

**ALLEN COUNTY REGIONAL WATER AND SEWER DISTRICT
BOARD OF TRUSTEES MEETING** August 23, 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 12:04 p.m.

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. 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: DeWayne Nodine of FWCU and Marlie Reed, BCS Management.

APPROVAL OF MINUTES

- Mr. Rood made a motion to approve the July 26, 2017 Board Meeting Minutes and Mr. Wirtz seconded the motion. All ayes cast except Mr. Brugger who requested to be abstained as he was not present at the last Board Meeting.

TREASURER'S REPORT

Mr. Rood reviewed the Treasurer's Report:

- Mr. Rood reviewed the Balances Summary, discussed the merge of the Construction Fund and Improvement Fund accounts.
- **Mr. Zehr motioned the approval of the Treasurer's Report, Mr. Klinker moved to approve and Mr. McDermit seconded. All ayes cast.**

APPROVAL OF PAYMENT TABS

Mr. Adams reviewed and recommended the Board approve the following Zimmerman, Commonwealth and Fleming Excavating Invoices.

• Invoice #03050 – Zimmerman Septic Services, Inc., Grinder Pump Station Improvements Muldoon Rd.	\$ 13,000.00
• Invoice #03103 – Zimmerman Septic Services, Inc., Grinder Pump Station Improvements Winchester Rd	\$ 28,255.00
• Invoice #39599 – Commonwealth Construction Engineering, Construction Engineering	\$ 8,492.43
• Invoice #39600 – Commonwealth Construction Engineering, Resident Project Representation (Inspection)	\$ 15,122.85
• Invoice #39601 – Commonwealth Construction Engineering, Miscellaneous Additional Services	\$ 2,504.26
• Invoice #39602 – Commonwealth Construction Engineering, General Consulting	\$ 4,422.43
• Payment Tab #04 – Rothenberger Company, Inc. 2015 Septic Relief Village of Poe	\$292,860.74
• Payment Tab #05 – Fleming Excavating, Inc. Sanitary Sewer Extension (Carroll Road – Hand Road)	<u>\$100,047.35</u>
Total:	\$464,705.06

- Mr. Wirtz questioned if Invoice #03050 was a lump sum as it did not have a percentage complete listed
- Mr. Adams to verify Invoice #03050 – is a final payment to Zimmerman

Mr. Rood made a motion to approve Zimmerman Invoice No. 03050, 03103; Commonwealth Invoice No. 39599-39602; Rothenberger Payment Tabulation No. 04 and Fleming Excavating Payment Tabulation No.05, for a combined total of \$464,705.06. All ayes cast.

EXECUTIVE DIRECTOR REPORT

Mr. Morris reported on the Executive, Maintenance and Financial Report.

- CU performed sampling at 3 of the 4 previously failed lift station sites and all 3 passed without violations.
- Two structure location found in Platter Parkway have been sealed.
- Mr. Morris to complete job descriptions for next month
- Draft letter out for Shared Service Agreement with CU to clarify what is working/not working with the District and the City of Fort Wayne
- Confirm odor issues on Trentman Rd are no longer an issue - Field Staff to install roof vent filters
- Mr. Morris to continue to work with Mr. Baggett on historical asset tool
- Approve bid to widen gate at St. Aloysius lift station
- Mr. Morris to complete 2018 budget for October
- Confirm broken wire on the lead to the aerator at the Hoagland ponds are fixed

COMMITTEE REPORTS AND RECOMMENDATIONS

Finance Committee:

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

- 2016 State Board Accounts Audit Exit Conference was held on August 17th, audit results will be released (45 days after meeting), in early October and considered confidential until final report is released.

