

ACRS Board
Meeting Minutes
December 11, 2020

The following persons were present:

Shannon Smitley, Chairman
Nate Rumschlag, Secretary
John Carroll, Board Member
Don Bergdall, Board Member
Jim Franz, Board Member
Steve Bailey, Board Member
Dick Lambert, Board Member
Barry Scherer, Superintendent
Mark Burry, Attorney
Brooke Hindenlang, Paralegal to Mark Burry

APPROVAL OF MINUTES

MOTION TO APPROVE MINUTES FOR NOVEMBER 6, 2020, NOVEMBER 13, 2020 AND NOVEMBER 20, 2020 MADE BY JIM FRANZ AND SECONDED BY STEVE BAILEY. APPROVED 7-0.

CUSTOMER QUESTIONS:

Ed Everett – Winchester Road

- Asks about he is supposed to know about contractors for the project.
- Barry mentions that there is a misconception about the project; the project doesn't start yet. Further discussion held on how this process will work.

Mark Fruchte - 1714 E Belmont Road

- He asks how far up would the sewer come. He received a letter says he is more than 400 feet.
- Barry explains how it will work.

Barry announces that the interim rate will be \$20.00 instead of \$48.30.

Tim Laboube

- Asks how big the panel is.
- Barry explains.

Kerry Steiner – Linn Grove

- Asks what water has to be separated.

- Barry responds that the only thing that shouldn't come through is sump pump or downspouts. Pretty much everything inside. Basic principle, no clear water.
- Shannon also comments that some will want to take their softeners out of the sump pump to an air gap in the sewer. Anything gray needs to go to sewer

Kerry Steiner

- Also asks about the \$20.00 Interim fee.
- Barry responds that it will be that amount until the notice to connect is issued and then the billing will be \$93.30.

Ed Everett

- Asks about what happens when the grinder pumps quits.
- Barry responds that It holds 500-600 gallons and is 10 feet deep.

Ed Everett

- He also comments that he doesn't think it is fair to pay \$93.30.
- Barry comments that it is harder to meter water, if it was metered it would be more expensive.

APPROVAL OF CLAIMS

Barry presents claims for the month in the amount of \$9,585.59.

MOTION TO APPROVE CLAIMS MADE BY JIM FRANZ AND SECONDED BY JOHN CARROLL. APPROVED 7-0.

Barry presents the bank reconciliation for November.

MOTION TO APPROVE BANK RECONCILIATION MADE BY STEVE BAILEY AND SECONDED BY DON BERGDALL.

Barry presents the payroll claim vouchers.

MOTION TO APPROVE PAYROLL CLAIM VOUCHERS MADE BY JIM FRANZ AND SECONDED BY JOHN CARROLL. APPROVED 7-0.

Barry presents the SRF disbursements for November.

MOTION TO APPROVE SRF DISBURSEMENTS MADE BY JIM FRANZ AND SECONDED BY NATE RUMSCHLAG APPROVED 7-0.

Barry presents the USDA Quarterly Report for signature.

DISTRICT SUPERINTENDENT REPORT

Project 2 Update:

- Barry advises that there are 17 permits that need to be purchased. 20 paid for but not installed. He is running out of contractors. He doesn't know exactly what some of these people are doing.
- He is meeting with Star insurance and will be adding the big lift stations, miles of pipe and grinders.
- Electrical panel in front of one of the amish homes on 33 was vandalized. He stuck padlocks back on it.
- Jim Franz ask about the Insurance and the coverage increases.
- Barry Scherer indicates that he will be adding the # of grinders and lift station.
- Jim Franz believes that the District needs to say "effective this date we need these things covered" instead of waiting until we have the items that need covered.

Ed Everett

- Asks if there are any requirements for the old system.
- Barry explains the decommission process and that more information will be presented at the proper time.

Barry reports to the Board that he will not be able to make it to the 1/8/21 meeting.

Discussion held and board agree that the meeting should be moved. Board suggest that it be moved to the 15th of January.

