

**ALLEN COUNTY REGIONAL WATER AND SEWER DISTRICT
BOARD OF TRUSTEES MEETING
July 27, 2016**

CALL TO ORDER:

Ric Zehr, Board President, called the meeting to order at 1:31 p.m.

ATTENDANCE:

Board Members present were Ric Zehr, Win Rood, Adam Day, Justin Brugger, Charles Ray and Ted Nitza. Executive Director Kenny Neumeister was present. Ex-Officio Gary Chapple was present. Support Staff present were Ben Adams, Ryan Walls, and Deb Fee. There were three visitors: DeWayne Nodine, Steve Miller and Aaron Drew.

APPROVAL OF MINUTES:

Mr. Rood made a motion to approve the June 22, 2016 Board Meeting Minutes and the June 22, 2016 Public Hearing Minutes, as distributed. Mr. Brugger seconded the motion. All ayes cast.

INTRODUCTION

Mr. Brugger introduced the new Development Services Manager, DeWayne Nodine. Mr. Nodine has worked for City Utilities for three years as Program Manager of Capital Project Services. Prior to that he was the Town Manager of Waterloo. Mr. Nodine holds a Bachelor's of Science in Land Surveying from Purdue University and a Master's Degree in Urban and Regional Planning from Ball State. Mr. Nodine addressed the Board and commended the District on the valuable service it provides the community. Mr. Nodine looks forward to working with the District.

TREASURERS REPORT:

Mr. Rood reviewed the June 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. Nitza seconded the motion. All ayes cast.

APPROVAL OF SRF PAYMENT TABS:

Mr. Adams reviewed Payment Tabs 85 through 92 with the Board and recommended payment of:

- Payment Tab #85, Underground, Goshen-Cook-Fritz-Steele, \$164,298
- Payment Tab #86, Underground, HCC, Berne Way & Yoder Contract "A", \$85,445
- Payment Tab #87, Commonwealth, Various, \$14,112
- Payment Tab #88, Rothenberger, Lower Huntington-Whippoorwill, \$13,997
- Payment Tab #89, Rothenberger, Tonkel-Hursh-Crawford, \$77,364
- Payment Tab #90, Rothenberger, Wallen Road, \$20,000
- Payment Tab #91, Rothenberger, HCC, Berne Way & Yoder Contract "B", \$18,644
- Payment Tab #92, CSU, Inc., Gerdings-Kroemer-Leesburg, \$178,756

Mr. Rood made a motion to approve Payment Tabs 85 through 92, 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 were 532 sewer locates requested from IUPPS. There is a bad pump at lift station #3 in Arcola that will be pulled. He plans to reinstall pump #2 into the main lift station which was pulled and repaired last month due to seal fail issues. They borrowed four pumps from Rothenberger and will replace them. Over the past few months, there is one home in Plantation Park that is having a reoccurring problem with the pump air locking; even with changing the pump out. SCADATA is still not working properly at Platter Parkway, the IT department is working on it and hopes to have the problem resolved soon. Mr. Walls stated that they did not discharge the lagoons this month.

COMMITTEE REPORTS:

Finance Committee:

Mr. Nitza presented a detailed report of the Improvement Fund to the Board. It is currently a work in progress and outlined its contributions and expenses. Currently, the Fund contains \$546,387, but it is anticipated to hold \$1,067,087.

New Development Committee:

Mr. Nitza updated the Board with a report outlining current construction, design and planned project areas. Mr. Nitza stated that Huntertown has not officially given the Yates a written denial of their request to connect with the Carroll Hand project, but it is expected. Mr. Neumeister sent a 'Interest' letter to Huntertown about potentially partnering on the Big Valley/Halldale area. Ms. Bereszazi following up with the Board of Health. The Committee has no recommendations at this time; they are still investigating interest and cost viability.

Hoagland infrastructure Committee:

Mr. Nitza stated that the committee has reviewed the 2016 PER and concur with Mr. Adams recommendation on the Hoagland infrastructure options. Mr. Nitza moved that the Board approve to pursue regionalization with the Fort Wayne City Utilities for the Hoagland area rather than continued improvements to the existing lagoon system or the construction of a sewage treatment plant. The Board confirms the findings and selected option of the 2016 PER for Hoagland and instructs the Executive Director to pursue a written commitment of project funding assistance from the City of Fort Wayne in the amount of \$1M or more and to pursue financial assistance from the Allen County Commissioners. Mr. Day seconded the motion. All ayes cast.

Operations Transition Committee:

The committee is made up of Mr. Brugger, Mr. Day and Mr. Nitza. Mr. Nitza presented the Board with a list of additional services that will be needed after making the transition from Severn Trent. The District is looking to Fort Wayne City Utilities to provide billing services, some additional professional services, some additional field services, a shared field service office, and the ability to purchase equipment and supplies; which the District will reimburse. Mr. Rood made a motion for Mr. Neumeister to move forward in negotiating these aspects with Fort Wayne City Utilities. Mr. Nitza seconded the motion. All ayes cast.

