

ALLEN COUNTY REGIONAL WATER AND SEWER DISTRICT

BOARD OF TRUSTEES MEETING*January 22, 2020

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

MINUTES

OATH OF OFFICE

Tom Rotering (Absent)

CALL TO ORDER:

Mr. Zehr, President, called the meeting to order at 12:00 pm

ATTENDANCE:

- Board Members present were President: Ric Zehr, Treasurer: Justin Brugger, Ex-Officio: Gary Chapple, Matthew Wirtz, Kevin McDermit and Tim Roy. ACRWSD Staff: Office Administrator: Erika Beachem and Field Service Manager: Scott Lee. Support Staff: District Engineer: Ben Adams of Commonwealth Engineers, Inc. and Vince Heiny of Carson LLP. There were 06 visitors: Nathan Baggett, Ted Nitza and DeWayne Nodine of FWCU, Ken Weiss of 17024 Coldwater Road, Steve and Judy Miller of 4814 N. Webster Road

SLATE OF OFFICERS FOR 2020:

- Mr. Wirtz made a motion to nominate Ric Zehr as President; Kevin McDermit as Vice President; Justin Brugger, Treasurer and Tim Roy as Secretary. Mr. Roy seconded the motion. All ayes cast.

FORMATION OF COMMITTEES:

- Mr. Zehr requested to hold until Committees have time to meet and further discuss with Mr. Rotering.

APPROVAL OF MINUTES:

- Mr. Roy made a motion to approve the December 11th 2019 Board Minutes and December 18th Executive Session Minutes as distributed and reviewed. Mr. McDermit seconded the motion. *All ayes cast.*

TREASURER'S REPORT

- Mr. Brugger reviewed the January 2020 bills to be paid; bank balances summary and made a motion to approve. Mr. Wirtz seconded the motion. *All ayes cast.*

APPROVAL OF PAYMENT TABS

Mr. Adams reviewed and recommended the Board approve Commonwealth Engineers Inc., **Invoices totaling \$5,248.31 and Payment Tab totaling: \$2,104.00.** Mr. Wirtz made a motion to approve the claims to be paid. Mr. Roy seconded the motion. *All ayes cast.*

- Invoices 45762-45764 Commonwealth Engineers, Hoagland Regionalization – Construction Engineering Services 5,248.31
Total Invoices: \$ 5,248.31
- Payment Tab #76 – NIRCC, Labor Standards Administration for 2015 Septic Relief Projects 2,104.00
Total Claims: \$ 2,104.00

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

COMMITTEE REPORTS AND RECOMMENDATIONS:

Finance Committee: Reported by Mr. Brugger –Committee Activity Report/Board Recommendation

- Committee recommended increasing credit card total limits from \$8,500 to \$10,000 to be distributed as:
\$3,000 Executive Director (temporarily not activated);
\$2,500 Office Administrator;
\$2,500 Field Manager;
\$1,000 Field Technician #1;
\$1,000 Field Technician #2

Mr. Brugger made a motion to approve credit card total limits from \$8,500 to \$10,000. Mr. Roy seconded the motion.
All ayes cast.

- Committee requested Board approval to replenish inventory the purchase of (9) Barnes Pumps from EJP; not-to-exceed \$18,500.

Mr. Brugger made a motion to approve (9) Barnes Pump purchases not-to-exceed \$18,500. Mr. Roy seconded the motion.
All ayes cast.

- Committee requested Board approval to renew Commonwealth Engineers 2020 contract and SBS hourly rate increase to \$90/hour for payroll and bookkeeping.

Mr. Brugger made a motion to approve Commonwealth 2020 renewal contract with a not-to-exceed \$30K and SBS hourly rate increase to \$90/hour effective 1/1/20. Mr. Roy seconded the motion. **All ayes cast.**

- Committee requested Board approval to pay the \$11,666.34 of the Bakertilly amended services that exceeded the \$15k fee agreement for the 2020 Rate Study.

Mr. Brugger made a motion to approve the Bakertilly invoice for \$11,666.34 . Mr. Roy seconded the motion. **All ayes cast.**

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

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

Personnel Committee: Reported by Mr. Brugger –Committee Activity Report/ Board Recommendation

- Committee requested Board approval to backfill the Office Administrative Assistant; \$21/hourly rate.

Mr. Brugger made a motion to approve the hire of a full time Office Administrative Assistant. Mr. Roy seconded the motion.
All ayes cast and one abstained.

PUBLIC COMMENTS:

At 12:37 pm Mr. Zehr opened the floor for public comments.

- Mr. Weiss of 17024 Coldwater Road addressed the Board about future project plans for Big Valley Court and Canyon Run extended.
- New Development Committee agreed to send a follow up letter to Mr. Weiss about future plans.

TWR 2/26/20

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

- 2016-2017 (2018 CONSTRUCTION) - Complete

No project-update report for January. Mr. Adams advised the Board that all the projects in the 2018 construction are complete. District is currently working on the clean closure process and the disposal of sludge from the existing ponds; de-commissioning began in the middle of November.

OLD BUSINESS:

- Operations and Maintenance Interlocal (Shared Service) Agreement

Mr. Roy advised the Board of the need to form a committee to review the Shared Service Agreement before the 180-day renewal period expires. The Board agreed to have these discussions in the Executive Committee meetings.

NEW BUSINESS:

- Request for Proposals - Future Engineering Services

Mr. Brugger recommended for individual or upcoming projects to have RFPs, to ensure rate payers are getting the best engineering service rates.

- Transition plan for the Executive Director vacancy

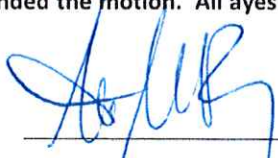
Mr. Roy asked for Board consensus to have a transition plan in place by March for the ED vacancy. Board agreed to wait 90-days to allow time to evaluate the District's needs. Personnel Committee will make recommendation(s) to the Executive Committee for Board consideration.

ADJOURNMENT:

Mr. Brugger made a motion to adjourn the meeting. Mr. Roy seconded the motion. All ayes cast. The meeting was adjourned at 12:50 pm.

Respectfully submitted,

Erika Beachem, District Office Administrator



Tim Roy, Secretary

2/26/20

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