

**ALLEN COUNTY REGIONAL WATER AND SEWER DISTRICT
BOARD OF TRUSTEES MEETING*February 28, 2018**

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 12:00 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 Engineers, Inc.. Support Staff present were: Vince Heiny of Carson Boxberger. There were 04 visitors: Nathan Baggett of FWCU, Don Niemeyer of 14414 Coopers Hawk Cove in Hoagland, Stephanie Fuhrmann of 9436 Hoagland Road in Hoagland, Steve Miller and Judy Miller of 4814 N. Webster Road.

APPROVAL OF MINUTES

Mr. Rood made a motion to approve the January 24, 2018 Board Minutes as distributed and reviewed. Mr. Klinker seconded the motion. All ayes cast

TREASURER'S REPORT

Mr. Rood made a motion to approve the Treasurer's Report Mr. Klinker seconded. All ayes cast.

APPROVAL OF PAYMENT TABS

Mr. Adams reviewed and recommended the Board approve the following Commonwealth Invoices; Fleming Excavating, Inc. and Rothenberger Company, Inc. Claims and Change Orders totaling \$289,226.51. Mr. Rood made a motion to approve the Claims to be paid. Mr. Klinker seconded the motion. All ayes cast

APPROVAL OF PAYMENT TABS

• Change Order #01 – Fleming Excavating, Inc., Carroll Road-Hand Road Sanitary Sewer Extension	(decrease) \$	3,848.14
• Change Order #02 – Rothenberger Company, Inc., 2015 Septic Relief Projects – Village of Poe	\$	87,475.92
• Invoice #40707 – Commonwealth, Start-Up Assistance/Project Closeout, 2015 Septic Relief Projects	\$	10,601.17
• Payment Tab #02 – Service Electric, ACRWSD Lift Station Emergency Power Receptacles	\$	9,968.35
• Payment Tab #06 – Rothenberger Company, Inc., Sonata Dr – Popp Rd – Woodstone Pl – Prophet's Pass	\$	49,948.58
• Payment Tab #08 – Fleming Excavating, Inc. Sanitary Sewer Extension - Carol Road/Hand Road	\$	81,376.87
• Payment Tab #10 – Rothenberger Company, Inc., Village of Poe Sanitary Sewer Improvements	\$	49,855.62
	Total:	\$289,226.51

EXECUTIVE DIRECTOR REPORT:

Mr. Morris reported on the Executive Report – No Board Recommendations:

- District has been working with FWCU Accounting to complete the 2017 General Ledger. Mr. Morris reported that it took several weeks to receive a corrected GL.
- District would like to hire a full time assistant to help with the office functions in accordance with our 2018 budget.
- There are still six 2016 non-connects. Certified letters will be sent outlining our next steps.
- Mr. Morris has been working with mobile home park property owner who recently purchased the South Crest Family Trust. This owner learned after-the-fact of the abundance of liens placed on this property from the previous owners.
- We are also working with the property owner of the 5526 Goshen Rd who also has liens on his property but claims he was not notified of the grinder station being installed on his property. Mr. Morris reported that he checked with Department of Health but was unable to find any signed documents to show otherwise.
- The District received a written complaint from the Fuhrmanns of 9436 Goshen Road regarding water in their basement from a rain event. Mr. Morris stated that he has some new information to give to the Fuhrmann's after the Board Meeting.
- All of the nine lift stations have the necessary parts installed in order to power up the generator. Once there is a break in the weather the District plans to have City Utilities hook up a generator to ensure everything works.
- We have budgeted \$130,000 in the 2018 budget to look at the Hessen Cassel Benzinger station, which is one of our problem stations. We are looking at sealing 9 or 10 of the manholes. We are also doing some wet weather investigations to see if wet weather is adding to the overflow problem out there.
- Our inventory program is ready to start. Mr. Morris stated he has a proposal packet for bidders.
- We are working through issues with billing in regards to the TAP program. There are currently 2-3 applications to be reviewed.

- The Sewer Grinder Station Protection Program has no changes at this time and we are still trying to see if what options we want to offer.

Mr. Morris recommended dropping the liens for 5526 Goshen Rd in the amount of \$918.59 so that we can proceed with getting the owner hooked up to sewer. The owner understands he will be responsible for the \$2,000 connection fee and costs associated with connecting his home to the grinder.

Mr. Rood motioned to allow these liens to be dropped and Mr. McDermitt seconded the motion. All ayes cast.

Maintenance Report:

Mr. Baggett reported on the Maintenance Report – No Board Recommendations:

- Mr. Baggett mentioned that we had 2 overflows including one at the grinder station at 2915 Maples Road due to a failed pump and also at the grinder station at 1228 Westerly Road due to a frozen motor starter. These incidents have been reported to IDEM.
- There were several maintenance calls out to various places most notably the Greater Creek area; mostly frozen motor starters were a big issue in January.
- In regards to the flow meter data, January was not as wet as the January of 2017, so flows were down considerably from last year.
- Mr. Baggett reported on City Utilities involvement with the Marion Center Lift Station design and is successfully working with Commonwealth on some issues within the Hoagland area.

