

**ALLEN COUNTY REGIONAL WATER AND SEWER DISTRICT
BOARD OF TRUSTEES MEETING**September 27, 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 12:06 p.m.

ATTENDANCE

- Board Members present were President: Ric Zehr, Vice-President: Justin Brugger, Treasurer: Win Rood, Secretary: MJ Klinker, Ex-Officio Gary Chapple, Matthew Wirtz, Kevin McDermit, Jim Orr (replacing Mr. Adam Day) were present. Executive Director: Jeff Morris, 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 four visitors: DeWayne Nodine of Fort Wayne City Utilities, Mark Herber of Allen County Department of Health, Steve Miller and Judy Miller of 4814 N. Webster Road.

OATH OF OFFICE

- Mr. Jim Orr was sworn in by Mr. Jeff Morris.

APPROVAL OF MINUTES

- Mr. Zehr made a motion to approve the August 23, 2017 Board Meeting Minutes and Mr. Rood and Mr. Klinker seconded the motion. All ayes cast.

TREASURER'S REPORT

Mr. Rood reviewed the Treasurer's Report:

- Mr. Zehr motioned the approval of the Treasurer's Report, Mr. Rood moved to approve and Mr. Brugger seconded. All ayes cast.

APPROVAL OF PAYMENT TABS

Mr. Adams reviewed and recommended the Board approve the following Zimmerman, Commonwealth and Fleming Excavating Invoices.

• Invoice #03134 – Zimmerman Septic Services, Inc., Grinder Pump Station Improvements Winchester Rd.	\$ 14,935.00
• Invoice #39789 – Commonwealth Construction Engineering, Construction Engineering	\$ 11,080.91
• Invoice #39790 – Commonwealth Construction Engineering, Resident Project Representation (Inspection)	\$ 19,374.44
• Invoice #39791 – Commonwealth Construction Engineering, Miscellaneous Additional Services	\$ 667.09
• Invoice #39792 – Commonwealth Construction Engineering, General Consulting	\$ 2,493.03
• Change Order#01 - Underground Contractors, Inc., Union Chapel Rd – Tonkel Rd Sanitary Sewer Extension	\$ 13,551.50
• Payment Tab #01 – S & S Directional Boring, Ltd., Sanitary Sewer Extension Pion Road – Andar Trail	\$ 285,016.65
• Payment Tab # 01 – Rothenberger Company, Inc., Glen Elm Dr, Sonata Drive, Popp Rd, Woodstone Pl	\$ 75,386.16
• Payment Tab #05 – Rothenberger Company, Inc., Village of Poe Sanitary Sewer Improvements	\$ 187,876.23
• Payment Tab #03 – Underground Contractors, Inc., Sanitary Sewer Extension Union Chapel-Tonkel Road	\$ 99,934.77
• Payment Tab #06 – Fleming Excavating, Inc. Sanitary Sewer Extension, Carroll Road – Hand Road	<u>\$134,531.15</u>
Total:	\$844,846.93

Mr. Rood made a motion to approve Zimmerman Invoice No. 03134; Commonwealth Invoice No. 39789-39792; Underground Contractors, Inc., Change Order #01. S&S Directional Boring, Ltd. Payment Tabulation #1, Rothenberger Company, Inc., Payment Tabulation #1 and Payment Tabulation #5, Underground Contractors, Inc., Payment Tabulation #3, Fleming Excavating, Inc. Payment Tabulation No.06, for a combined total of \$844,846.93 and Mr. McDermit seconded. All ayes cast.

EXECUTIVE DIRECTOR REPORT

Mr. Morris reported on the Maintenance, Executive and Financial Report.

- Identified 4 lift stations that will need cleaning more than once a year: Arcola#1; Benzinger; Mayhew; St. Aloysius. Three of the four inspections last month passed without violations.
- Field Staff Job Descriptions completed and signed by staff.
- Odor Issues on Trentman Road. Purchased deodorizers that attach to roof vent pipes seemed to have fixed the odor issues.

