

**ALLEN COUNTY REGIONAL WATER AND SEWER DISTRICT
BOARD OF TRUSTEES MEETING*December 13, 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, Treasurer: Win Rood, 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 6 visitors: Nathan Baggett and DeWayne Nodine of FWCU, Dan Niemeyer of 10201 Wayne Trace, Stephanie Fuhrman of 9436 Hoagland Road, Steve Miller and Judy Miller of 4814 N. Webster Road.

APPROVAL OF MINUTES

- Mr. Orr made a motion to approve the November 15, 2017 Board Meeting Minutes and Mr. McDermit seconded the motion. All ayes cast.

TREASURER'S REPORT

Mr. Rood reviewed the Treasurer's Report:

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

APPROVAL OF PAYMENT TABS

Mr. Adams reviewed and recommended the Board to approve the following S&S Directional and Rothenberger Change Orders and Invoices.

- | | |
|---|----------------------------|
| • Change Order #01 – S&S Directional Boring, Ltd., Pion Road – Andar Trail Sanitary Extension | \$ 7,278.90 |
| • Payment Tab #03 – S&S Directional Boring, Ltd., Pion Road – Andar Trail Sanitary Extension | \$ 43,865.50 |
| • Change Order #03 – Rothenberger Company, Inc., HCC, Berneway & Yoder Sanitary Sewer | \$ 6,423.75 |
| • Payment Tab #04 – Rothenberger Company, Inc., Sonata Dr – Popp Rd – Woodstone Pl – Prophet's Pass | \$ 78,187.28 |
| • Change Order #01 – Rothenberger Company, Inc., Village of Poe Sanitary Sewer Improvements | \$ 43,216.37 |
| • Payment Tab #08 – Rothenberger Company, Inc., Village of Poe Sanitary Sewer Improvements | \$146,945.31 |
| • Payment Tab #13 – Rothenberger Company, Inc., HCC, Berneway & Yoder Sanitary Sewer | <u>\$ 15,423.75</u> |
| | Total: \$341,340.86 |

Mr. Rood made a motion to approve all invoices. Mr. Zehr seconded. All ayes cast.

EXECUTIVE DIRECTOR REPORT

Mr. Morris reported on the Executive Report.

- Mr. Morris stated that FWCU submitted costs report reflective for the District and the Shared Service Agreement regarding the removal of 4D (payroll services, health insurance, retirement plan, human resources and risk management). FWCU put in notice that they can no longer provide these services which prompted the District to look to a private company beginning 1/1/2018. This will reduce annual costs from \$259,800 to \$243,700.
- E-Billing is complete and went live 11/15/17. Mr. Morris said that so far there have not been any reported problems.
- The stumps and stone bedding at the Field Office parking lot will be done this month.
- There are some bids on the stump grinding, we will be choosing a vendor but we are still waiting on one more bid for laying stone down.
- 2016 Non-Connects (14-15) have been sent letters, 8 of those are in the process of connecting, one of those 8 applied for CAP Resource program but found other funds and therefore we have no one applying for the CAP Resource Program. We are getting ready to send certified letters to those remaining who have shown no progress.
- Flow meters are now installed at Trentman lift station resulting in a reduction in cost.
- We have budgeted \$130,000 for weather issues in the 2019 Hessen Cassel Benzinger lift station area. We plan to seal 11 of the high priority manholes in an estimated cost of \$26,460. Mr. Morris recommends that we use the remaining budget to reduce further activities for wet weather problems, to identify what is going on out there

- We will start a small Kan Ban type inventory system at the Field Office to start up in 2018 for high use items.
- Working on issues regarding how District will bill property owners with the City of Fort Wayne.
- Mr. Morris went over 2018 Operating Budget
- Mr. Morris and Mr. Baggett have begun discussions regarding the Hoagland preventative maintenance 2018-19 budgeting.

Mr. Morris recommended that the Shared Service Agreement remove 4D from the agreement so that the District can pursue insurance and other benefits for its employees. Mr. Rood made a motion for its approval. Mr. McDermit seconded. All ayes cast

Mr. Morris recommended to the board the 2018 Budget highlights (as was provided) which is also a balanced budget. Mr. Rood made a motion for its approval. Mr. Wirtz. All ayes cast.