There are no recommendations for the Board at this time.

COMMITTEE REPORTS AND RECOMMENDATIONS

Finance Committee:

Mr. Brugger reviewed the Finance Committee Activity Report.

- The Committee recommended that the Board approve the purchase by FWCU from the ACRWSD for the Vermeer Tractor Vacuum for \$45,000.00, which as previously mentioned is too big for the ACRWSD to use. Funds for the sale will go to the Operating Fund.

Mr. Klinker motioned to approve the sale. Mr. Orr seconded. All ayes cast.

- Mr. Brugger recommended that the Board approve getting quotes for the initial inventory that will be kept on hand for approximately \$92,000.

Mr. Wirtz motioned to approve getting quotes and Mr. McDermitt seconded. All ayes cast.

New Development Committee:

Mr. Klinker reviewed the New Development Committee Activity Report – No Board Recommendations:

- Mr. Klinker provided the Board with an update on the 2016 projects that are in design and the preliminary design phases are nearly complete: including Lafayette Center Rd, Dupont Rd West, Monroeville, Marion Center Rd, and the Hoagland Regionalization.
- We have two projects in the Maples Community that have yet to enter into engineering contracts. Those 6 projects are what we are currently asking SRF for help with financing. Depending on financing will determine if any of these projects will need to be dropped.
- The next deadline for a PER package is in June and will be working towards putting that project together.
- The Connection Assistance program has a balance of \$40,000.00. We have 3 fully completed applications and we will make a determination on those in a couple of months

At this time there are no recommendations for the Board but ongoing actions are to send pre-construction correspondence to the project areas that are in the design phase. We have 2 areas in which the 90-Day connection period has expired, these include Union Chapel/Lynbrook Drive and Andar Trail/Pion Road. We will also send connection notices for Carroll Hand and the Community of Poe.

Infrastructure Management Committee:

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

- Mr. Wirtz stated that the Infrastructure Committee also met on February 5, 2018. We continued discussions on new business and Mr. Adams provided timeline for projects in coordination of the design with Mr. Baggett for Hoagland.
- There were also growing discussions on other capital items associated with fixing additional infrastructure.
- The Committee also continued to talk about fixing some manholes and working on the Hessen Cassel overflow area.

Personnel Committee:

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

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

Mr. Adams distributed and reviewed the 2017 Project Updates.

- Mr. Adams stated most of the construction is complete except for the Glen Elm Project. Outside of the Poe and Carroll-Hand Projects, construction is complete and final change orders have been approved, and notice to connect letters will be mailed out soon.

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

Mr. Adams distributed and reviewed the 2018 Project Updates.

- Mr. Adams provided an update on the project designs that are nearing completion and working with Mr. Baggett for the final regionalization plans.
- Mr. Adams stated that his goal is to have the appropriate materials out to IDEM or to the City of FW, local unit permitting mid-March and for bids to happen in April or May to prepare for the mid-year loan closing.

OLD BUSINESS

- Indiana Finance Authority Update – Platter Parkway Customer. Mr. Heiny reported Mr. Jillian has made several attempts to reach Bill Harkins at SRF and has not heard back. Mr. Heiny advised that he did not anticipate having any issues with SRF regarding the grant figures intended for the District - Platter Parkway Customers.

PUBLIC COMMENTS

At 12:30 pm Mr. Zehr opened the floor for public comments.

- Ms. Stephanie Fuhrmann of 9436 Hoagland Rd, Hoagland, IN addressed the Board regarding the damages that occurred in her home on November 18th, 2017 in the amount of \$11,718.45.
- *Mr. Morris stated that he would share an update with Ms. Fuhrmann after the Board meeting to discuss what has been accomplished since they last spoke including financial considerations.*
- Mr. Don Niemeyer of 10201 Wayne Trace addressed the Board regarding the MOU between City Utilities and the Allen County Regional Water and Sewer District.

NEW BUSINESS

- Mr. Brugger stated he would like to make a motion for the Board to send a letter of opposition from the Executive Director for House Bill 1233. This bill will prevent City or County employees from serving on the District Board. Mr. Brugger said that we have had numerous City and County members on this Board who have served the District well. *Mr. Brugger made a motion to approve. Mr. Klinker seconded. All ayes cast.*

COMMENTS FROM THE BOARD

- No comments from the Board.

ADJOURNMENT

- *Mr. Brugger made a motion to adjourn the meeting. Mr. Wirtz seconded the motion. All ayes cast. The meeting was adjourned at 12:55 pm.*

Respectfully submitted,
Erika Beachem, District Office Administrator



Mr. Klinker, Secretary