

**ALLEN COUNTY REGIONAL WATER AND SEWER DISTRICT
BOARD OF TRUSTEES MEETING*January 24, 2018**

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

MINUTES

OATH OF OFFICE

Ric Zehr, Kevin McDermitt, Jim Orr took the Oath of Office for a renewal of their terms.

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 (Late Arrival), Ex-Officio Gary Chapple, Kevin McDermitt (Late Arrival) were present. Executive Director: Jeff Morris, District Office Administrator: Erika Beachem, District Field Service Manager: Scott Lee, District Engineer: Ben Adams of Commonwealth Engineers. Support Staff present were: Vince Heiny of Carson Boxberger. There were 19 visitors: Nathan Baggett and DeWayne Nodine of FWCU, Jennifer Manon, Kristen Buell, Matt Kolter, Stan Hegerfeld, Brent Hegerfeld, Jane and Dave Linker, Jon Hlong, John Beckman, Stan Minnich, Troy McDonald, Mike Sorg, Jon Niemeyer of 10201 Wayne Trace in Fort Wayne, Don Niemeyer of 14414 Coopers Hawk Cove in Hoagland, Stephanie Fuhrman of 9436 Hoagland Road in Hoagland, Steve Miller and Judy Miller of 4814 N. Webster Road.

SLATE OF OFFICERS FOR 2018

Mr. Klinker made a motion to keep the same officers as in 2017. Mr. McDermitt seconded the motion. All ayes cast.

FORMATION OF COMMITTEES

Mr. Rood made a motion to keep the same formation of committees as in 2017. Mr. Orr seconded the motion. All ayes cast.

APPROVAL OF MINUTES

Mr. Rood made a motion to approve the December 13, 2017 Board Minutes as distributed and reviewed. Mr. McDermitt seconded the motion. All ayes cast

TREASURER'S REPORT

Mr. Rood made a motion to approve 2017 Accounts Payable Voucher Register Corrections. Mr. Klinker seconded the motion. All ayes cast. Mr. Brugger made a motion to approve the January 2018 Claims to be paid. Mr. Klinker seconded the motion. All ayes cast.

APPROVAL OF PAYMENT TABS

Mr. Adams reviewed and recommended the Board approve the following S&S Directional and Rothenberger Change Orders and Invoices. Correction to Change Order#1 for Service Electric was changed to reflect correct amount of \$10,493.00 and not \$7,278.90. The total of all entries for this period changed from \$171,678.00 to \$174,893.00. Mr. Rood made a motion to approve the Claims to be paid. Mr. Klinker seconded the motion. All ayes cast

• Change Order #01 – Service Electric, ACRWSD Lift Station Emergency Power Receptacles	\$ 10,493.00
• Invoice #40368 – Commonwealth, Construction Engineering Services, 2015 Septic Relief Projects	\$ 10,575.40
• Invoice #40369 – Commonwealth, Resident Project Representative, 2015 Septic Relief Projects	\$ 12,378.58
• Invoice #40370 – Commonwealth, Start-Up Assistance/Project Closeout, 2015 Septic Relief Projects	\$ 7,428.93
• Invoice #40535 – Commonwealth, Construction Engineering Services, 2015 Septic Relief Projects	\$ 3,775.05
• Invoice #40536 – Commonwealth, Resident Project Representative, 2015 Septic Relief Projects	\$ 9,257.77
• Invoice #40537 – Commonwealth, Start-Up Assistance/Project Closeout, 2015 Septic Relief Projects	\$ 6,108.02
• Invoice #01577 – Amstutz Excavating, LLC, 2013 Septic Replacement Program – Final 12414 Redding Rd.	\$ 22,387.50
• Invoice #12318 – Northeastern Indiana Regional Coordinating Council, 2017 SRF Labor Administrative Services	\$ 8,969.00
• Payment Tab #05 – Rothenberger Company, Inc., Sonata Dr – Popp Rd – Woodstone Pl – Prophet's Pass	\$ 76,393.85
• Payment Tab #09 – Rothenberger Company, Inc., Village of Poe Sanitary Sewer Improvements	\$ 7,125.00
	Total: \$174,893.00

EXECUTIVE DIRECTOR REPORT:

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

- Mr. Morris shared with the Board that the District has worked through Shared Agreement Program with Section D and to get Section D removed from said Shared Service Agreement. Outside vendors are supplying those services with the benefit of reduced costs.

