625.00

Mr. Rood made a motion to approve Payment Tabs (1-4) and Commonwealth Invoices (39254-39258). Mr. Day seconded the motion. All ayes cast.

MAINTENANCE REPORT

- Mr. Morris advised the Board Nathan Baggett had a prior commitment and that he would be covering both his Activity and Progress Report and the Maintenance Report in Mr. Baggett's absence.
- Mr. Adams asked for the District to follow up on the six Zimmerman installation projects to make sure restoration was complete.
- Mr. Adams recommended the District to take a hard look at the air release valves on Hessen Cassel road to make sure the line does not have excessive air in the force main preventing the pumps from pumping at the rate of capacity.

PUBLIC COMMENTS

- At 12:35pm, Mr. Zehr opened the floor for public comments. Ms. Gerri Johnson addressed the Board.

## COMMITTEE REPORTS AND RECOMMENDATIONS:

### Finance Committee:

Mr. Bruggen reviewed the Finance Committee Activity Report and Recommendations:

- Develop Robust Preventative Maintenance Plan for grinder pump station replacements to mitigate risk as life span comes to expire
- Write SOP for grinder pump station replacement
- Develop high level operational budget template for high level revenue and expense tracking
- Pursue e-payment of bonds after review of account balances and account balance management strategy is established. Ask Ted Nitza what the original intent for each deposit account was for in order to baseline balances.
- Set up escrow account with First Merchant Bank per the request of some contractors.
- Verify that letter was sent to Woodburn requesting rate adjustment consideration for capital improvements and follow up.
- Review 2015 PPL remaining balance to confirm all loan funds including contingency has been spent.
- Mr. Heiny requested for Ms. Beachem to provide him with copies of the 2016 and 2017 Woodburn Billing
- Mr. Heiny suggested the need to negotiate a credit with Woodburn.

### New Development Committee:

Mr. Klinker reviewed the New Development Committee Activity Report and Recommendations:

- Assess \$2,000 ACF for all non-connectors in District led and City led areas from 2015/2016 Construction after the FINAL 30 day notice period.
- Send certified letter to all non-connectors.
- District move forward with Connection Assistance Program with \$10,000 in order to assist some homeowners in 2017 areas.

Mr. Klinker made a motion to approve the Committee Recommendations. Mr. Rood seconded. All ayes cast.

The Big Valley Court, Halldale Drive area project with Huntertown 6 Big valley court discussion was tabled.

### Infrastructure Management Committee:

Mr. Wirtz reviewed the Committee Report and Recommendations:

- The Committee plans to consider and recommend a proposal by Commonwealth for the Hoagland regionalization project at the June 28 Board of Trustee meeting for just the initial Design Services for an amount of approximately \$350,000.
- Mr. Zehr advised the report in hand and the District needing at least a week to review the recommendation from the engineer. Mr. Zehr went on to say, that the recommendation from the engineer may be regionalization or maybe improve the plant, but advised the Board it would be difficult to make a decision to spend money in engineering for a design to a solution the District has not vetted or confirmed from the Commissioners viewpoint.

### Personnel Committee:

Mr. Wirtz reviewed the Committee Report and Recommendations:

- Recommend Board interview and consider the 4 recommended candidates for Executive Director
- Advise Board that the Personnel Committee and support staff (BCS) are investigating alternatives options for various HR related services such as payroll administration and retirement plans.
- Recommend Board approve cancellation of contract with IT Consultants – previous web administrator of old website.
- Recommend Interim Executive Director/Office Manager to request field services support from FWCU shared services for alternating on-call duty. This is an “as-needed” item in the existing agreement
- Request District Attorney provide updated version of Gerri Johnson contract for file.

### 2014 PPL Projects (2015/2016 Construction) – project closeout pending

### 2015 PPL Projects (2017 Construction) – pre construction community meetings completed in March

- Carroll Road – Hand Road (Fleming Excavating, Inc.) – 24 Connections
- Glen Elm Drive Area (Rothenberger Company, Inc.) – 67 Connections
- Pion Road – Andar Trail (S&S Directional Boring, LTD) – 21 Connections
- Union Chapel – Tonkel (Underground Contractors, Inc.) – 25 Connections
- Village of Poe (Rothenberger Company, Inc.) – 74 Connections
- Lift Station Emergency Power Receptacles (Service Electric)
- MRE Sanitary Sewer System Improvements (Insituform Technologies USA, LLC) – 73 Connections

### 2016 PPL Projects (design yet to commence) – that are on hold

- Mr. Adams reported that these areas continue to be on hold as a part of the Hoagland Regionalization Project.

### OLD BUSINESS:

- Ms. Beachem shared that the account changes from tenant to property owner are complete.
- Mr. Morris reported that the 2017 Sewer Tap Inspection Services will remain a District service.

NEW BUSINESS:

- Woodburn Financial Analysis – to come up with the District's position.

ADJOURNMENT

Mr. Brugger motioned to adjourn the meeting. Mr. Day seconded the motion. All eyes cast. The meeting was adjourned at 1:43pm.

Respectfully submitted,  
Erika Beachem, District Office Administrator



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MJ Klinker, Secretary