



ALLEN COUNTY REGIONAL WATER AND SEWER DISTRICT
BOARD OF TRUSTEES MEETING**March 22, 2017

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

Minutes

CALL TO ORDER

Ric Zehr called the meeting to order at 12:01pm

ATTENDANCE

Board Members present were President Ric Zehr, Vice-President Justin Brugger, Treasurer Win Rood, Secretary MJ Klinker, Adam Day, Matthew Wirtz, and Charles Ray. Executive Director of the District, Kenneth Neumeister was present. Office Manager of the District, Erika Beachem was present. Support staff present were Vincent Heiny of Haller & Colvin, Ben Adams of Commonwealth Engineering, Gary Chapple of the Department of Health, and Marlie Reed of BCS Management.

APPROVAL OF MINUTES

Mr. Rood stated he read the January and February 2017 Board Meeting Minutes and motioned for approval. Mr. Day seconded. All ayes cast.

TREASURER'S REPORT:

Mr. Rood reviewed Financial Report and Claims to be paid and asked for approval. Mr. Day motioned for approval of the February Financial Report and Claims to be paid. Mr. Klinker seconded. All ayes cast.

APPROVAL OF PAYMENT TABS

Mr. Adams reviewed and recommended approval of the following Payment Tabs:

- Commonwealth, Construction Engineering, \$10,560.44
- Commonwealth, Other Services, Easement Assistance, \$911.19
- Commonwealth, Other Services, Easement Assistance, November Billings, \$10,024.23
- Commonwealth, Program Management, November Billings, \$875.82
- Fleming Excavating, Carroll-Hand Pay Estimate No. 1, \$104,676.52
- Wessler Engineering, Design bidding, Other Services; 3 Invoices from 2016, \$212,181.88

Mr. Adams indicated that only a portion of the \$212,181.88 amount will be submitted to SRF for reimbursement and the remainder will be submitted to the City of Fort Wayne, in accordance to the agreement on oversizing for the Carroll-Hand project area.

Mr. Rood motioned for approval of the above Payment Tabs. Mr. Day seconded. All ayes cast.

MAINTENANCE REPORT

Nathan Baggett, City Utilities Engineering, presented the Executive Summary of Operations and Maintenance report. Mr. Baggett stated Arcola Lift Station #1 has been replaced. He stated that District Field Service Manager Scott Lee and Field Service Tech Kameron Minor repaired lift stations, checked grinders, and completed a 10 hour OSHA Class. He stated City Utilities Engineering has made progress in customer audits and those audits should be wrapped up this month. He explained the customer auditing process and the Board of Health's involvement.

Mr. Baggett asked for the Board's consideration of the following Field Office improvement quotes:

- Paint The Town Graphics, Monument sign, Creation, Materials, and Installation- \$2,981.19

Mr. Rood motioned for approval of the Paint The Town Graphics quote in the amount of \$2,981.19. Mr. Day seconded. All ayes cast

- Lan-Con Electric, Inc., 17 LED lights, Emergency Exit Lights, Switches, and Wiring- \$9,430

Mr. Brugger motioned for approval of the Lan-Con Electric, Inc. quote in the amount of \$9,430. Mr. Ray seconded. All ayes cast.

COMMITTEE REPORTS:

Finance Committee- Mr. Brugger reported no meeting was held this past month. Mr. Brugger stated Umbaugh has verified 2017 SRF loan closing and it does not impact the District's planned rate structure for 2019. He explained this means, at this time, no other sources of funding are necessary. He stated Rate Update Letters were sent to the Class II Mayhew Customers, a total of 6 accounts, and an informational meeting has been scheduled for next week. He stated these 6 accounts are affected by the pre-payment of capital cost that expires April 1st, 2017. He also stated a meeting with Old National Bank and Finance Committee will take place in the next couple weeks to improve financial reporting.

New Development Committee- Mr. Klinker reported no meeting was held this past month. He stated there is an ongoing discussion with Commissioners about a Temporary Assistance Program (TAP). Mr. Day stated he was invited to the City Council meeting last week and shared TAP information with the City Council.

Hoagland Infrastructure Committee- Mr. Wirtz reported no meeting was held this past month, although a meeting is intended for next month. He stated the improvements for Hoagland to address regulatory upgrades are on hold. Mr. Heiny stated that the appeal is still alive until the time period established by the Indiana Court of Appeals has ended. Mr. Wirtz stated the committee is continuing to monitor the situation. Mr. Wirtz stated the District has received another letter from IDEM concerning with capacity and the committee will continue to respond. Mr. Adams stated a status reminder letter was received on February 7, 2017 from IDEM, stating Hoagland has exceeded average daily design flow in 2015. Mr. Adams said he would reply to the letter. Mr. Adams recommended Mr. Zehr ask the Commissioners about the Crowe Fund. Mr. Zehr confirmed he would ask the Commissioners about the Crowe Fund.