Office Support Staff:

Becky Cochran advises that Board as to what responsibilities her office will be taking over.

- Her office will be receiving the phone calls during business hours and John Carroll thinks we should provide her office with a sheet addressing the basic questions.

Barry reports that he and Rhonda from Becky's office will go out with the survey form to determine the proper rate for non-residential properties and this will be done yearly so that Rhonda will know what rate to charge them

Barry is also going to show Rhonda what easements are, backwater valves etc so she understands if some of those questions are presented to her.

MOTION TO APPROVE THE PROPOSAL OF BECKY COCHRAN CPA AND HER STATEMENT OF UNDERSTANDING MADE BY JIM FRANZ AND 2ND BY JOHN CARROLL. APPROVED 7-0.

ENGINEER'S REPORT

Project 2:

- Ben Adams presents the Final Change Order. They added a duplex grinder, with half of the cost paid by MPN Leasing. He continues to explain the remaining change orders. Total amount is 66K. He reminds the board that although it seems big, change order #1 is less than 30% of the contract value.
- Barry asks how much is left over.
- Ben Adams advises that there is less than 10K.
- Ben Adams also reports that there is a punch list and that restoration still needs to be done.

Project 3:

- They are attempting to get preconstruction contracts, but there has been a little hiccup, permits all in hand, just waiting on the closing date.

Barry brings up the money for landscaping and mentions that we won't be able to close the loan out until the spring of 2021 on Project 2.

MOTION TO APPROVE CHANGE ORDER MADE BY JIM FRANZ AND SECONDED BY DICK LAMBERT. APPROVED 7-0.

DISTRICT ATTORNEY REPORT

Mark Burry presents Resolution 2020-6 allowing Barry Scherer to sign claims.

Board approved him to act as authorized representative for the body.

MOTION TO APPROVE RESOLUTION 2020-6 MADE BY STEVE BAILEY AND SECONDED BY JOHN CARROLL. APPROVED 7-0.

Mark Burry presents Resolution 2020-7 setting the schedule of meetings for 2021.

MOTION MADE TO APPROVED RESOLUTION 2020-7 MADE BY NATE RUMSCHLAG AND SECONDED BY DON BERGDALL. APPROVED 7-0.

- Mark Burry hands out the Berne Treatment Agreement for board to sign. The agreement was previously approved at the November meeting but was not signed at that time.
- Barry reviews that some of the properties in Project 2 are abandoning homes rather than connecting to the sewer.
 - Jessica Bergdall is requesting that an Affidavit be recorded in these situation.
 - Mark Burry also comments that if the house is vacant, no working sewer system, the house cannot be occupied. Any future owners or plans to occupy will result in the owner having to pay the cost to connect.
 - Barry explains that in Project 2, there was one home that the contractors extended the line 126 feet and now they want to tear down

the house. Extra expenses were incurred. There is a second house that might be similar.

- o Mark said we need to sit down and discuss this further because they may be responsible for additional costs.

OTHER MATTERS PRESENTED

DISTRICT STAFFING:

Shannon Smitley, Richard Lambert and Jim Franz present information on the process to hire an Assistant Superintendent.

Jim Franz reported that the committee interviewed 3 candidates and 1 person was determined to be fully qualified.

Barry Scherer suggest that the additional employee could also help with Wells County.

Steve Bailey comments the District can afford to pay the new person. The District has a positive cash flow and they could be at the same pay level as Barry. Steve Bailey believes we can afford a similar pay as Barry's, but do we want to do it. Steve Bailey explains how the pay schedule works for the County Highway Department that has a Superintendent and an Assistant Superintendent.

Dick Lambert also explains how they looked at the numbers. He also mentions how tight the time will be for Adams County employees to do inspections if they have to do both Wells and Adams.

Jim Franz explains that the best candidate currently makes more money with his present employer because he is also paid from other budgets. It seems like we will need to pay more for the right person.

