

**ALLEN COUNTY REGIONAL WATER AND SEWER DISTRICT
BOARD OF TRUSTEES MEETING**November 15, 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 12:02 pm.

ATTENDANCE

- Board Members present were President: Ric Zehr, Vice-President: Justin Brugger (**Absent**), Treasurer: Win Rood (**Absent**), Secretary: MJ Klinker, Matthew Wirtz, Ex-Officio Gary Chapple, 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 two visitors: Nathan Baggett of FWCU and Dan Niemeyer of 10201 Wayne Trace.

APPROVAL OF MINUTES

Mr. Zehr made a motion to approve the October 25, 2017 Board Meeting Minutes. Mr. Klinker and Mr. Wirtz seconded. All ayes cast.

TREASURER'S REPORT

Mr. Morris, in Mr. Rood's absence, reviewed the Treasurer's Report.

- Mr. Wirtz motioned to approve the Treasurer's Report Mr. McDermit seconded. All ayes cast.

APPROVAL OF PAYMENT TABS

Mr. Adams reviewed and recommended the Board approve the following Commonwealth, Rothenberger and Fleming invoices.

| | |
|--|----------------------------|
| • Invoice #40154 – Commonwealth Construction Engineering, Construction Engineering | \$ 11,799.85 |
| • Invoice #40155 – Commonwealth Construction Engineering, Resident Project Representation (Inspection) | \$ 14,690.63 |
| • Invoice #40156 – Commonwealth Construction Engineering, Start-Up Assistance/Project Closeout | \$ 3,273.32 |
| • Payment Tab# 03 – Rothenberger Company, Inc., Glen Elm Dr, Sonata Drive, Popp Rd, Woodstone PI | \$ 58,707.15 |
| • Payment Tab #07 – Rothenberger Company, Inc., Village of Poe Sanitary Sewer Improvements | \$216,142.14 |
| • Payment Tab# 07 – Fleming Excavating, Inc. Sanitary Sewer Extension - Carol Road/Hand Road | \$263,064.47 |
| | Total: \$567,677.56 |

Mr. Klinker made a motion to approve Commonwealth Invoice No. 40154-40156; Rothenberger Payment Tabulation No. 03 and Payment Tabulation No. 07; Fleming Excavating Payment Tabulation No. 07, for a combined total of \$567,677.56. Mr. McDermit seconded. All ayes cast.

EXECUTIVE DIRECTOR REPORT

Mr. Morris reported on the Executive Report.

- District is continuing to work with FWCU on the Mahew Lift Station. Additionally, they have identified "I&I" that will be address in the Spring of 2018.
- The District continued to have meetings with the FWCU and the Shared Service Agreement.
- There is still a need for 8 stumps to be removed and stone bedding added in the field house office area, to store grinder pumps vehicles as needed. Mr. Morris stated he would also get quotes in regards to the 8 stumps and stone bedding in the field house office area.
- In regards to 2016 Non-Connects, letters have been sent one customer has applied for the TAP Assistance Program and seven out of the remaining 15 are in the process of connecting. Certified letters will be sent out advising of the District's next steps will be sent out soon.
- Mr. Morris and Mr. Bagget have been in discussion regarding Hoagland, overall preventative maintenance and 2018 budgeting and beyond.
- Flow meters are now installed at Trentman lift station.
- The District is coordinating with FWCU to test lift station pigtails. Mr. Morris stated that there were problems as the station was lacking a ground component that did not enable a hook-up to generator for power start up. Mr. Morris said that the District needs to go back to install components (priced at \$250.00 each). Once complete we will go back to those 9 stations to power up with a generator to make sure they will work our emergency power.

MAINTENANCE REPORT

Mr. Baggett reported on the Executive Report.

- For the month of October there were no overflows or exceedances.
- Operating staff responded to 317 locates.
- Mr. Bagget complimented the operating staff; as they were able to review data and trouble shoot before anything became a real issue. Mr. Bagget cited the example of Pump 1 at Canyon Run, as problems were avoided at that pump.
- Several service calls in the Hessen Cassel, Riverhaven, Winchester-Dodane area and Greater Cedar Creek. The monthly maintenance log is being updated into a spreadsheet to track issues, which Mr. Bagget feels will be critical information for the preventative maintenance program.
- The District meters have had their annual calibrations.
- Data from the flow meter on Trentman Lift Station #1 has been received (632 CCFs) and that the District was built on 760 CCFs , meter flow is less than half rate and Mr. Bagget anticipates that will continue.
- The City Utilities continues to make progress on infiltration and inflow of sewer systems, especially gravity systems.

COMMITTEE REPORTS AND RECOMMENDATIONS

Finance Committee: No Board Recommendations

Mr. Morris, in Mr. Brugger's absence, reviewed the Finance Committee Activity Report.