New Development Committee:

Mr. Klinker reviewed the New Development Committee Activity Report

- The Committee met and continuing to rectify 2016 Non-Connectors. The committee discussed authorizing additional time to connect for customers who paid or are missing inspections but for those who have made no serious effort extensions will not be available.
- **Recommendation: Affirm Umbaugh engagement of \$5K for financial plan for 2017 Septic Elimination Project. Mr. Zehr motioned the approval and Mr. Rood seconded. All ayes cast**
- **Recommendation: Send letter to Islepine area stating that a project will not be done in near future. Mr. Klinker motioned. Mr. Rood seconded. All ayes cast**
- **Recommendation: Continue to have second PIR presentations for City Led areas (Dupont Rd West, Lafayette Center Rd/Branstrator areas). Mr. Zehr motioned the approval and Mr. Wirtz seconded. All ayes cast**
- **Recommendation: Proposal from Commonwealth for \$10K for PIR work for rural Zanesville, Arcola, and Hessen Cassel areas. Mr. Zehr motioned the approval and Mr. Rood seconded. All ayes cast.**
- Next step to identify 2016 non-connects and start enforcement actions. Mr. Morris to start working through this process
- Seek counsel on special assessments for Union Chapel/Lynbrook Dr. area as we were not expecting construction to be done early.

Infrastructure Management Committee:

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

- Committee discussed the following: complaint tracking analysis, lift station inventory work, the need for updated mapping of the Hoagland issue as mentioned by New Development Committee.
- No update from the Lochmueller Group or update on the Crowe Study
- Discussed Fort Wayne's MOU lift station changes, as well as potential to partner with Commonwealth on Fort Wayne retail area
- Mr. Morris to start some discussions in Fort Wayne retail area
- **Recommendation: Heritage High School/Monroeville areas should be left alone for now until Umbaugh proposals are reviewed due to cost not being feasible at the moment. Mr. Wirtz recommends we wait for more information. Mr. Brugger asked about the status of the refund from Woodburn. Mr. Heiny commented that he has had many conversations from John Julien and SRF has \$300K available to provide relief to Woodburn but not sure what form that would be, perhaps as discounted rate over a period of time. Mr. Heiny raised issue of Platter Parkway System being bought out and also suggested a meeting with Mr. Julien (via phone), Umbaugh, Mr. Morris and himself, which should happen in Fort Wayne. Mr. Zehr mentioned that he would like to attend. Mr. Morris will coordinate this meeting.**
- Mr. Adams agreed to follow up on the Umbaugh Rate Study regarding Hoagland Regionalization and will ask Umbaugh to also factor in the timing of these payments as payments may be staggered.

PUBLIC COMMENTS

- At 12:35pm. Mr. Zehr opened the floor for public comments. Ms. Marlie Reed, BCS Management addressed the Board.

Personnel Committee:

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

- Committee met last month to continue discussion of transition of employee benefits. Many providers were discussed but no actions required by the board this month
- Mr. Zehr suggested the year end would be a good time to further this discussion

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

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

- Mr. Adams said construction is complete and mentioned that District sent non-connectors certified letter 30 days ago. Ms. Beachem confirmed some of these connectors are getting half rate. Mr. Adams said that the customers in the Yoder area are receiving a full rate, whereas Fort Wayne retail customers are getting the half rate billing. Mr. Adams said the customers will be billed for full rate once physically connected.
- Mr. Heiny mentioned potential for liens, warned of a case from another county where they were spent \$70K for one homeowner to connect and that county never recovered.
- Mr. Wirtz also said that connections are not forced by the District nor does the Board of Health force connections
- Mr. Zehr suggested the District confirm the 2016 non-connect list

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

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

- Mr. Adams mentioned PPL is now in construction, updates provided at meeting. Builds in Carroll Hand/Poe area as work there is active, Union Chapel was delayed but construction has started again. Construction is working in Andar/Pion. Glen Elm area will start construction in a week or so. Added more connections in Poe and 1-2 additional connections in Andar/Pion area. Mr. Adams said that things are going relatively smooth.

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

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

- Mr. Adams said that another round of technical review comments were received, additional review was requested due to change of scope from original PER. SRF said we are top of list for funding and favorable reviews.

OLD BUSINESS

- Platter Parkway – 2 locates found and have been sealed.

NEW BUSINESS

- None

ADJOURNMENT

- Mr. Zehr made a motion to adjourn the meeting. Mr. Brugger seconded the motion. All ayes cast. The meeting was adjourned at 12:45pm.

Respectfully submitted,
Erika Beachem, District Office Administrator


MJ Klinker, Secretary

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