

ALLEN COUNTY REGIONAL WATER AND SEWER DISTRICT

BOARD OF TRUSTEES MEETING*August 21, 2019

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

MINUTES

CALL TO ORDER:

Mr. Klinker, Vice-President, called the meeting to order at 12:02 pm

ATTENDANCE:

- Absent: President: Justin Brugger and Matthew Wirtz. Board Members present were: President: Ric Zehr, Vice-President: MJ Klinker, Secretary: Jim Orr, Ex-Officio: Gary Chapple (late), Kevin McDermit, Tim Roy. ACRWSD Staff: Executive Director: Jeff Morris, Office Administrator: Erika Beachem, Field Service Manager: Scott Lee. Support Staff: District Engineer: Ben Adams of Commonwealth Engineers, Inc. and Vince Heiny of Carson LLP. There were 03 visitors: Nathan Baggett and DeWayne Nodine of FWCU and Justin Heffernan of 1520 Glacier Ridge Road.

APPROVAL OF MINUTES:

- Mr. Klinker made a motion to approve the July 24th 2019 Board Minutes as distributed and reviewed. Mr. Roy seconded the motion. **All ayes cast.**

TREASURER'S REPORT

- Mr. Klinker reviewed the September 2019 bills to be paid; bank balances summary and made a motion to approve. Mr. Roy seconded the motion. **All ayes cast.**

APPROVAL OF CHANGE ORDER

- Mr. Adams reviewed and recommended the Board approve Change Order #1 to Underground Contractors, Inc., for the West Dupont – Bethel Road project, **totaling \$17,200.00**. Mr. Roy made a motion to approve Change Order #1. Mr. Klinker seconded the motion. **All ayes cast.**

- **Change Order #01** – Underground Contractors, Inc., West Dupont – Bethel Road (increase) \$ 17,200.00

APPROVAL OF PAYMENT TABS

- Mr. Adams reviewed and recommended the Board approve Commonwealth Engineers Inc., **Invoices totaling \$39,686.44 and Payment Tabs totaling: \$709,187.05**. Mr. Klinker made a motion to approve the claims to be paid. Mr. Roy seconded the motion. **All ayes cast.**

- Invoices 44607-44610 Commonwealth Engineers, Hoagland Regionalization – Construction Engineering Services 39,686.44

Total Invoices: \$ 39,686.44

- Payment Tab #02 – Underground Contractors, Inc. West Dupont – Bethel Road 139,755.92
- Payment Tab #06 – API Construction Corp., Lafayette Center- Branstrator- Indianapolis Rd 35,854.78
- Payment Tab #07 – S&S Directional Pumps & Force Main – Project 1 127,286.87
- Payment Tab #08 – Underground Contractors, Inc. Village of Maples – Felt Place – Aljean Drive 218,972.77
- Payment Tab #08 – Thieneman Construction, Inc. Hoagland Regionalization & Marion Center-Monroeville 20,372.27
- FTW Oversizing: 90,646.00
- Payment Tab #09 – Rothenberger Company, Inc., Contract "B" Grinder Pumps & Force Main – Project 2 67,507.94
- FTW Oversizing: 13,790.50

Total Claims: \$ 709,187.05

EXECUTIVE DIRECTOR REPORT: Reported by Mr. Morris – No Board Recommendation

- District Policy and Procedure Revisions

Mr. Klinker requested for Mr. Morris to submit District Policy and Procedural changes to the Personnel Committee for review and any changes will need to be approved by the Board.

MAINTENANCE REPORT: Reported by Mr. Baggett – No Board Recommendation

COMMITTEE REPORTS AND RECOMMENDATIONS:

Executive Committee: Reported by Mr. Klinker –Board Recommendation

Mr. Klinker advised the Board of the Operating (Administration) Fund low account balance. The Committee was able to determine there is receivable funds in the amount of \$315k budgeted into the District's rate stabilization account that has yet to be drawn on.

Mr. Klinker reviewed the Committees recommendations:

- Approve \$265k internal ONB account transfer from the Capital Improvement Fund to the Administration (Operating) Fund.
- Bond Funds are restricted and cannot be used for operational purposes.

Mr. Zehr reiterated to the Board that the \$782k that is currently in the ONB Capital Improvement Fund account does not include any bond restricted funds.

- Rate Stabilization Account Draw Down Request
 - Follow up with Baker Tilly is needed to determine the actual draw down amount.
- Once funds are drawn from the rate stabilization account, the \$265K will be deposited back into the Capital Improvement Fund account.
- District's ONB accounts' need to be rebalanced to prevent low account balances in the future.

Mr. Klinker made a motion to approve the \$265k internal ONB account transfer from the Capital Improvement Fund to the Administration (Operating) Fund. Mr. Roy seconded the motion. **All ayes cast.**

Finance Committee: Reported by Mr. Roy –Committee Activity Report/No Board Recommendation

- Baker Tilly Schedule of Projected Rates

New Development Committee: Reported by Mr. Klinker – Committee Activity Report/No Board Recommendation

Infrastructure Management Committee: Reported by Mr. Klinker – Committee Activity Report/No Board Recommendation

Personnel Committee: No Committee Activity Report/No Board Recommendation

PUBLIC COMMENTS:

At 12:32 pm Mr. Zehr opened the floor for public comments.

- Mr. Heffernan of 1520 Glacier Ridge Road, Fort Wayne, IN addressed the Board about costs to the Developer to add homes in the Homestead Acres (GCC) Area. As a developer, Mr. Heffernan asked the Board to consider building a program offering grants to the developer or homeowner for fees associated with area connections and the purchase of grinder pump stations.
 - Mr. Morris stated he would share an update with Mr. Heffernan after the Infrastructure Committee review his proposal.

PROJECT UPDATES: Reported by Mr. Adams – No Board Recommendation

- 2016-2017 (2018 CONSTRUCTION)

OLD BUSINESS: None.

NEW BUSINESS: None.

ADJOURNMENT:

Mr. Brugger made a motion to adjourn the meeting. Mr. Wirtz seconded the motion. All ayes cast. The meeting was adjourned at 12:54 pm.

Respectfully submitted,

Erika Beachem, District Office Administrator



Jim Orr, Secretary

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