MAINTENANCE REPORT

Mr. Baggett reported on the Maintenance Report.

- Mr. Baggett stated that there was one overflow at the Hessen Cassel-Benzinger lift station on November 18, 2017 which was reported to IDEM.
- District Field Staff completed 273 utility locates last month.
- Some floats were changed out at the Hessen Cassel Benzinger lift station.
- Mr. Baggett further stated that this was the first time for reports from the Hursh-Tonkel and Lower Huntington Whipperwill area.
- It was a very wet month compared to November 2016 as we had 5.5 inches of rain.
- MRO and DMR from Hoagland Lagoons and monthly revenue report were attached for the Board to review.

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 Reports:

- Committee is looking to the 2018 construction projects as well as research for future projects.
- ***At this time there are 3 recommendations toward the Board of Trustees.***

First recommendation is to approve a proposal for engineering fees for West DuPont-Bethel Rd-Lafayette Rd project areas for \$142,400. Mr. Klinker motioned. Mr. Wirtz seconded. All ayes cast.

Second recommendation was to approve engineering contract for Monroeville area for \$89,100. Mr. Klinger motioned. Mr. Wirtz seconded. All ayes cast.

Third recommendation was a change in language for the CAP Program to allow Non-Connectors and to adjust deadlines based on notice-to-connect dates and available funds. Mr. Klinker motioned. Mr. Brugger seconded. All ayes cast.

Infrastructure Management Committee:

Mr. Wirtz reviewed the Infrastructure Management Activity Report:

- Hoagland Regionalization
- Kan Ban GPS Inventory
- Several INDOT projects in the New Haven area

Mr. Adams advised the Board that the Interchange at Interstate 469 and U.S. Route 24 in New Haven is going to be reworked. Adding some additional on and off ramps to prevent trucks from being stacked up when they try to access U.S. Route 24. The District's Georgia Park force mains cross at the northeast corner of the interchanged and will require these mains to be reworked. New Haven Engineers have asked the District for a work plan to rework our infrastructure by January.

- Mr. Adams will be submitting work plan to rework force main relocation to the City of New Haven and will provide an update at the January Board Meeting.

Mr. Wirtz recommended additional core design services for Hoagland lift station for Commonwealth for \$105,000. Mr. Klinker motioned. Mr. Brugger seconded. All ayes cast.

Personnel Committee:

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

- Committee met with BCS Management to discuss the transition to the new payroll system and benefits.
- Mr. Heiny requested for Mr. Morris to provide District Employees with the benefit effective date changes.

PUBLIC COMMENTS

- At 12:33 pm. Mr. Zehr opened the floor for public comments.
- Mr. Steve Miller of 4814 N. Webster Rd in New Haven, IN (Platter Parkway Sewer Customer). In April, City of Woodburn created a new ordinance to provide a rate relief to the Platter Parkway group and that ordinance was then overwritten and a new Ordinance was then passed in November changing the rate structures and rates have now been passed on to the District. Mr. Miller asked the Board how these changes will now impact the Platter Parkway Group.

Mr. Heiny replied by explaining that the District's rate consultant, at the request of the State Revolving Fund, has provided Indiana Finance Authority with a projection that the Woodburn increases is a result of their treatment plan project. Over the remaining term of the District's Contract with Woodburn for Platter Parkway the present value of that cost would be around \$137,000. These figures have also been given to the Indiana Finance Authority. Mr. Heiny further stated that the District is waiting for confirmation that the Platter Parkway residents will not be affected this confirmation would be most likely by the first of the year.

