

ALLEN COUNTY REGIONAL WATER AND SEWER DISTRICT

BOARD OF TRUSTEES MEETING*March 25, 2020

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

MINUTES

CALL TO ORDER:

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

ATTENDANCE:

- Absent: Tom Rotering and Dave Meyer. Board Members present were President: Ric Zehr, Treasurer: Justin Brugger, Secretary: Tim Roy, Matthew Wirtz, Kevin McDermit. ACRWSD Staff: Office Administrator: Erika Beachem and Field Service Manager: Scott Lee. Support Staff: District Engineer: Ben Adams of Commonwealth Engineers, Inc. and Andy Boxberger of Carson LLP. There were 03 visitors: Nathan Baggett of FWCU, Don Niemeyer of 14414 Coopers Hawk Cove and Kevin Leininger at News-Sentinel.

APPROVAL OF MINUTES:

- Mr. Brugger made a motion to approve the February 26th 2020 Board Minutes as distributed and reviewed. Mr. Roy seconded the motion. **5 ayes, 0 nays, 2 absent. Motion Carried on a voice vote.**

TREASURER’S REPORT

- Mr. Brugger reviewed the March 2020 bills to be paid; bank balances summary and made a motion to approve. Mr. Roy seconded the motion. **5 ayes, 0 nays, 2 absent. Motion Carried on a voice vote.**

APPROVAL OF PAYMENT TABS

Mr. Adams reviewed and recommended the Board approve Commonwealth Engineers Inc., Invoice totaling \$1,298.04. Mr. Wirtz made a motion to approve the claims to be paid. Mr. Roy seconded the motion. **5 ayes, 0 nays, 2 absent. Motion Carried on a voice vote.**

- Invoices 46199-46201 Commonwealth Engineers, Hoagland Regionalization – Construction Engineering Services 1,298.04
Total Invoices: \$ 1,298.04

EXECUTIVE DIRECTOR REPORT: Reported by Mr. Baggett – Board Recommendation

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

COMMITTEE REPORTS AND RECOMMENDATIONS:

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

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

- Mr. Wirtz reviewed and recommended the Board accept the Mayhew Sewer Extension as an integral part of the District's sanitary sewer system. Mr. McDermit seconded the motion. **4 ayes, 1 nay, 2 absent. Motion Carried on a voice vote.**

Personnel Committee: Reported by Mr. Brugger –No Committee Activity Report/Board Recommendation

PUBLIC COMMENTS:

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

- Mr. Niemeyer of Marion Township presented (2) handouts to the Board. Mr. Niemeyer first addressed the need for financial rate relief to churches, schools, and businesses impacted by the government mandated pandemic shutdowns. The second letter addressed the Board's decision to accept the Mayhew Sewer Extension as an integral part of the District's sanitary sewer system.

PROJECT UPDATES: Report by Mr. Adams – No Board Recommendation
No project-update report for March.

OLD BUSINESS:

- Operations and Maintenance Interlocal Agreement (Renewal Review)

Mr. Roy asked the Board for an Executive Committee update regarding the contract services renewal and fees. Mr. Zehr advised the Committee has not had a chance to meet due to the current COVID-19 situation.

NEW BUSINESS:

- Executive Director position – follow up to 90-day observation period

Mr. Brugger and Mr. Roy acknowledged to the Board the Personnel Committee's decision not to replace the Executive Director position. The Committee believes day-to-day operations can still be covered with existing employees. Within the next 30-days, the Committee will work with staff to modify job descriptions.

- COVID-19 Emergency Claim Payment Procedures (Resolution Number 03-25)


Mr. Boxberger reviewed and recommended the Board approve the COVID-19 Emergency Claim Payment Procedures. Mr. Wirtz made a motion to approve the COVID-19 Emergency Claim Payment Procedures (Resolution Number 03-25) Mr. Brugger seconded the motion. **5 ayes, 0 nays, 2 absent. Motion Carried on a voice vote.**

ADJOURNMENT:

Mr. McDermit made a motion to adjourn the meeting. Mr. Wirtz seconded the motion. All ayes cast. The meeting was adjourned at 12:43 pm.

Respectfully submitted,

Erika Beachem, District Office Administrator

DocuSigned by:

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Tim Roy, Secretary

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