Mr. Nitza discussed needed facility improvements for the newly acquired Field Services Office. It needs paint, HVAC, signage and equipment removal. The committee recommends designating \$50,000 from the Improvement Fund for these costs. Mr. Rood moved to allocate \$50,000 from the Improvement Fund for the necessary facility improvements to the Field Services Office. Mr. Day seconded the motion. All ayes cast.

PUBLIC COMMENTS

Aaron Drew, 3325 Yoder Rd, Yoder, IN 46798 addressed the Board. Mr. Drew is unable to afford the cost to install the lateral line to connect and is seeking guidance for financial assistance. Mr. Adams responded that there is a program offered by the USDA that offers low interest financing or in some cases, grant money to assist with connection costs. Residents must meet the USDA criteria. Mr. Adams offered to mail the information to Mr. Drew and he accepted. He is also interested in any other assistance that may be available. Mr. Neumeister stated that he has had numerous phone calls from other residents with similar needs. Mr. Neumeister has been communicating with the County Commissioners about coming together to offer zero percent interest loans to those in need. He has not heard back from the Commissioners and will reach out to them again. Mr. Drew mentioned that he has flooding issues and was looking for direction on who to contact. Mr. Neumeister responded that the Allen County Highway Department is working with the Allen County Surveyors Department to correct the problem.

Steve Miller, 4814 N Webster, New Haven, IN 46774 asked when City Utilities will be taking over the billing. Mr. Neumeister responded that it will be in 6 to 8 weeks and explained that the bill will still reflect that it is from ACRWSD

only City Utilities will produce and process them. Mr. Miller asked the status of the Hoagland lawsuit. Mr. Neumeister replied that the Judge has granted the Summary Judgement for Dismissal.

EXECUTIVE DIRECTOR'S REPORT:

Mr. Neumeister respectfully requested the Board's approval for additional office staffing needs for 24 hours a week at the rate of \$22.50/hr. for the next 10 weeks not to exceed \$5400 to get through the Operations transition. Mr. Day moved to approve the additional staffing not to exceed \$5400 over the next 10 weeks. Mr. Brugger seconded the motion. All ayes cast.

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

Mr. Adams presented the project updates. The Wallen Road project is completed and notices to connect were mailed out dated July 11, 2016. The homeowners have 90 days from that date to connect. The District is working with the Fort Wayne City Utilities DVS on permitting and the District will be performing the inspections. The MOU will be reconciled monthly. Mr. Adams stated that the Yoder Contract "A" project is completed and notices to connect were mailed out dated July 13, 2016. The homeowners have 90 days from that date to connect. On Yoder Contract "B", they have 8 more grinders to set. The Lower Huntington/Whippoorwill project is almost complete. They have about 100 ft. of pipe to lay then will be ready to test. For the Hursh/Tonkel/Crawford project, there are nine more grinders that need to be set. These nine and six of the Yoder Contract "B" are additional customers who have recently decided to join the projects. The Goshen/Cook/Fritz/Steele project is on schedule and the contractor anticipates completion by the 3rd week of August. The Gerdings/Kroemer/Leesburg project should be completed by August 10th. Mr. Adams recommends that if the contractor is not finished by this date that the District impose liquidated damages of \$1000 a day. Mr. Adams anticipates all of these projects to be wrapped up with 30 – 45 days. Mr. Nitza asked about ideas on the use of the SRF contingency money available and Mr. Adams replied that there was discussion on using it for additional pumps to have on hand, a vacuum pump trailer to clean out failed grinders, and possibly a portable generator.

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

Mr. Adams presented an update on the 6 project areas. Poe has been submitted for permitting. For Maples, the design has been primarily complete, but is on hold while working out the details with Monroeville. For the Glen Elm and Popp Road area projects, the design of the collection systems are complete, still working on the point of discharge with the City. The Andar/Pion and the Carroll/Hand project areas should have design complete by the first of August. There was a slight delay with the Union Chapel/Tonkel project area. The District should be in position to close with SRF by December 31, 2016. Mr. Adams stated that he mailed out, per statute, 170 exemption letters to potential connections giving them the opportunity to request an exemption from connection.

PROJECT UPDATES 2016-2017 PER PROJECTS (submitted to IDEM for consideration for 2017):

Mr. Adams sent out the Project Priority List and the District is listed as number two for the 2016 – 2017 PER Projects. Funding for these projects are not expected to close until December 2017.

NEW BUSINESS:

In July, Mr. Adams submitted one of the District sewer projects to the Indiana Water Environment Association Collections Systems Committee (IWEA) and the District did win the Large Facility Collections System Award for the Greater Cedar Creek Watershed Project. The award will be presented on August 19, 2016 at the IWEA conference.

ADJOURNMENT:

Mr. Brugger made a motion to adjourn. Mr. Day seconded the motion. The meeting adjourned at 2:42 pm.

Respectfully submitted,
Deb Fee, STES


MJ Klinker, Secretary