- Platter Parkway calculations from Umbaugh have been discussed.
- Hoagland regionalization scenarios have also been discussed.
- Mr. Morris stated that there are action items for internal staff, working with the Shared service Agreements on a general ledger; we have been assigned a member of the Accounting Dept. to work with Ms. Beachem.
- Mr. Morris and Mr. Bagget will formulate priorities for new improvements.
- The 2018 budget is near complete as we are waiting on the Personnel Committee recommendations for insurance activities.
- E-billing is ready to go live as of today and will start with a soft opening. Customers will be notified December 1st.
- Mr. Morris stated that we are working on a maintenance program for the grinder pump stations. Mr. Morris stated that he has begun researching and will work with maintenance staff to have some numbers for the next board meeting.

New Development Committee: No Board Recommendations

Mr. Klinker reviewed the New Development Committee Activity Report.

- The report from Umbaugh was received regarding financing future projects. Mr. Klinker stated that we asked for revisions/options to be reviewed.
- Two Committee Recommendations will be presented at the next Board Meeting.

Infrastructure Management Committee: No Board Recommendations

Mr. Wirtz reviewed the Infrastructure Management Activity Report.

- Committee discussed status updates on Hoagland as well as several others Mr. Bagget and Mr. Morris are currently working on.
- Mr. Wirtz stated that Mr. Bagget and Mr. Morris are working on evaluating peak flow limit and treatment rates for better management in 2018.

Personnel Committee:

Mr. Morris reviewed, in Mr. Brugger's absence, the Personnel Committee Activity Report.

- Mr. Morris stated that the Committee discussed various policies and administrative tasks as well as the HR Policy #306 for the spending authority for the Executive Director and Policy #302 for overtime/comp time.
- Mr. Morris provided a brief update on HR Administrations which led to Shared Service Agreement discussions.
- Committee continues to have discussions about the upcoming 2018 health insurance; long term/short term disability, and life insurance changes.
- BCS Management is working on implementing a 457 Retirement Plan. The desired start date is January 1, 2018. Mr. Morris mentioned that we want to avoid double-paying the City for these benefits.
- At the end of November, Mr. Morris and BCS will review Replicon Tracking (priced at \$600 a year to renew term) which tracks personal/sick days, etc.
- In regards to HR Policy #306 spending authority, the Committee is asking for a \$5,000 minimum threshold/5 transactions per fiscal year for the Executive Director. All approved expenditures must be tagged with the appropriate line item. Executive Director will provide approved expenditures at each board meeting. Mr. Zehr asked about the current maximum for the Executive Director. Mr. Heiny stated that there was a resolution at one point but he did not know the exact amount. Mr. Zehr stated that we could look into that exact amount.

Mr. Klinker made motion to approve policy #306 spending authority. Mr. Wirtz seconded. All ayes cast.

Mr. Klinker made motion to approved policy #302. Mr. McDermit seconded. All ayes cast.

PUBLIC COMMENTS

- At 12:36 pm. Mr. Zehr opened the floor for public comments. Mr. Don Niemeyer of 10201 Wayne Trace, Fort Wayne addressed the Board.

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

Mr. Adams reviewed 2016 CONSTRUCTION project updates:

- Mr. Adams said that there are only a few non-connectors left that are being actively pursued.
- Mr. Adams questioned if there was still an outstanding pavement issue for Berne Way Drive. Mr. Morris replied that if it is not already taken care of it will be very soon.

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

Mr. Adams reviewed 2017 CONSTRUCTION project updates:

- Mr. Adams stated that updates for the 2017 were handed out and also emailed.
- Union Chappel Tonkel work is done and we have already issued notice-to-connect paperwork.
- Mr. Adams stated that we are well under budget and that he expects a decent size change order in the Poe area. He further stated that we will be a little over budget in the Andar-Pion area due to 2 new connections.
- Glen Elm will begin this week with some boring.
- Carroll Hand is nearly done and grinder start-ups will begin tomorrow. Work on lift stations will be delayed due to holiday schedule but are targeted to start on Dec. 7th.
- Andar-Pion is also complete. Punch lift work will be complete this week. The City of Fort Wayne will accept this project at the Board of Works on Nov. 22 and then we can begin notices to connect.
- Village of Poe work is winding down and there still outstanding force main testing and they are still putting together pieces for the 2 lift stations.
- Power Receptacle Program is also complete but with a few outstanding issues such as the lack of a neutral in the control panels. Mr. Adams said we could wrap that up in the Contractor's scope of work if we inform them on what needs to be done.

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 have responded to some technical reviews from SRF. We are working with Umbaugh on the financial analysis with respect to project grouping. We are also asking for additional information.

OLD BUSINESS

- None.

NEW BUSINESS

- None.

COMMENTS FROM THE BOARD

- Mr. Morris praised IPS on their testing and reporting as it served to answered all of his questions.

ADJOURNMENT

- Mr. Zehr motion to adjourn and Mr. Wirtz and Mr. McDermit seconded the motion. All ayes cast. The meeting was adjourned at 12:41

Respectfully submitted,
Erika Beachem, District Office Administrator



M.J. Klinker, Secretary