

**ALLEN COUNTY REGIONAL WATER AND SEWER DISTRICT
BOARD OF TRUSTEES MEETING
December 14, 2016**

CALL TO ORDER:

Ric Zehr, Board President called the meeting to order at 12:00 p.m.

ATTENDANCE:

Board Members present were Ric Zehr, Win Rood, MJ Klinker, Adam Day, Justin Brugger and Ted Nitza. Board Member Charles Ray was absent. Executive Director Kenny Neumeister and Ex-Officio Gary Chapple were present. Support Staff present were Vince Heiny, Ben Adams, and Deb Fee. There were five visitors: Steve and Judy Miller, DeWayne Nodine, Matt Vondran and Nathan Baggett.

APPROVAL OF MINUTES:

Mr. Rood made a motion to approve the November 16, 2016 Board Meeting Minutes, as distributed. Mr. Nitza seconded the motion. All ayes cast.

TREASURERS REPORT:

Mr. Rood reviewed the November 2016 Financial Report and Claims to be paid in detail with the Board. Mr. Brugger made a motion for approval. Mr. Klinker seconded the motion. All ayes cast.

EXECUTIVE DIRECTOR'S REPORT:

Operations and Maintenance:

Mr. Neumeister reported they are currently performing a lot of inspections. With the freezing temperatures, there have been several motor failures to repair. There are some control boxes with wiring issues that the contractor is planning to return and swap out wiring. There are some alarm lights that were not tightened down properly during final inspection causing some leaking into the control boxes, they are currently going around and tightening them down. And the Ford F-250 truck should be ready for pick up within the next week or so.

Engineering Items:

Mr. Neumeister stated that City Utilities will begin removing the tanks and other equipment from the DuPont facility. A meeting is scheduled for tomorrow to go over the telemetering. Mr. Baggett is going to take it over to work through the remaining issues and get it functioning properly.

Administration/Staffing/Facilities:

Mr. Neumeister stated that the first billing under the new billing system went out. Mrs. Fee reported that the billing transition went well with only a few issues. Mr. Neumeister reported with the next billing, we will send out notification of the annual rate increase.

PUBLIC COMMENTS

No public comments to report.

COMMITTEE REPORTS:

Finance Committee/New Development Committee/Hoagland Infrastructure Committee:

No news to report.

Personnel Committee:

Mr. Nitza reported a slight delay implementing the retirement plan. There are a few hiccups with the payroll process, but they are looking at available options and working through it.

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Mr. Nitza presented the 2017 Holiday Schedule and moved to adopt it for the upcoming year. Mr. Rood seconded the motion. All ayes cast.

PROJECT UPDATES-2014-2015 PER PROJECTS (construction completed):

Mr. Adams reported construction is complete for all current project areas. Some customers are still working to get connected and are concerned with the winter weather that they may not be able to get connected in time. He has assured them that the District will provide some flexibility with the falling temperatures.

Mr. Baggett updated the Board that he has been out to look at most of the lift stations with the exception of Arcola and Platter Parkway and has modification recommendations mostly concerning safety and access issues. He is currently getting quotes on replacement pumps. Mr. Baggett presented a draft Operations and Maintenance Report format for the Board's review and feedback. He is working on the GIS mapping and verifying data. Mr. Nitza added that Mr. Baggett is assisting with the Capital Planning for Infrastructure Management with the lift stations and identifying the liability and rehab needs.

PROJECT UPDATES-2015-2016 PER PROJECTS (under design right now):

Mr. Adams informed the Board that bidding is complete for all projects and those came in well under the targeted planning estimates for all projects with the exception of the Generator Receptacle project that will update nine lift stations with emergency power. Overall, the project costs forecasts have been reduced by \$1.5 million. Mr. Adams stated that SRF pre closing is expected for mid to late January.

Mr. Adams presented the LSA Proposal for the 2017 SRF funded projects from NIRCC for the upcoming construction not to exceed \$25,000 fee to do the labor standards. Mr. Rood made a motion for its approval. Mr. Nitza seconded the motion. All ayes cast.

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

Mr. Adams stated that the PER was submitted to IDEM for consideration in June and there is still no update.

OLD BUSINESS

No old business to report.

NEW BUSINESS:

Mr. Nitza presented the 2017 Board Meeting Schedule for the Board's approval. Mr. Brugger made a motion for its approval. Mr. Klinker seconded the motion. All ayes cast.

ADJOURNMENT:

Mr. Day made a motion to adjourn. Mr. Klinker seconded the motion. The meeting adjourned at 12:24 pm.

Respectfully submitted,
Deb Fee, STES

MJ Klinker, Secretary