- The District is waiting for the Indiana Finance Authority to confirm the \$137,000 rate before the District will announce publicly and send letters to Platter Parkway Customers regarding their Rate Relief.
- Ms. Stephanie Fuhrmann of 9436 Hoagland Rd in Hoagland, IN. Ms. Fuhrmann stated that she is one house east of the Hoagland pumping station. On November 18, 2017 she experienced having 4 inches of sewage in her basement due to the continuing inflow problem in Hoagland. She also experienced backflow at this residence in May of 2003 and settled with the District in October of 2003. Ms. Fuhrmann provided the Board with supporting letters, photos, a video and proof of expenses incurred. She intends to install a shut off valve as recommended by the Board of Health back in 2003 as well as a back water valve. Ms. Fuhrmann further stated that her husband had to dive head first into 24 inch riser to prevent house from continuing to be filled with sewage. She also stated that there have not been any more homes added to her sewer line in 14 years but mentioned the possibility that perhaps there are a number of people illegally hooked up to her line.
- *Ms. Fuhrmann recommended that her case be placed on the Agenda for the January 2018 meeting with the intent to come to a resolution. Mr. Morris responded that he has a lot of experience and is dedicated to helping her figure out this issue.*
- Mr. Don Niemeyer of 10201 Wayne Trace in Fort Wayne, IN addressed the Board and mentioned that he was present for the October and November meetings in which he supplied handouts. He further stated that he felt that being present for the December meeting was ideal as it is approaching the end of the year. He encouraged the Board to review actions concerning rate increases for Hoagland residents. He questioned the board by inquiring: where is the Fort Wayne City Utilities progressing with the rate increase schedule to fund these projects and how much higher will rates go? Mr. Niemeyer feels that the District is on the cusp of spending \$4M to fix a \$250K problem. Mr. Niemeyer explained that he is concerned about the rate of the District's spending and recommends that the Board take that into consideration. He also supplied the board a handout to support his opinion. He further suggested that the board reconsider the Regionalization Initiative and recommend postponing it for 5 years.

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

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

- Mr. Adams handed out updates with maps. Mr. Adams stated this is complete, construction is done and final change order has been approved. Mr. Adams mentioned that there were only a few random non-connectors.

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

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

- Mr. Adams gave the board a summary complete with mapping. He further stated that Carroll Hand is pretty much done and operational with just a punch list that Fleming is working on. Main lift station was started up on December 7th with a few variable frequency drives that are going to be modified. As of December 7th we are calling it complete. Mr. Adams suggested that we wait to give connectors time before sending letters to connect, possibly after the first of the New Year. In regards to Glen Elm Drive, contractors are actively drilling and working on locating the grinder pump stations. We have had some interest in vacant land there as well. Pion Andar Trail is complete and notice to connect paperwork was issued November 22, 2017. Mr. Adams recommends closing out that project. Union Tonkel Chapel is also complete and notice to

connect paperwork was issued October 26, 2017. Poe is complete except for start-ups on the lift stations in the St. Mary's river crossing. Mr. Adams would like to issue notices to connect to those living west of St. Mary's Crossing. Also, the Emergency Power Receptacle Project is complete and there is one small transformer that needs to be added to a number of the lift stations. The Mill Road Estates Rehab still has a budget of \$188,000. Mr. Adams suggested to Mr. Morris that he look to stock his building with spare parts and pumps and Mr. Adams stated that very shortly he should let the Board know what we are able to buy. Mr. Adams also said that there is an additional \$210,000 for future projects and parts that are needed. There will be more clarity on how this money will be spent once the Poe work is complete. Mr. Zehr asked what the cost would be for relocating force main in Georgian Park. Mr. Adams responded that most likely it would be a couple hundred thousand.

Mr. Adams recommended the approval of the amendment for Wessler Engineers for \$30K for the work that was done nearly a year ago for some of the retail projects. Mr. Klinker moved to approve the amendment. Mr. Wirtz seconded. All ayes cast.

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

- Mr. Adams mentioned that there was positive feedback for the District doing work in the retail areas and also Monroeville. Mr. Adams wants to target a loan closing in June 2018 and have construction begin shortly after.
- ***Mr. Adams suggests a public hearing in January to pass two resolutions.***

OLD BUSINESS

- None.

NEW BUSINESS

- 2018 Legal Service Rates from Mr. Heiny.
Mr. Rood made a motion to approve. Mr. McDermit seconded. All ayes cast.

COMMENTS FROM THE BOARD

- No comments from the Board

ADJOURNMENT

- **Mr. Rood motioned to adjourn. Mr. Wirtz seconded. The meeting was adjourned at 1:08 pm**

Respectfully submitted,
Erika Beachem, District Office Administrator



MJ Klinker, Secretary

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