- 2016 Construction. We have 26 non-connected customers left to connect to the sewer. District has been working with Department of Health who will be conducting a final onsite visit. Legal notices to enforce connection to a few of these customers.
- Preventative Maintenance Meeting scheduled for September 28th, 2017 with Mr. Baggett (CU-Engineer) to begin preventative maintenance budget discussions on Hoagland and overall maintenance issues.
- Trentman Lift Station flow meter has been installed; startup was delayed by two weeks, but should be completed by next week.
- Mr. Morris recommended that the Board extend BCS Management's Management Operation Strategic Support until April 2018 (when the New Development contract expires at the same time). Mr. Morris recommended having one contractor in the office which will be a savings of half of what they have previously spent for support (\$3,180.00 per month).
- **Mr. Rood motioned the approval of the BCS Management Contract being renewed until April 30, 2018, Mr. Zehr moved to approve and Mr. McDermitt seconded. All ayes cast.**
- Trailer vacuum unit needs to be sold as it is too big; District is in need of a smaller unit that will not require a Commercial Driver's License. Mr. Brugger requested for Mr. Morris to encourage Employee Development to encourage CDL certification. Mr. Zehr asked Mr. Morris to report back to the Board on the cost of selling versus keeping the vacuum unit. Further Board discussion required. (Assigned to Personnel Committee for follow up)
- Continue to have monthly Shared Service Agreement meetings with City Utilities. Awaiting a response back later this week or early next week on the written list of agenda items requiring additional discussion.
- Further discussion needed for CU-Maintenance/Plant after-hour on call support service process.
- City Utilities will repair damaged fence at the Field Office. To date \$26K of the allotted \$50K have been spent; portion of the remaining funds will be used to have stumps removed, stone bedding installed for a parking/storage area.

PUBLIC COMMENTS

- At 12:30pm. Mr. Zehr opened the floor for public comments. Mr. Miller addressed the Board.

COMMITTEE REPORTS AND RECOMMENDATIONS

Finance Committee:

Mr. Brugger reviewed the Finance Committee Activity Report – No Board Recommendations:

New Development Committee:

Mr. Klinker reviewed the New Development Committee Activity Report

- The committee met last month to discuss the Hoagland infrastructure.
- Mr. Adams sent an update to IDEM regarding our permit as required.
- Future Construction NDC Committee waiting on the Umbaugh Rate Impact Analysis finance study.
- Commissioners approved the Connection Assistance Program for Sanitary Sewer Connections on September 16, 2017, which will assist approximately 8 customers with tap fees and/or lateral sewer connection costs.

Infrastructure Management Committee:

Mr. Wirtz reviewed the Infrastructure Management Activity Report.

- Committee to continue to evaluate lift stations and complaint data base
- **Mr. Wirtz recommended that the Board the approval to move forward with Commonwealth's design proposal for \$325,000. Mr. Zehr made a motion to approve. Mr. Rood seconded. All ayes cast.**

Personnel Committee:

Mr. Brugger reviewed the Personnel Committee Activity Report – No Board Recommendations:

- Mr. Brugger mentioned that Mr. Morris and Lana Beregszazi of BCS Management are working on procuring benefits for next year to present before the Board.

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

Mr. Adams reviewed 2016 CONSTRUCTION project updates:

- Mr. Adams said these are complete except for a few outstanding restoration items in the Berne Way area. Mr. Adams also mentioned that the list of non-connectors has whittled down and that the appropriate action would be to send a letter from an attorney. Mr. Adams commented on our progress of how we have gone from 575 non-connectors to 26.

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

Mr. Adams reviewed 2017 CONSTRUCTION project updates:

- Carroll Hand is wrapping up and early next week the lift station work will be complete.
- There is still an overlay that needs to occur at Carolyn Drive. Target start-up for grind stations is the week of October 15th.

- Glen Elm area has not yet started construction although we just paid a pay claim for move in as well as some parts.
- Pion Andor Trail is primarily complete but had some issues with water main and work was completed on September 26th with the assistance of the City.
- Union Chapel Tonkel area is substantially complete as of September 5th. Mr. Adams concurred that project came out nicely but there might be some restoration work. We are still planning to hold connection letters until October 25th due to the assessments.
- Mr. Adams also stated that Poe is winding down, gravity pumps have been tested and complete and all service laterals are in.
- Service Electrical is working on our emergency power receptacles on our lift stations which should be done in 1-2 weeks.

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

Mr. Adams reviewed the 2018 CONSTRUCTION project updates:

- Mr. Adams stated that we responded earlier this month to a batch of technical comments from SRF. Mr. Adams hopes to have more information regarding test results by the next Board Meeting.

OLD BUSINESS

- None.

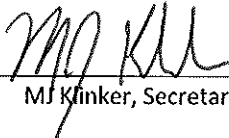
NEW BUSINESS

- Mr. Brugger stated that in regards to the July minutes he simply abstained but did not object due to his absence. Mr. Brugger also suggested discontinuing printing supportive paperwork for the Board of Trustees, instead create a file in DropBox for Trustees to review/print prior to the Board Meeting.

ADJOURNMENT

- Mr. Zehr made a motion to adjourn the meeting. Mr. Wirtz seconded the motion. All ayes cast. The meeting was adjourned at 12:57 pm.

Respectfully submitted,
Erika Beachem, District Office Administrator



MJ Klinker, Secretary

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