

**ALLEN COUNTY REGIONAL WATER AND SEWER DISTRICT
BOARD OF TRUSTEES MEETING
February 24, 2016**

CALL TO ORDER:

Ric Zehr, Board President, called the meeting to order at 11:59 a.m.

ATTENDANCE:

Board Members present were Ric Zehr, Ted Nitza, MJ Klinker, Win Rood, and Adam Day. Board Member Charles Ray was absent. Ex-Officio Gary Chapple was present. Support Staff present were Vince Heiny, Ben Adams, and Ryan Walls. Executive Director Kenny Neumeister was present. There were two visitors, Steve Miller from Platter Parkway and Lana Beregszazi from BCS Management.

APPROVAL OF MINUTES:

Mr. Rood made a motion to approve the January 27, 2016 Board Meeting Minutes, as distributed and to approve the correction to January 6, 2016 Special Meeting Minutes regarding Haller & Colvin 2016 hourly pay increase. (January 6 minutes reflected an increase from \$150 to \$195 which was approved at the January 27, 2016 meeting – Typographical error and the increase should have reflected as \$175/hr). Mr. Klinker seconded the motion. All ayes cast.

TREASURERS REPORT:

Mr. Rood reviewed the December 2015 Financial Report and Claims to be paid in detail with the Board. Mr. Rood 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 #50, CSU, Gerdings-Kroemer-Leesburg, \$130,918.00
- Payment Tab #51, Rothenberger, Lower Huntington-Whippoorwill, \$9,621.00
- Payment Tab #52, Rothenberger, Wallen Rd, \$25,229.00
- Payment Tab #53, Rothenberger, HCC, Berneway & Yoder Contract B, \$126,585.00
- Payment Tab #54, Rothenberger, Tonkel-Hursh-Crawford, \$189,345.00
- Payment Tab #55, Underground, HCC, Berneway & Yoder Contract A, \$206,479.00

Mr. Rood made a motion to approve Payment Tabs 50 through 55, as listed above. Mr. Klinker seconded the motion. All ayes cast.

Mr. Adams reviewed Payment Tabs 56 and 57 and recommended payment of:

- Payment Tab #56, Commonwealth, Construction, RPR, Easement Assistance, \$37,499.00
- Payment Tab #57, VS Engineering, Design for Tonkel-Hursh-Crawford, \$6,164.00

Mr. Rood made a motion to approve Payment Tabs 56 and 57 and Mr. Klinker seconded the motion. All ayes cast.

MAINTENANCE REPORT:

Mr. Walls reviewed his monthly report with the Board after discussing minor issues. He informed the Board that the Maintenance cap is going to run out of money and requested an additional \$10,000 be allocated by the Board. Mr. Neumeister stated he reviewed and recommended the increase of \$10,000 to the maintenance cap until the June 2016 reconciliation. Mr. Rood made a motion to approve the increase. Mr. Day seconded the motion. All ayes cast.

COMMITTEE REPORTS:

New Development Committee:

- Mr. Nitza handed out the ACRWSD – NDC Report from the February 2, 2016 New Development Committee Meeting and reviewed it with the Board. Ms. Beregszazi informed the Board that a Letter of Intent was delivered

and discussed with Hessen Utilities/Country Court Estates on February 23, 2016. The initial feedback from the ownership family was positive. This allows a retail approach to acquisition of wastewater infrastructure and approximately 200 mobile home customers.

- Mr. Nitza discussed the Hoagland I/I and would like the project be included with the next SRF PER.
- Mr. Nitza reviewed the Summary of Recommendations of the NDC Report and motioned to approve them as listed:
 - The District recognizes that Commonwealth is pursuing a Change Order with SRF to include the Mill Road Estates with the Poe area (currently under design by Commonwealth).
 - The District requested Commonwealth prepare proposal(s) to prepare PIRs for the Community of Lake Everett and Lafayette Center Road/Indianapolis Road.
 - The District requested Commonwealth to prepare a proposal to prepare a 2016 PER submittal for June 2016 deadline to include the following (tentative pending SRF CO Request (Mill Road), PIRs and Hessen Utilities response);
 - Canyon Run extended, Community of Lake Everett, Lafayette Center Road/Indianapolis Road, Marion Center Road/Monroeville Road, Felt Place/Algean Drive, Hessen Utilities Integration (lift station, force main, I/I abatement) Mill Road Estates – from a Poe Extension and Hoagland I/I abatement. Mr. Nitza made a motion to approve. Mr. Rood seconded the motion. All ayes cast.

