

ALLEN COUNTY REGIONAL WATER AND SEWER DISTRICT
BOARD OF TRUSTEES MEETING**July 26, 2017

Citizen's Square, 200 East Berry Street, Room 035, Garden Level @ 12:00 p.m.

MINUTES

CALL TO ORDER

Ric Zehr, Board President, called the meeting to order at 12:03 p.m.

ATTENDANCE

- Board Members present were President: Ric Zehr, Vice-President: Justin Brugger (Absent), 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 three visitors: Steve Miller, Judy Miller, Jon Niemeyer, Niemeyer Builders, Inc.

APPROVAL OF MINUTES

- Mr. Rood made a motion to approve the June 28, 2017 Board Meeting Minutes and the June 28, 2017 Special Meeting Minutes. Mr. McDermit seconded the motion. All ayes cast.

TREASURER'S REPORT

Mr. Rood reviewed the Treasurer's Report:

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

APPROVAL OF PAYMENT TABS

Mr. Adams reviewed and recommended the Board approve the following Zimmerman and Commonwealth Invoices. Mr. Adams advised the Board these invoices are not tied to the SRF Loans and should be paid from the Operating fund and made note that the Payment Tabulation No. 02 is progress billing for the Union Chapel-Tonkel area and Payment Tabulation No. 03 and Payment Tabulation No. 13 are final catch up billing from the 2015-2016 Construction projects for restoration work. Mr. Zehr advised the Board going forward the Executive Director will need to review and approve all future invoices.

• Invoice #02125 Zimmerman Septic Services, Inc.	\$ 1,100.00
• Invoice #02127 Zimmerman Septic Services, Inc.	\$ 1,220.00
• Invoice #02128 Zimmerman Septic Services, Inc.	\$ 1,120.00
• Invoice #03055 Zimmerman Septic Services, Inc.	\$ 8,780.00
• Invoice #39413 Commonwealth Construction Engineering	\$ 2,740.94
• Invoice #39414 Commonwealth Construction Engineering	\$ 13,606.14
• Invoice #39415 Commonwealth Construction Engineering	\$ 14,591.94
• Invoice #39416 Commonwealth Construction Engineering	\$ 6,865.64
• Invoice #39417 Commonwealth Construction Engineering	\$ 2,500.00
• Payment Tab No. 02 Underground Contractors, Inc.	\$ 67,715.76
• Payment Tab No. 03 Rothenberger Company, Inc.	\$407,131.45
• Payment Tab No. 13 Rothenberger Company, Inc.	\$ 10,875.00

Mr. Rood made a motion to approve Zimmerman Invoice No. 02125-03055; Commonwealth Invoice No. 39413-39417 and Payment Tabulation No. 02, No. 03 and Payment Tabulation No.13, for a combined total of \$131,115.42. All ayes cast.

MAINTENANCE REPORT

Mr. Baggett reported on the Maintenance and Financial Report.

- Mr. Baggett recommended to award the quote to Shambaugh and Sons to install electromagnetic flow meter on Trentman Lift Station #1 in the not to exceed amount of \$32,688.00.

Mr. Wirtz made a motion to award the quote to Shambaugh and Sons to install electromagnetic flow meter on Trentman Lift Station #1 in the not to exceed amount of \$32,688.00. Mr. Rood seconded the motion. All ayes cast.

COMMITTEE REPORTS AND RECOMMENDATIONS

Finance Committee:

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

- Board Recommendation: Consider and Approve 2017 Fiscal Budget.
- Board Recommendation: Adopt City Purchasing Policy, add to list of BCS Management Operational support tasks to rebrand and modify to ACRWSD Applicability.
- Ms. Beachem to transfer \$546,386.49 from Operating Fund to the Construction Fund; Rename Construction Fund as "Improvement Fund" at Old National Bank.
- Target Consideration and Approval of 2018 Budget at November BOT meeting Instruct the Executive Director to plan for Staffing, OM, Material categories Request Infrastructure Committee to Capital Plan 3-year, 5-year, 10-year.

Mr. Rood made a motion to approve the above recommendations from the Finance Committee. Mr. Wirtz seconded the motion. All ayes cast.

PUBLIC COMMENTS

- At 12:35pm, Mr. Zehr opened the floor for public comments. Mr. Miller addressed the Board.
- Mr. Morris stated he will follow up with City of Fort Wayne Maintenance Department to confirm scheduling of Platter Parkway repairs and notify Mr. Miller of any specific findings from the investigation that would benefit the Platter Parkway community.