Personnel Committee- Mr. Brugger introduced the new District Office Manager, Erika Beachem. Ms. Beachem introduced herself and shared her professional background. Mr. Brugger stated training is to come from BCS Management and Umbaugh.

PUBLIC COMMENTS



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Mr. Zehr opened the floor for Public Comments at 12:39pm. Steve Miller, Platter Parkway Customer, wanted to know why the flow has doubled to over 10,000 gallons in December and January. Mr. Neumeister stated due to heavy rainfall in the months of January and February, it is possible an infiltration problem has occurred. Mr. Neumeister stated the March flow rate has dropped back to normal. Mr. Adams confirmed the March flow rate has dropped back to normal. Mr. Neumeister stated Scott Lee and Ryan Walls have walked the Platter Parkway area and have not found reasons for the increased flow rate. Mr. Neumeister stated Scott Lee will revisit the area to investigate. Mr. Neumeister stated he will share more information about a smoke test for the area later in the Board Meeting. Mr. Adams stated he will keep the Platter Parkway area customers informed about findings.

EXECUTIVE DIRECTOR'S REPORT

Mr. Neumeister asked for consideration of the following:

- Commonwealth, Smoke Testing for Woodburn/Platter Parkway- not to exceed \$3,000

Mr. Rood motioned for approval of the Commonwealth, Smoke Testing for Woodburn/Platter Parkway and amount not to exceed \$3,000. Mr. Day seconded. All ayes cast.

- Rut Repair, Stone, Hoagland Lagoon-not to exceed \$1,500

Mr. Day motioned for approval of Rut Repair, Stone, Hoagland Lagoon-not to exceed \$1,500. Mr. Rood seconded. All ayes cast.

- Credit card limits:
 - \$5,000- Kenneth Neumeister
 - \$2,500- Scott Lee
 - \$1,000- Kameron Minor

Mr. Rood motioned for approval of the above District credit card limits. Mr. Day seconded. All ayes cast.

- Re-grading of Field Office stone storage lot, not to exceed \$6,500

Mr. Day motioned for approval of the Re-grading of Field Office stone storage lot, not to exceed \$6,500. Mr. Rood seconded. All ayes cast.

Mr. Neumeister reported the following Improvement Fund transaction:

- Turn Key Painting, Field Office, Indoor and Outdoor painting complete, \$8800.50

PROJECT UPDATES-2014-2015 PER PROJECTS (finished construction, last connections, closeouts):

Mr. Adams stated these are projects that were completed at the end of last year. He stated the District coordinates a monthly meeting with Fort Wayne Development Services regarding connection status and other details. Mr. Adams stated that Ms. Beregszazi, Mr. Neumeister, and himself are working on a list of properties that may have not connected, as well as a separate list for those interested in TAP. Mr. Neumeister stated the District are close to completing inspections. Mr. Neumeister recommended the City of Fort Wayne take over inspections for the retail areas of the District. Mr. Neumeister stated control box inspection would be included in the City of Fort Wayne's inspections.

PROJECT UPDATES-2015-2016 PER PROJECTS (loan closed, construction starting):

Mr. Adams reported the March 9th SRF closing for the Union Chapel-Tonkel, Poe, Andar-Pion, Glen Elm, and Carroll-Hand project areas. He stated Fleming Excavating was issued a Notice To Proceed on March 13th for Carroll-Hand. He stated Rothenberger was issued a Notice to Proceed on March 13th for Poe. He reported Union Chapel-Tonkel and Andar-Pion issuance of Notice to Proceeds are delayed until April 10th. He stated Glen Elm issuance of Notice To Proceed is delayed until May 15th.

He reported Pre-Construction Meetings as follows:

- March 20th- Poe
- March 21st- Carroll-Hand
- March 27th- Union Chapel-Tonkel
- March 30th- Andar-Pion and Glen Elm

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

Mr. Adams stated the PER has been submitted for these projects in June 2016. He stated the District is ranked high on SRF's PPL.

OLD BUSINESS:

None.

NEW BUSINESS:

Mr. Adams asked for consideration of Grinder Pump Station Rehabilitation Quotes – Muldoon Road & Winchester Road Service Areas

- Zimmerman Septic Services, Grinder Pump Station Repairs, Muldoon Road, \$53,950
- Zimmerman Septic Services, Grinder Pump Station Repairs, Winchester Road, \$57,480

The approval is contingent upon confirmation of available funds within each project's replacement fund.

Mr. Day motioned for approval of the Zimmerman Septic Service quote for grinder pump station repairs on Muldoon Road in the amount of \$53,950 and grinder pump station repairs on Winchester Road for \$57,480. Mr. Klinker seconded. All ayes cast.

COMMENTS FROM THE BOARD

None.

ADJOURNMENT

At 1:08pm Mr. Zehr adjourned the meeting.



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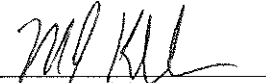
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Minutes

Prepared By:


Erika L. Beachem, Office Manager

Approved By:


MJ Klinker, Secretary