- E-billing is complete and on-line. Mr. Morris made the comment that it seems to be working well for both the staff and customers.
- All work at the Field Office is complete, including the stump removal and stone bedding for the parking lot.
- Mr. Morris stated that the District is preparing to send the 6 certified letters for the 2016 Non-connected customers.
- Mr. Baggett and Mr. Morris have begun discussions regarding Hoagland for overall preventive maintenance programs.
- Mr. Morris mentioned that Mr. Adams has informed us that Commonwealth has obtained the quote from Service Electric to finalize work at the control panels. at 9 of our lift stations.
- The District has budgeted \$130,000 for the PM work due in the Benzinger/Hessen Cassel lift station.
- The District will partner with FWCU to get on their package for manhole lining which will help the district save on mobilization and demobilization costs.
- The District will start an inventory program at the Field House and Mr. Morris is just waiting for some final costs for materials.
- Mr. Morris further stated that we are working on how we will bill property owners for the TAP Program and so far there are three applicants.
- Mr. Morris also stated that we are getting some final numbers for the grinder pump station maintenance program.

Maintenance Report:

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

- Mr. Baggett stated that in December there were two overflows at grinder stations, one was due to a failed float and the other was due to a tripped breaker in the home. Both were reported “to IDEM”.
- In regards to the Operations Report, there were 286 locates. We did not discharge from the Hoagland lagoons last month.
- There were several call-outs for repairs to grinder stations.
- The PM Program, as previously mentioned by Mr. Morris in the Executive Director’s report, will be focused in the Greater Cedar Creek Contract C Area.
- In regards to the Performance Summary, we had 11 inches of snow plus a little over an inch of rain. December of 2017 was actually dryer than the previous December of 2016. The rainfall report also indicated a dry December.
- The Bypass Reports were included in the packet for the Board to review and were also sent to IDEM. Mr. Baggett also provided a Revenue Report and the MRO for the Board to review.
- Mr. Baggett stated that there will be more progress with Commonwealth and the Hoagland Regionalization Design Collaboration in the near future

There are no recommendations for the Board at this time.

COMMITTEE REPORTS AND RECOMMENDATIONS

Finance Committee:

Mr. Brugger reviewed the Finance Committee Activity Report – Board Recommendations:

- Committee recommended the adoption of the Purchasing Policy.

Mr. Brugger made a motion to approve the Purchasing Policy as distributed and reviewed. Mr. Rood seconded the motion. All eyes cast.

- Executive Director has performed performance reviews for each employee and has recommended wage adjustments. The Personnel Committee did vote to approve these recommendations.
 - *Mr. Wirtz and Mr. Zehr suggest the Personnel Committee should set a policy for cost-of-living raises.*

Mr. Brugger made a motion to approve the recommended wage adjustments as distributed and reviewed. Mr. Klinker seconded the motion. The motion passed with 4 votes in favor, 2 opposed.

New Development Committee:

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

- Mr. Klinker reviewed the New Development Committee Activity Report and stated that the Committee met this month and had discussed primarily “on-going” things.
- Mr. Klinker reminded the Board that in addition to the Hoagland infrastructure project we also have engineering contracts for Lafayette Center Road, DuPont Road West, and Monroeville Center Road.
- The Committee has taken action to review future project areas but nothing significant to report but that there will be preliminary meetings in the future.
- The Connection Assistance Program now has a balance of \$40,000.00 and 5 applications have been requested including one complete application.
- *Mr. Klinker reiterated the importance of the Public Hearing today at 12: 30 pm and the approval of PER.*

Infrastructure Management Committee:

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

- Committee summary was given to the Board including capital planning project and updates. Mr. Adams will provide those updates as well as the partnering previously mentioned by Mr. Baggett later during the Project Updates segment of the meeting.
- Committee recommends that the District retains the ability to approve or disapprove bids and leverage better pricing for the manhole rehabilitation. Board agreed this recommendation did not need to be voted on.

Personnel Committee:

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

- Committee discussion about the 457 plan that is now in place.
- Committee recommendation to provide Vision Coverage to employees at no cost. Currently, there is only one employee who expressed an interest. This Vision Plan would be \$9.00 a month cost to the employee. Committee will continue to investigate Vision Coverage for employees.

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 residents are hooking up.

PUBLIC HEARING (12:30pm)

Mr. Adams distributed and reviewed a Summary of the 2016 Sanitary Sewer Improvements Preliminary Engineering Report.

Don Niemeyer of 10201 Wayne Trace addressed the Board. Mr. Niemeyer stated he has been present and given data for the October, November and December 2017 Board of Director meetings. Most of that presentation Mr. Niemeyer shared with the Board directly pertained to \$3.99 million dollar regionalization plan. Mr. Niemeyer advised the Board he was there to give comment and submit written materials and data to be included in Appendix O of the PER as part of the official PER Document. Mr. Niemeyer had also requested that the same items be included in their entirety as part of the official record of the Sewer District.

