

**ALLEN COUNTY REGIONAL WATER AND SEWER DISTRICT
BOARD OF TRUSTEES MEETING
November 16, 2016**

CALL TO ORDER:

Ric Zehr, Board President called the meeting to order at 12:10 p.m.

ATTENDANCE:

Board Members present were Ric Zehr, MJ Klinker, Adam Day, Justin Brugger, Charles Ray and Ted Nitza. Board Member Win Rood was absent. Executive Director Kenny Neumeister and Ex-Officio Gary Chapple were present. Support Staff present were Vince Heiny, Ben Adams, and Deb Fee. There were two visitors: DeWayne Nodine and Amber Muller.

APPROVAL OF MINUTES:

Mr. Nitza made a motion to approve the October 16, 2016 Board Meeting Minutes, as distributed. Mr. Day seconded the motion. All ayes cast.

TREASURERS REPORT:

Mrs. Fee reviewed the October 2016 Financial Report and Claims to be paid in detail with the Board. Mr. Brugger made a motion for approval. Mr. Klinker seconded the motion. All ayes cast.

EXECUTIVE DIRECTOR'S REPORT:

Operations and Maintenance:

Mr. Neumeister stated that one pump had been replaced and one pump in Arcola is being repaired.

Engineering Items:

Mr. Neumeister reported that the roof has been inspected at the new maintenance facility on DuPont Road and that new signage is expected soon. He also mentioned that City Utilities will be removing the tanks and other equipment soon from the facility.

Administration/Staffing/Facilities:

Mr. Neumeister stated that with construction completed in all areas, the District has been very busy with inspections, selling permits, passing out check valves and mailing out the final set of notices to connect. He noted that there are a small portion of customers that are passed the 90 day threshold and that second notices to connect need to be sent to them.

Mr. Neumeister reviewed the Engineering Retainer Amendment. The original Task Order 2016-01 stated payment for general services not to exceed \$30,000. The amendment asks for an additional \$10,000 for additional services. Mr. Brugger made a motion to approve the Engineering Retainer Amendment and Mr. Day seconded the motion. All ayes cast.

Also, presented was the proposed MOU between ACRWSD and the City of Fort Wayne Utilities. It was a \$1.46M negotiation and provides regionalization paid out over time and includes the upcoming Glen Elm Dr., the Pion/Andar Rd., the Carroll/Hand Rd., and the Union Chapel/Lynnbrook Dr. project areas. It was pointed out that in Parts I & II, if one project doesn't go through, it doesn't hold up any of the others. Mr. Day made a motion to approve the MOU and Mr. Klinker seconded the motion. All ayes cast.

Other Items:

Mr. Neumeister asked what type of monthly reporting the Board would like to see going forward. Mr. Zehr replied that he would to see things like volumes and flows per gallon. Mr. Nitza stated that he is working on a list of data that would be beneficial for the Board's review. They discussed that Scadata should provide most of the necessary reports.

PUBLIC COMMENTS

Amber Muller, 5425 Steele Dr., requested the Board reconsider moving the control box on her property a few feet to the left away from her bedroom window. She is concerned that it will disturb her sleep if it goes off in the middle of the night. She stated, she is working to make improvements to her property and is not happy with its location. Mr. Zehr asked why she signed the easement if she was dissatisfied with the location. She replied that she is okay with the grinder pump location, just not the control box. Mr. Zehr stated that the Board would consider her request.

COMMITTEE REPORTS:

Finance Committee:

No meeting this month; nothing to report.

New Development Committee & Hoagland Infrastructure Committee:

Mr. Nitza reported that they have reviewed the MOU and recommend its approval. He also discussed the new construction bids are coming in for the 2016 PPL projects and recommends seeking engineering contracts for the Wholesale project areas. The Retail project areas are ready for the second round of meetings. He noted that the Retail project areas will pay the full rate of \$132 a month beginning with the construction. Mr. Nitza stated that the residents will be required to pay a \$500 connection charge at that time unless other financing options become available through IDEM, the Health Department or another agency. Mr. Zehr asked if USDA financing will be available to the new project areas. Mr. Adams replied that he would check into it. Mr. Nitza noted that the new website will be live very soon.

Personnel Committee:

Mr. Nitza reported that there were some corrections made to the HR Policy Manual and a Time Tracking Tool has been secured. Mr. Nitza has been working with Lincoln Financial to adopt a Retirement Savings Investment Program for the District employees similar to the Allen County program. The program is Annuity based, 457 Plan. He proposed the District match a 3 to 5% employee contribution; there will be no match for 1 to 2% employee contribution. Mr. Nitza made a motion to approve the Retirement Savings Investment Program and Mr. Day seconded the motion. All ayes cast.

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

Mr. Adams reported that all construction is complete for all current project areas and the last notices to connect were mailed out to the Tonkel Hursh project area on October 27, 2016.

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

Mr. Adams updated the Board that bidding is in under way. The Village of Poe and the Andar Pion project areas bidding is complete and both came in under budget. The remaining bids will be opened November 17, 23 and December 1. Mr. Adams stated that SRF closing could be in December, but will most likely happen in January.

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

Mr. Adams stated that the PER was submitted to IDEM for consideration in June and is still waiting to hear their technical comments.

OLD BUSINESS

Mr. Neumeister requested the Board to approve the purchase of a Vac Truck; not to exceed \$80,000. Mr. Nitza made a motion to approve the purchase and Mr. Day seconded the motion. All ayes cast.


NEW BUSINESS:

No new business to report.

ADJOURNMENT:

Mr. Day made a motion to adjourn. Mr. Ray seconded the motion. The meeting adjourned at 12:55 pm.

Respectfully submitted,
Deb Fee, STES



MJ Klinker, Secretary