

**ALLEN COUNTY REGIONAL WATER AND SEWER DISTRICT  
BOARD OF TRUSTEES MEETING\*\*October 25, 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 pm

ATTENDANCE

- Board Members present were President: Ric Zehr, Vice-President: Justin Brugger (**Absent**), Treasurer: Win Rood, Secretary: MJ Klinker, Matthew Wirtz, Ex-Officio Gary Chapple (**Late Arrival**), Kevin McDermit 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: Nathan Baggett and DeWayne Nodine of FWCU, Dan Niemeyer of 10201 Wayne Trace, Steve Miller and Judy Miller of 4814 N. Webster Road.

APPROVAL OF MINUTES

- Mr. Rood made a motion to approve the September 27, 2017 Board Meeting Minutes and Mr. McDermit seconded the motion.

TREASURER'S REPORT

Mr. Rood reviewed the Treasurer's Report:

- **Mr. Rood motioned to approve the Treasurer's Report Mr. Klinker seconded. All ayes cast.**

APPROVAL OF PAYMENT TABS

Mr. Adams reviewed and recommended the Board approve the following Zimmerman, Commonwealth, Service Electric of Allen County, S&S Directional Boring, Underground Contractors and Rothenberger Invoices.

|  |                            |
|--|----------------------------|
| • Invoice #03174 – Zimmerman Septic Services, Inc., Winchester Road Project (Retainage)                | \$ 750.00                  |
| • Invoice #39979 – Commonwealth Construction Engineering, Construction Engineering                     | \$ 12,121.00               |
| • Invoice #39980 – Commonwealth Construction Engineering, Resident Project Representation (Inspection) | \$ 14,490.02               |
| • Invoice #39981 – Commonwealth Construction Engineering, Start-Up Assistance/Project Closeout         | \$ 1,040.08                |
| • Invoice #39982 – Commonwealth Construction Engineering, General Consulting                           | \$ 2,416.06                |
| • Payment Tab #01 – Service Electric of Allen County, Inc. Emergency Power Receptacles                 | \$ 71,016.30               |
| • Payment Tab #02 – S & S Directional Boring, Ltd., Sanitary Sewer Extension Pion Road – Andar Trail   | \$ 49,583.35               |
| • Payment Tab #04 – Underground Contractors, Inc., Sanitary Sewer Extension Tonkel Road                | \$ 34,760.93               |
| • Payment Tab# 02 – Rothenberger Company, Inc., Glen Elm Dr, Sonata Drive, Popp Rd, Woodstone Pl       | \$ 60,420.00               |
| • Payment Tab #06 – Rothenberger Company, Inc., Village of Poe Sanitary Sewer Improvements             | \$142,956.11               |
|  | <b>Total: \$389,553.85</b> |

Mr. Rood made a motion to approve Zimmerman Invoice No. 03174; Commonwealth Invoice No. 39979-39982; Service Electric of Allen County, Inc. Payment Tabulation No. 01; S&S Directional Boring, Ltd. Payment Tabulation No. 02; Underground Contractors Payment Tabulation No. 4; Rothenberger Payment Tabulation No. 02 and No. 06., for a combined total of \$389,553.85. Mr. Orr seconded. All ayes cast.

EXECUTIVE DIRECTOR REPORT

Mr. Morris reported on the Executive Report.

- District has been working with City Utilities and identified additional resources needed for the Mayhew Lift Station: motor was removed to examine if it was in good condition, also adjusted the floats and pump run times.
- Wet weather manhole inspections were completed and we have a list of prioritized manholes to have sealed in Spring of 2018.
- Field Staff will start using the data compiled by CU Engineering to start Preventative Maintenance Program on some of the District's GPS and electrical panels.
- Continuing the monthly Shared Service Agreement meetings with Fort Wayne City Utilities. A second letter was given to the CU Representative requesting for a cost breakdown on the services being provided to the District.
- E-Billing has been completed. Mr. Morris and Ms. Beachem received training on October 20<sup>th</sup>. The District will test out before going live customers will be notified through their invoice billing stuff.

- 2016 Non-Connects is now down to 17 customers. Mr. Heiny has sent letters requesting for these 17 customers to connect. By November 16<sup>th</sup>.
- Mr. Morris met with Department of Health on Oct 2<sup>nd</sup> regarding enforcement issues.
- District and City Utilities are working together to have 9 lift station "pig tails" tested to make sure they are running on a generator.
  - The District still needs 8 stumps to be removed and stone bedding for a parking area.
  - Mr. Morris mentioned that 9 properties have changed ownership and we are currently unable to bill or lien the new owners as the past owners left with outstanding bills. Mr. Morris stated three recommended options: to write these properties off, file civil lawsuit or use a collection agency. Mr. Morris recommended that the Board make a decision to either write off (either for entire amount or an amount determined by the Board) or collect the funds. Mr. Morris recommended finding old customer and is concerned that we might spend more money in pursuit of the collecting than the total dollar amount from these 9 properties which is \$4,223.43. Mr. Heiny suggested that Mr. Morris seek approval of writing these 9 customers off as well as to have a future policy in place to use at his discretion. Mr. Heiny suggested the Board approve of Mr. Morris being able to write off balances that are less than \$750.00. Mr. Zehr mentioned these accounts are fairly old and that over time there will be bills that would need to be written-off.
- **Mr. Rood made two motions. The First motion: to write off bills from these 9 properties totaling \$4,223.43. Mr. Wirtz seconded this motion. All ayes cast.**
- **The second motion was to establish procedures regarding outstanding bills from old owners. The possibility of presenting the Board with an annual report was discussed. Mr. Zehr requested that the Board take this issue offline to further discuss. (tabled)**

#### MAINTENANCE REPORT

Mr. Baggett reported on the Executive Report.