Mark Burry said that the assistant should be paid fairly close to what the superintendent is making. He also brings up the payout of comp time for Barry. In addition, he mentions that the district needs to make sure new person understands that comp time needs to be limited or used up. The Board needs to figure out what the salary is, if they will be offering comp time in lieu of payment, and if the Board wants to buy Barry out of his current comp time that has added up.

Barry mentions that the hours during construction aren't as bad but inspections will take time.

Mark Burry also reminds the Board that the timing of the projects with Adams and Wells is about 3-4 months off. The Boards can look at an nterlocal agreement.

Nate Rumschlag mentions that Adams County will need to let Wells County know in advance, especially if there is not on agreement.

Comment made that the districts might need to contract it for a number of years between Wells and Adams.

Shannon Smitley comments that it is a big bonus having the person who is qualified then Barry could use some of his comp time.

Jim Franz also comments that it hurts Barry to hire an inexperienced person.

Dick Lambert reminds them that the District needs to show what all his benefits will be.

Nate Rumschlag thinks it would have to be a comp time model.

Board agrees that a policy will need to be created regarding what the policy will be.

Jim Franz asks what other on call positions average for comp time.

Steve Bailey mentions that at least Barry is receiving comp time.

John Carroll agrees that the Board needs to set a price.

Jim Franz believe that the Board needs to say "this is what we can afford".

Nate Rumschlag wants to make sure that whatever is decided, it shouldn't be unfair to Barry.

Barry doesn't mind hiring someone qualified that makes close to his wage.

Steve Bailey indicates that his fear is that the county will look at the fact that ACRSD is county supported, and based on the counties wage scale, if the District goes above their guidelines, they will view that poorly.

It is mentioned that having a wastewater certification increases the potential wage scale for current and perspective employees.

Barry suggests they table it but he also thinks that the District would have to do the contract with Wells County to entice the right employee with a satisfactory wage.

Dick Lambert asks, as a committee, what is the most we can pay? What about the 2nd best candidate if we can't afford the preferred candidate?

Mark Burry comments that Steve brought up a good point, about County Council, non-classified, this position is specialized. You have to pay to get the person with experience. If we go with co-superintendents, then it makes sense to have the interlocal with Wells. Driven by rates and what you need.

Jim Franz asks how long is Barry going to work --- No margin for error.

Jim Franz thinks we need to talk to the potential person.

Mark Burry mentions that both Barry and the new candidate have years of experience in the field.

Jim Franz suggests that the District has been created via the county and the state and necessary.

Nate Rumschlag comments that the burdeon comes down to what the person will come for.

Steve Bailey asks if we could contract out inspections?

Nate Rumschlag wonders if we should limit weekend connections?

Offer only during the week inspections, and have a plumber.

Mr. Everett provides his input on this discussion.

Barry thinks the District should offer 51K or 52K.

Steve Bailey brings up how Barry isn't taking PERF, which might be about another 11% on top of the salary.

Discussions continue.

Suggestion made that maybe the District bump up Barry's salary or separate comp-time arrangement.

Dick suggests that the finance group get back together.

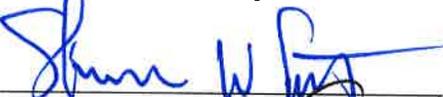
Steve Bailey has numbers that he sent Barry.

PUBLIC COMMENTS

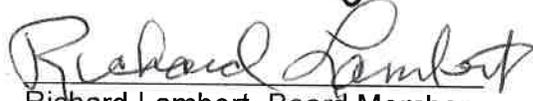
None.

MOTION TO ADJOURN BY NATE RUMSCHLAG AND SECONDED BY JOHN CARROLL. APPROVED 7-0.

Minutes approved by:


Shannon Smitley, Chairman


Nate Rumschlag, Secretary


Richard Lambert, Board Member

Steve Bailey, Board Member



John Carroll, Board Member



Don Bergdall, Board Member



Jim Franz, Board Member