Jon Niemeyer of 14414 Coopers Hawk Cove addressed the Board. Mr. Niemeyer asked for the Board for a moment as he shared the history of the District and what it has evolved into--where it used to be and where it is. Mr. Niemeyer also shared since the inception of the District, the intent of the District has always been to solve pollution problems, whether in county run facilities or city run treatment plants, with clean water being the ultimate goal. As a rate payer, he strongly object to his sewer payments being used to take over towns and villages that are currently being served privately and questioned if this was just one more step for Fort Wayne to control the entire county? Is this the road to UNIGOV?" Mr. Niemeyer requested that the Board consider appointing Allen County Sewer District rate payers from across the entire county, particularly the rural sections, as the current makeup of this Board is clearly in the City of Fort Wayne's control. Mr. Neimeyer reminded the Board when they agreed to serve on this board, which by state law is to give due consideration to the interests of the rate payers, not future ones, but the current ones who as in Hoagland's case have helped haul the mail for this District since 1982. You need to consider the entire district's additional expense for this project, as well as expanded cost for the treatment of Hoagland's effluent due to Fort Wayne's much higher treatment costs."

Mr. Arden Hoffman of 14510 Coopers Hawk Cove addressed the Board. Mr. Hoffman advised the Board that the perception from the Hoagland Community was not a good one and that corruption comes to mind. Mr. Hoffman reminded the Board that he was a homeowner in Hoagland and asked the Board to take heed to the concerns that were presented during the hearing.

Mr. Zehr closed the Public Hearing at 1:05pm - indicating there were no more comments.

PUBLIC COMMENTS

At 1:06 pm Mr. Zehr opened the floor for public comments.

- **Ms. Stephanie Fuhrmann of 9436 Hoagland Rd** commented on a sewer back up in her home on November 18th 2017, after approximately 3 inches of rain, a thousand gallons of raw sewage seeped into the lower level of her home due what she feels is an inflow problem. She stated that this situation has been previously documented by the Board and that she has submitted her damages, costing \$11,000.00. Ms. Fuhrmann asked if there was any resolution. She further stated that Mr. Morris called her after looking into some of the claims. She mentioned that the forced main in Hoagland does not help her. Ms. Fuhrmann also expressed concern about illegal hook-ups in her area. She further stated that she is concerned about her rates going up and yet she has this continuing problem. Ms. Fuhrmann also stated that she felt that 3 inches of rain was not a catastrophic weather event and that had it not been for her husband pulling out the valve in the back yard, there

could have been more sewage going into their house, instead 3-4 thousand gallons of raw sewage that went into the backyard.

- **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.**

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

Adams distributed and reviewed the 2016 PER Resolutions.

- NDC Committee updates have been outlined in the New Development Committee report in conjunction with the 2016 PER Public Hearing. Mr. Adams requested for the Board to adopt both 2016 PER Resolutions such that the project can receive formal approval from SRF. Mr. Adams stated that the second resolution is a signatory authorization resolution that one of the Appointees of the Board of Trustees will be designated to be the authorized notary for SRF documents and would also ensure that the District agrees to comply with IDEM and any other federal requirements pertaining to the PER.

Mr. Brugger made a motion to approve the first resolution for submission to IDEM. Mr. McDermit seconded. All ayes cast.

Mr. Rood made a motion to approve Mr. Zehr to be the signatory authorizer for second resolution Mr. McDermit seconded. All ayes cast.

OLD BUSINESS

- **Indiana Finance Authority Update – Platter Parkway Customer.** Mr. Heiny provided an update to the Board regarding his last conversation with Mr. Jullian regarding the grant figures intended for the District - Platter Parkway Customers. Mr. Heiny stated he will follow up with Mr. Jullian to see if there have been any progress.
- **Hoagland Inflow Problem**
Mr. Morris agreed to meet with Ms. Fuhrmann after the Board Meeting to further discuss.

NEW BUSINESS

- Mr. Adams requested for the Board to approve his General Consulting for Professional Services Contract (Task Order No. 2018-04) to renew his general services contract – services include a not-to-exceed fee of \$32,500.

Mr. Klinker made a motion to approve Task Order No. 2018-04 as distributed and reviewed. Mr. Brugger seconded the motion. All ayes cast.

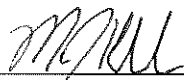
COMMENTS FROM THE BOARD

- Mr. Brugger made a comment stating that the Board does remain a Pro Bono Board just as it was in the 1970s; none of the members are compensated by the ACRWSD for their services.

ADJOURNMENT

- Mr. Rood motioned to adjourn. Mr. Wirtz seconded. The meeting was adjourned at 1:18 pm

Respectfully submitted,
Erika Beachem, District Office Administrator



MJ Klinker, Secretary