New Development Committee:

Mr. Klinker reviewed the New Development Committee Activity Report -- No Board Recommendations:

- Projects in final closeouts - 2016 Non-Connects
- Projects in progress -- 2017 Construction
- Future projects -- 2018 remain on hold until UMBAUGH rate impact study complete
- Connection Assistance Program
- Umbaugh Rate Impact Analysis Study - update will be provided at the next Board Meeting

Infrastructure Management Committee:

Mr. Wirtz reviewed the Committee Report and Recommendations:

- Reviewed the Lochmuller Study
- Commonwealth to send response comments to group for finalization and branding/formatting to be sent to County Commissioners
- Mr. Adams agreed to follow up on the Umbaugh Rate Study regarding Hoagland Regionalization and will ask Umbaugh to also factor in the timing of these payments as payments may be staggered.

Personnel Committee:

Mr. Day reviewed the Committee Report and Recommendations:

- Request FWCU open up the Shared Service Agreement for review and modification to remove Payroll and HR
- Approve transition to SBS for payroll
- Initiate ICMA Retirement Plans for Employees and add catch up contributions when plan is active -- pending legal review by Mr. Heiny

Mr. Day made a motion to approve the above board recommendations from the Personnel Committee, pending District Attorney review and approval of the ICMA Adoption Agreement. Mr. Rood seconded the motion. All ayes cast.

PROJECT UPDATES-2014-2015 (2016 CONSTRUCTION) - (finished construction, last connections, closeouts):

Mr. Adams stated these projects are almost complete but require a little bit of paving in Berne Way area. He shared there will be one final Rothenberger claim.

- Mr. Adams recommended a walk-through of these projects with Mr. Morris before releasing the contractors.

PROJECT UPDATES-2015-2016 (2017 CONSTRUCTION) - (loan closed, construction started):

Mr. Adams reviewed the 2015-2016 (2017 CONSTRUCTION) project updates:

- Poe: Continuing to receive additional request for connection. Number of connections has increased by 6 additional properties, from 69 to 75 properties.

- Andar Tr-Pion Rd: Construction should begin July 26th, 2017.
- Glen Elm Drive: Construction should begin August 7th, 2017.
- Union Chapel-Tonkel Rd: Construction is nearly complete but needs a line installed on Union Chapel Rd.
- Carroll Rd-Hand Rd: Construction is primarily complete. Grinders need installed and final work to be done at the lift station. Contractor is waiting on equipment and parts to be installed. Construction should be completed by the end of August.

PROJECT UPDATES 2016-2017 (2018 CONSTRUCTION) - (submitted to IDEM for consideration for 2017-2018):

Mr. Adams reviewed the 2016-2017 (2018 CONSTRUCTION) project updates:

- Detailed technical review response was received a month or two ago.
- Attempting to combine Hoagland Regionalization with septic system relief projects.
- Attempting to update SRF with new plan.
- Technical Response Letter drafted and needs to be signed.

COMMENTS FROM THE BOARD

- Mr. Zehr suggested that Ms. Beachem add an Executive Director Report to the Agenda, before Maintenance Report.

EXECUTIVE DIRECTOR REPORT

Mr. Morris went over his Executive Director Report:

- Finalizing Field Manager and Field Technician's job description and working through exempt status employees working overtime.
- Working to get lift stations compliant using the shared agreement (up to 25 lift stations per year cleanings) for the areas that would benefit from having cleanings before inspections – possibly 3-4 cleanings per year.
- Construction Company hit force mains on July 5th, 2017 between Hessen Cassel Rd and Maples area. Costs are unknown but the bill will be sent back to the County.
- Attended meetings in Zanesville and Bass/Yellow River Rd.
- Examining FWCU Shared Service Agreement to confirm what is and is not working.
- FWCU- Field Maintenance through the Shared Agreement will be completing the Districts restoration checks. Also using the agreement, to have 7-8 large trees removed from the DuPont Fieldhouse.
- Confirmed that the \$6000 allocated for stone parking lot and storage for outdoor storage will be used.
- Will be working with vendors on trailer-pulling options, the trailer is too heavy to pull and needs an anchor or trailer endorsement.
- Follow up to Mr. Adam's request to have someone inspect the Hessen Cassel air reliefs. We found two air relief valves that will need to be replaced - parts will be ordered.

ADJOURNMENT

Mr. Rood made a motion to adjourn the meeting. Mr. Wirtz seconded the motion. All ayes cast. The meeting was adjourned at 1:15pm.

OLD BUSINESS

- Woodburn Financial Analysis

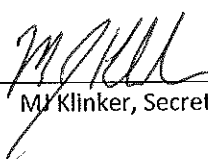
NEW BUSINESS

- None.

ADJOURNMENT

Mr. Rood motioned to adjourn the meeting. Mr. Wirtz seconded the motion. All ayes cast. The meeting was adjourned at 1:15pm.

Respectfully submitted,
Erika Beachem, District Office Administrator


MJ Klinker, Secretary