

**ALLEN COUNTY REGIONAL WATER AND SEWER DISTRICT  
BOARD OF TRUSTEES MEETING  
October 26, 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, Adam Day, Justin Brugger, and Ted Nitza. Board Members absent were MJ Klinker and Charles Ray. Executive Director Kenny Neumeister and Ex-Officio Gary Chapple were present. Support Staff present were Vince Heiny, Ben Adams, and Deb Fee. There were two visitors: Steve Miller and Nathan Baggett.

**APPROVAL OF MINUTES:**

Mr. Rood made a motion to approve the September 28, 2016 Board Meeting Minutes, as distributed. Mr. Nitza seconded the motion. Mr. Brugger abstained from voting since he was not present at the September Board Meeting. Four ayes cast.

**TREASURERS REPORT:**

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

**APPROVAL OF SRF PAYMENT TABS:**

Mr. Adams reviewed Payment Tabs 109 through 112 with the Board and recommended their payment:

- Payment Tab #109, Rothenberger, Lower Huntington-Whippoorwill, \$30,656
- Payment Tab #110, CSU, Inc., Gerdings-Kroemer-Leesburg, \$14,507
- Payment Tab #111, Rothenberger, HCC, Berneway & Yoder Contract "B", \$42,822
- Payment Tab #112, Commonwealth Engineers, Task Order #2015-07, \$551

Mr. Rood moved to approve Payment Tabs 109 through 112. Mr. Brugger seconded the motion. All ayes cast.

**EXECUTIVE DIRECTOR'S REPORT**

**Operations and Maintenance:**

Mr. Neumeister asked the Board to consider what type of information they would like to see presented at the monthly Board Meetings now that Severn Trent has been phased out. Mr. Neumeister introduced the new Director of Maintenance, Scott Lee. Mr. Neumeister announced that the District has hired a new maintenance employee, Kameron Miner. Both Mr. Lee and Mr. Miner were previously with Severn Trent Services. Mr. Neumeister reviewed the operations and maintenance activities for the month of October; including 14 maintenance callouts, 39 inspections and purchased pumps and parts to ensure a good maintenance program.

**Engineering Items:**

Mr. Neumeister welcomed Nathan Baggett, a City Utility Engineer, who will be assisting the District with different aspects of the current infrastructure. Mr. Baggett introduced himself to the Board and described some the areas that he will be assisting with; including maintenance, auditing and monthly reports.

**Administration/Staffing/Facilities:**

Mr. Neumeister reviewed the administrative activities including sending out the last billing before the new system is in place, mailed out over 140 notices to connect, sold 36 permits, and handled phone calls and concerns associated with these activities, as well as, restoration issues. Mr. Nitza reported that different payment options will be available with the new December billing including a pay with cash, check and credit card. Then coming in 2017, the ability to pay online and have paperless billing. Mr. Nitza presented a handout

Mr. Adams reported that all construction is complete for all current project areas and it is expected that the Tonkel Hursh project area will be approved by the Board of Public Works today. Then the notices to connect will be sent out. There have already been 550 notices sent over the last several months. Mr. Adams discussed his request to the accounting firm to include some of the outstanding expenses associated with the current projects into the new bond since the District incurred added unexpected expenses this year for future reimbursement. Mr. Nitza asked what the expected cash disbursement was necessary from the District and Mr. Adams responded \$300,000.

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

Mr. Adams updated the Board that four of the five project areas are out to bid; The Village of Poe, Andar Pion, Carroll Hand and Union Chapel Tonkel. The bids will be opened November 3, 10, 17, 23 and December 1.

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 is still waiting to hear their technical comments.

OLD BUSINESS

Mr. Nitza mentioned that the Country Court Estates was sold to a new owner and the District has been in contact with the new owner to inquire if they would be interested in a similar offer that was given to Country Court Estates previous owner and the new owner is interested. The District will now send them a formal letter offer with approval of the New Development Committee.

NEW BUSINESS:

No new business to report.

ADJOURNMENT:

Mr. Day made a motion to adjourn. Mr. Brugger seconded the motion. The meeting adjourned at 1:12 pm.

Respectfully submitted,  
Deb Fee, STES

  
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MJ Klinker, Secretary