

ALLEN COUNTY REGIONAL WATER AND SEWER DISTRICT

BOARD OF TRUSTEES MEETING*March 28th, 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: 04 pm.

ATTENDANCE

Board Members present were: President: Ric Zehr, Vice-President: Justin Brugger, Treasurer: Win Rood, Secretary: MJ Klinker, Kevin McDermit, Matthew Wirtz, Ex-Officio Gary Chapple and Jim Orr. Executive Director: Jeff Morris, District Office Administrator: Erika Beachem, District Engineer: Ben Adams of Commonwealth Engineering. Support Staff present: Vince Heiny of Carson Boxberger. Nathan Baggett, City Utilities Engineering.

APPROVAL OF MINUTES

Mr. Rood motioned to approve the February 28th, 2018 Board Meeting Minutes. Mr. Wirtz seconded. All ayes cast.

TREASURER'S REPORT

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

APPROVAL OF PAYMENT TABS

Mr. Adams reviewed and recommended the Board approve the following Commonwealth invoice and Rothenberger Company Inc. claims totaling \$227,800.27.

- Payment Tab #07 – Rothenberger Company, Inc., Sonata Dr – Popp Rd – Woodstone Pl – Prophet's Pass \$224,009.57
 - Invoice #40900 – Commonwealth, Start-Up Assistance/Project Closeout, 2015 Septic Relief Projects \$3,790.70
- Total: 227,800.27**

Mr. Rood made a motion to approve the Claims to be paid. Mr. Klinker seconded. All ayes cast.

EXECUTIVE DIRECTOR REPORT

Mr. Morris reported the Executive Director Report – No Board Recommendations

- Mr. Morris shared with the Board that the District has received a General Ledger from FWCU Accounting and the District has been using it.
- He has been working with the new owner of the Southcrest Mobile Home Park. The new owner has almost \$40,000 in liens that was accrued before he bought the property and he says he was not aware of the liens when he bought the property. The property owner is asking for the District to provide assistance to allow him to afford to keep the property. The Finance Committee discussed possibly crediting half the liens owed and the property owner would be responsible for the other half. A meeting has been held with the property owner and we are still working on a decision.
- All of the components have been installed in all 9 lift stations and will be complete in the next week or two since the weather has improved.
- District field staff identified a wet weather flow problem just upstream of the Hessen Cassel/Benzinger Lift Station. We have purchased a plug to temporarily plug that line so upstream flow will not be able to flow to that lift station. We will see how that works and do something more permanent if needed.
- We are still working through how the District will bill the property owners who have applied for the Connection Assistance Program (CAP). We are working with FWCU Shared Services Agreement to see how we can get that done.
- The Sewer Line and Grinder Station Protection Program have no changes at this time. We are still several years out before another area gets one hundred percent turned over to the City of Fort Wayne so we have plenty of time to get the program up and running.

MAINTENANCE REPORT

Mr. Baggett reported the Maintenance Report – No Board Recommendations

- Mr. Baggett shared that District Field Team responded to 301 utility locate calls during March.
- There were 3 IDEM incidents. Two at grinder stations and one at the Hessen Cassel/Benzinger Lift Station.
- In Hoagland, we were discharging at the lagoons and the MROs and DMRs are included in the Maintenance Report.
- Scadata continues to be a useful tool for us on the larger duplex lift stations. District Field Staff, Scott Lee and Kameron Miner were able to identify that one of the pumps at Trentman #2 was running a little longer than it should. They went out

and found the floats were hung up. Using the Scadata technology to address the situation before it becomes a major situation or burns up the pump is a good thing and they have been utilizing Scadata well.

- Most of our call-outs in the month of February were in the Greater Cedar Creek area. A lot of frozen motor starters and some other miscellaneous alarms. The Field Team has been responsive to those call-outs, changing floats, and changing motor starters where they need to.
- February 2018 has been a very wet month. Compared to February 2017, we have received more than 3 times the amount of rain and 4 times the amount of snow. That is why the flows are a little bit higher in all our areas.
- We have been working with Commonwealth on the Marion Center Lift Station and force main to connect to Fort Wayne. We have been working together on specifications and drawings. We are getting ready to get our IDEM permits and moving as fast as we can towards a bid schedule.
- Mr. Wirtz asked Mr. Morris if sorting out the locates between the City and the District is helping. Mr. Morris said the number of locates has decreased. Mr. Morris said the locates have been in the upper 300s since he has been with the District and he thinks they will continue to decrease. Mr. Morris said he had a good meeting with the City of Fort Wayne to take over the locates for the City-Led areas. Mr. Baggett agreed that it was a good meeting to clear up who is responsible for what and in what areas.

COMMITTEE REPORTS AND RECOMMENDATIONS

Finance Committee:

Mr. Brugger stated the Finance Committee met on March 13th, 2018 and the Board was provided with the Finance Committee Report – No Board Recommendations.

New Development Committee:

Mr. Klinker reviewed the New Development Committee Activity Report.

- Mr. Klinker stated that the New Development Committee met on March 5, 2018.
- Mr. Klinker stated that the primary discussion during the meeting was about a conference call with Umbaugh to discuss SRF Financing for the 2018 construction projects.
- A “No Pursuit of Sanitary Sewer Project” was sent to the South Anthony area on March 7th, 2018. The residents in that area were not receptive to that project.

Mr. Klinker recommended moving forward with the Authorization of Agreement between ACRWSD and Commonwealth for engineering services through the Bid Phase for Felt Place-Aljean Drive & Maples project areas in the amount of \$90,900.

