

ALLEN COUNTY REGIONAL WATER AND SEWER DISTRICT
BOARD OF TRUSTEES MEETING**January 25, 2017

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

Minutes

OATH OF OFFICE

Mr. Neumeister read oath and MJ Klinker and Matthew Wirtz were sworn in.

CALL TO ORDER

Ric Zehr called meeting to order at 12:00pm.

ATTENDANCE

Board Members present were Ric Zehr, Matthew Wirtz, Charles Ray, Adam Day, MJ Klinker, Justin Brugger, and Win Rood. Executive Director of the District, Kenneth Neumeister was present. Support staff present were Vincent Heiny, Ben Adams, and Gary Chapple.

SLATE OF OFFICERS- 2017

Mr. Neumeister proposed Slate of Officers as follows: Mr. Zehr as President, Mr. Brugger as Vice-President, Mr. Rood as Treasurer, and Mr. Klinker as Secretary. Mr. Day made motion to approve. Mr. Zehr seconds motion. All ayes cast.

FORMATION OF COMMITTEES

Mr. Brugger proposed the following slate of standing committees: Finance- Mr. Brugger, Mr. Rood, and Mr. Zehr; New Development Committee- Mr. Wirtz, Mr. Day, and Mr. Klinker; Personnel Committee- Mr. Brugger, Mr. Day, and Mr. Rood; Hoagland Committee- Mr. Day, Mr. Rood, and Mr. Wirtz. Mr. Neumeister motioned. All ayes cast.

APPROVAL OF MINUTES

Mr. Rood stated he read the minutes of the December Board Meeting and motioned for approval. Mr. Day seconded motion. All ayes cast.

TREASURER'S REPORT:

Mr. Rood presented Report in detail. Mr. Day motioned approval of the Report and bills to be paid. Mr. Brugger seconded motion. All ayes cast.

EXECUTIVE DIRECTOR'S REPORT

Mr. Neumeister recommends consideration of the following:

- Umbaugh & Associates Proposal for SRF Bond for 2017, \$52,000
- Haller & Colvin bond, \$14,500
- Ice Miller, \$25,00-\$33,000
- 2015 Septic Elimination Construction Services, Commonwealth Engineering, Inc., \$305,000.
- CSI, \$32,500.

The above bonds were motioned, seconded, and approved by the Board.

MAINTENANCE REPORT

Nathan Baggett, City Utilities Engineering, shared the Executive Report in detail. He stated they are working on how to better report flows. He reported they have completed engineering inspections on all the lift stations and calculated the level of maintenance at each lift station. He reported that all of the tanks are out of the Field Office and they are currently getting quotes for a monument sign and overhead door. Mr. Neumeister stated they are getting quotes for new lights, repair, and paint. He stated a new addition to the report are the monthly revenues of customers now that City Utilities has taken over the financial reporting for the District. Mr. Baggett reported they are putting together engineering reports for the lift stations.

ADMINISTRATION/STAFFING/FACILITIES

Mr. Neumeister stated there has been some illness in the office and he will keep the Board informed on the status of the office.

CUSTOMER SERVICE

Mr. Neumeister reported that the District has had a few complaints, no more than usual.

COMMITTEE REPORTS:

Finance Committee:

Mr. Brugger reported no meeting this past month but will work to schedule a meeting soon.

New Development Committee:

Mr. Wirtz reported no meeting this past month but will work to schedule a meeting soon.

Personnel Committee:

Mr. Brugger reported that no board action is requested. He stated they are continuing to develop retirement fund, time-tracking system for payroll, employee 90-day evaluation, IRS guidelines-related to take-home use, and updating HR Policies.

PROJECT UPDATES (completed projects)

Mr. Adams reported that INDOT requested post-settlement monitoring survey of crossing at SR-1 and I-469. He stated they have requested a proposal from Garcia for the survey and Garcia would charge approximately \$4,600 to complete the survey. Mr. Adams recommended for consideration of Garcia contract. Mr. Rood motioned to approve. Mr. Klinker seconds. All ayes cast.

PROJECT UPDATES-2015-2016 PER PROJECTS (bid in October & November):

Mr. Adams reported they are approaching a closing with SRF. He stated they are working diligently with development services to complete Inter-Local Treatment Agreements with retail areas and negotiating reimbursement amount for over sizing lift station work. Mr. Heiny reported they are working on the timing of reimbursements for over sizing lift stations with City of Fort Wayne. Mr. Heiny stated the goal is to schedule a meeting to sign 4 Inter-local Treatment Agreements in February.

PROJECT UPDATES 2016-2017 PER PROJECTS

Mr. Adams reported that SRF is on hold.

NEW BUSINESS:

Mr. Heiny recommended a transfer of a portion of Tillman line to the City of Fort Wayne. Mr. Adams explained Tillman Transfer Agreement and history in detail. Mr. Klinker motioned to approve. Mr. Day seconded motion. All ayes cast.

Mr. Neumeister made a motion to approve Mr. Brugger authorization to sign materials if Mr. Rood is unavailable. Mr. Day seconded motion. All ayes cast.

OLD BUSINESS:

Mr. Adams reported history of Hoagland area. He stated Scott Lee and himself met with IDEM yesterday at Hoagland treatment facility. He stated IDEM sewer bans for this area are being resolved and he will work to send out a time line for compliance.

ADJOURNMENT

Mr. Zehr adjourned meeting at 12:47pm.

Prepared By: Marlie Reed, BCS Management



MJ Klinker, Secretary