EXECUTIVE DIRECTOR'S REPORT:

- Mr. Neumeister requested approval for additional staffing resources for March 1, 2016 through May 31, 2016. The request is for a maximum of 24 hours a week at a maximum wage of \$22.50, not to exceed \$7,020. There was discussion on when Severn Trent Environmental Services will have their new contract available for the Board to review. Mr. Walls stated that the contract has been written up and will be presented to the District very soon. Mr. Nitza made a motion to approve the additional staffing resources for Mr. Neumeister. Mr. Day seconded the motion. All ayes cast.
- Mr. Neumeister stated that the District has gotten 3 bids for the Hessen Cassel grinder pumps rehab and has an itemized proposal which should be presented to the Board by the end of the week.
- Mr. Neumeister presented a letter from the Yoder Post Office requesting a lower rate; however, they are already at the lowest rate (1 ERU). It was discussed that they could possibly remove the bathroom plumbing. There is a similar request from the Maples Church. Both issues were sent to the Policy Committee for review.
- St. Joseph Catholic Church and School also requested a rate review due to the rate increase in their area.
- Mr. Neumeister met with Woodburn Mayor Joe Kelsey and discussed the possibility of having a Regional Concept Sewer in the East Allen County areas.

PUBLIC COMMENTS:

- Steve Miller from the Platter Parkway Addition asked the Board if customers could be notified about rate change ordinances prior to their passage. He requested a more modernized manner other than the public notice ran in the newspaper, since many people do not subscribe. He suggested a letter or a notice on their monthly bill that new rates are being considered. The Board replied that they will look into what other options are available for improved communication to make the public aware.

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

- Mr. Adams discussed issues with Rothenberger being slightly behind on all projects. He has a meeting with them next week to discuss a plan to determine a timeline of when they will complete their work. The liquidated damages amount to about \$1000 per calendar day.
- Mr. Adams stated that Underground will be on track to complete the Yoder project on time.
- Mr. Adams mentioned he will have a couple of change orders to present to the Board at next month's meeting. First is a change order with Rothenberger to add eight additional connections on Hursh Road, the value is about

\$8100. Second is a change order with CSU for the Leesburg/Beineke area to add a line for a couple of additional connections, the value is about \$7400.

- Mr. Adams stated that Underground will get started in April with the Goshen/Fritz/Cook area project.
- Mr. Adams discussed that the District has sent out 11 exemption letters explaining what they need to do and the expiration dates.

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

- Mr. Adams stated that the 2016 PER has been approved.
- Commonwealth and Wessler are still working on some small design issues.
- There was discussion about the Carroll/Hand area residents choosing not to connect and that there are not any outstanding complaints for this area for the Department of Health to address.
- Mr. Adams wants all the engineering firms to develop a final list of connections, in order for, the District to send out exemption letters. This process needs to begin due to the State mandated time frames.

OLD BUSINESS:

1. The Board discussed the appointment of Ted Nitza as the second signatory to replace Len Poehler. Mr. Rood made a motion to approve Mr. Nitza. Mr. Day seconded the motion. All ayes cast.

NEW BUSINESS:

1. Mr. Zehr introduced Ordinance 2016-2-1 Amending Sewer Rate Ordinance 2015-12-1. Mr. Heiny explained that it will state that retail customers billed by the Fort Wayne City Utilities as agent for the District can have their potable water metered and billed at the City Utilities metered sewer rate for that customer as if the customer was a direct City Utilities sewer customer and not a District customer based upon the customer's metered water consumption. Mr. Klinker made a motion to introduce Ordinance 2016-2-1 amending Ordinance 2015-2-1 and scheduled a Public Hearing for March 23, 2016 at 12:30 pm. Mr. Rood seconded the motion. All ayes cast.

ADJOURNMENT:

Mr. Nitza motioned to adjourn the meeting. Mr. Day seconded the motion. All ayes cast. The meeting was adjourned at 1:01 pm.

Respectfully submitted,
Deb Fee, STES



MJ Klinker, Secretary