Mr. Klinker motioned for moving forward with the Authorization of Agreement between ACRWSD and Commonwealth for engineering services through the Bid Phase for Felt Place-Aljean Drive & Maples project areas in the amount of \$90,900. Mr. Rood seconded. All ayes cast.

Mr. Klinker recommended the introduction of the Rate Ordinance under New Business.

Infrastructure Management Committee:

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

- Mr. Wirtz stated that the Infrastructure Committee met on March 5th, 2018.
- The Committee spent a lot of time with the status update of the Hoagland Regionalization design, in partnership with FWCU Shared Services Agreement, and Commonwealth Engineering.
- There is potential impact to sewer out in the New Haven area. Commonwealth Engineering is looking into it and we are trying to avoid relocation of the sewer infrastructure. Mr. Adams said there is no formal update at this time but there are good signs of not having to fully-relocate the sewer infrastructure. Mr. Zehr asked what the timeline looks like on this project. Mr. Adams said potentially 2019 construction.

Personnel Committee:

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

- Mr. Brugger said the Personnel Committee met on March 13th, 2018.
- Most of the tasks of the Personnel Committee have been establishing Personnel policies and procedures, as the District builds their own staff. We have been putting the employee benefits in place.
- Since most of these tasks are done, there is no need for the Personnel Committee to meet monthly. The Personnel Committee has determined to meet on an “as needed” basis, at the direction of Mr. Morris.
- Mr. Zehr explained to Ms. Beachem that the Personnel Committee can be removed from the agenda if they do not have a meeting.

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

Mr. Adams distributed and reviewed the 2017 Construction Project Updates.

- Mr. Adams stated most of the construction is winding down. Connections were authorized for the Carroll-Hand project area as well as most of the Poe project area. The Poe homeowners on the west side of the St. Mary's River have been sent Notice to Connect Letters, dated March 19th, 2018. Rothenberger is still working in the Glen Elm project area as well as Poe. Most of the work is done and as soon as Mr. Morris gets the Lift Station Emergency Power Receptacles tested, we will be able to close the book on Service Electric's contract.
- Every homeowner has been authorized to connect outside of about 70 customers.
- Mr. Adams stated he is concerned that Rothenberger will not meet their contractual time of completion date of April 12th, 2018 for the Glen Elm project. Rothenberger was working on setting the lift station last week. They still have to put in all the grinder pump stations and everything still has to be testing and approved. Mr. Morris asked if the April 12th, 2018 date is already an extension and Mr. Adams confirmed, yes. Mr. Adams said Rothenberger has not performed for us in a timely manner. Mr. Zehr asked if Rothenberger has performed well for us previously. Mr. Adams confirmed, yes. Mr. Zehr stated that we would need to contemplate actions we take as they go past the April 12th, 2018 contractual date. Mr. Adams stated that we had a sit-down with Rothenberger regarding the Poe project and told them that we are going to be imposing some liquidation damages.

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

Mr. Adams distributed and reviewed the 2018 CONSTRUCTION Project Updates.

- Mr. Adams stated that the designs enclosed are what will be submitted to IDEM and some of the retail contracts will be submitted to FW Development Services for local unit permitting. As soon as we can get through the initial phases of permitting, he is going to get them out to bid approximately end of April 2018 or early May 2018.
- During the conversation with SRF, SRF alluded to the fact that they would like us to push to close the loan by June 30th, 2018. They said they would look favorably upon our request if the loan closed by June 30th, 2018.

OLD BUSINESS

- **Indiana Finance Authority Update- Platter Parkway.** Mr. Heiny said on March 14th, 2018 Mr. Jillian, Mr. Morris, Mr. Adams, and himself had a conference call with SRF. Jim McGough, the head of the Indiana Finance Authority and Bill Harkins were also on the call. We discussed the upcoming 2018 projects. The Platter Parkway subsidy amount was brought up in discussion. SRF will not give a written commitment, but based on that conversation, it is his opinion they will look favorably at our request for an approximately 3 million dollar grant for the 2018 construction projects as well as for the Platter Parkway buy-out amount. SRF requests the District to have the loan closed by end of June 2018 before SRF rolls into a new funding cycle July 1st, 2018.

NEW BUSINESS

Mr. Klinker motioned to introduce Rate Ordinance 2018-3-28 and set it for public hearing on April 25th, 2018 at 12:30pm in room 035 in Citizens Square. Mr. Rood seconded. All ayes cast.

- Mr. Heiny stated that he has reviewed the Rate Ordinance and worked with District financial consultant- Umbaugh. Mr. Heiny said the only change in the Rate Ordinance is to establish rates in the five new areas. Those rates are the District's blended rate. Umbaugh has produced a financial report, dated February 5th, 2018. The report substantiates that, assuming we get the SRF funding of 3 million dollars, the District will be able to keep the rates that were established in the previous Rate Ordinance.

Mr. Klinker motioned to approve the Umbaugh Fee Engagement for proposed 2018 SRF bonds in the amount of \$54,000 plus expenses, as shown in their letter dated March 27th, 2018. Mr. Rood seconded. All ayes cast.

PUBLIC COMMENTS

At 12:30 pm Mr. Zehr opened the floor for public comments –No Public Comments

COMMENTS FROM THE BOARD

No comments from the Board.

ADJOURNMENT

Mr. Rood made a motion to adjourn the meeting. Mr. McDermit seconded the motion. All ayes cast. The meeting was adjourned at 12:31 pm.

Respectfully submitted,
Erika Beachem, District Office Administrator



MJ Klinker, Secretary

Access District Board Meeting minutes and full video recordings: Go to www.acnwsd.com