- There were two overflows in September: one at Trent Road, due to an airlock in a grinder station that caused a small spill and the other overflow was at Canyon Ridge Road, which was caused by a broken pipe outside of the grinder pump station basin.
- Maintenance Staff had 395 locates in September.
- An issue with a contractor boring through the Arcola Force Main on September 27<sup>th</sup> but that it has since been repaired.
- Maintenance calls at the Hessen Cassel and Wayne Trace Tillman areas. Additionally, there were two call outs at the Winchester –Dodane area and several calls at the Greater Cedar Creek area (which complaints have been tracked).
- Flow meter has been installed at #1 Lift Station at Trentman Road. Next month the District will be billed by City Utilities according to that meter.
- Mr. Baggett noted that City Utilities will be assisting the District with compiling a list of non-residential customers for City Lead areas as per the District's contract with the City.
- Additional information will be coming regarding the compilation of data that will be used for preventative maintenance in the Contract C-Area.

## **COMMITTEE REPORTS AND RECOMMENDATIONS**

#### Finance Committee:

Mr. Zehr (in Mr. Bruggers' absence) reviewed the Finance Committee Activity Report – No Board Recommendations:

- District will continue to work with the City Utilities on the Shared Service Agreement in determining cost impact in bringing some of the services back services in-house.
- Committee met with the Mayor of Woodburn and they requested we look at their system for a possible early buyout. Umbaugh analysis has been given to their legal counsel. Committee is waiting for a response back from Woodburn.
- Mr. Morris will continue to work with grinder pump stations and anticipate future systems.

#### PUBLIC COMMENTS

- At 12:29pm. Mr. Zehr opened the floor for public comments. Mr. Dan Niemeyer of 10201 Wayne Trace addressed the Board and provided a handout with supporting information.
- Mr. Zehr said that the Board would review the information that Mr. Niemeyer provided.

#### New Development Committee:

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

- Mr. Heiny suggested that we look into the 19 non-connectors that are not paying their bills as possible liens, especially those accounts that are bank owned. Ms. Beachem replied that those are all current and paying accounts.

### Infrastructure Management Committee:

Mr. Wirtz reviewed the Infrastructure Management Activity Report – No Board Recommendations:

- Hoagland Regionalization Concept
- Infrastructure Management Project Updates
- Utility Locates
- 2018 Capital Planning Budget

### Personnel Committee:

Mr. Rood (in Mr. Brugger's absence) reviewed the Personnel Committee Activity Report – No Board Recommendations:

- **Mr. Rood suggested that the Board approve Mr. Morris's employment contract. Mr. Zehr motioned to approve the Executive Director Employment Contract. Mr. McDermitt seconded. All ayes cast**
- Mr. Rood also stated that the Personnel Committee is currently working on the 2018 benefits and catching up on the 457 retirement plan possibly by the end of the year.

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

Mr. Adams reviewed the 2014-2015 (2016 CONSTRUCTION) project updates:

- 2016 Non-Connects. Mr. Adams reported that there are a small handful of the 2016 customers not connected.

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

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

- Carrol Hand area is done and that a fence will eventually be put around the lift station, everything is done except starting the lift station and grinders. November 1<sup>st</sup> is still the targeted date for power from Northeastern RMC (some delays have happened due to disasters in other areas and short-staffed crews).
- Glen Elm area is schedule for the first week in November; they will bore as much as they can before the weather turns cold.
- Pion Andar area is substantially complete as of October 13<sup>th</sup>. Final paperwork is being worked on.
- Union Chapel Tonkel area is done effective October 18<sup>th</sup>. Connection letters for those 25 are ready to be sent out.
- Poe is mostly complete with grinder pumps getting ready to start up. Connections still need to be made at Yoder lift station. Still need to create bore under St. Mary's river. Substantial completion date of December 8<sup>th</sup>.
- Lift station emergency power station receptacle is complete and City Utilities will help with testing generators.
- Mr. Adams advised the Board against working on the Mill Road Estate rehab project. Original plans were to line a portion of the system which has some old tiles, but later determined it would be a bad idea to work on this project as it is on someone else's infrastructure. Money will go back into contingency.

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

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

- Updates include new developments such as the Hoagland Regionalization. There have been some follow meetings in the City Lead – retail areas.
- Mr. Adams commented on the PIR submitted in 2016 that could result in an 18-month loan, and recently an email from Mr. Bill Hargens, the SRF Financial Chief, advising the District of possibly closing on a loan by the end of the year. Mr. Adams stated that we could not but to keep us in mind for 2018.
- Mr. Adams stated that the Hoagland project and other skeptical eliminations could be done mid-year.
- A meeting for the Marion Center Monroeville area, which is along Hoagland Regionalization path, is on the Agenda but meeting date has not yet been confirmed.
- Mr. Adams said that we are still waiting for the financial analysis report from Umbaugh, which will determine future projects.

### OLD BUSINESS

- None.

### NEW BUSINESS

- 2018 Board Meeting Schedule was presented
- 2018 Holiday Schedule

**Mr. Zehr made a motion to approve 2018 Board Meeting Scheduled and District Holiday Schedule. Mr. Rood and Mr. Wirtz seconded. All ayes cast.**

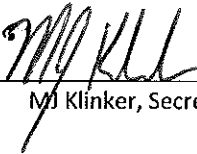
### COMMENTS FROM THE BOARD

No comments from the Board.

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

  
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MJ Klinker, Secretary

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