

ACRSD Board
Meeting Minutes
April 14, 2022

The following persons were present:

Shannon Smitley, President
Josh Zimmerman Board Member
Dick Lambert, Board Member
Steve Bailey, Board Member
Jim Franz, Board Member
Barry Scherer, Superintendent
Larry Oberley, Assistant Superintendent
Mark Burry, Attorney
Brooke Hindenlang, Secretary – Paralegal to Mark Burry
Jane Kaverman, billing and accounting Clerk

The following persons were absent:

John Carroll, Board Member
Nate Rumschlag, Board Member

APPROVAL OF MINUTES

MOTION TO APPROVE MINUTES WITH MADE BY JIM FRANZ AND SECONDED BY STEVE BAILEY. Approved 5-0.

MOTION TO APPROVE MARCH 2022 MINUTES BY DICK LAMBERT AND SECONDED BY STEVE BAILEY. Approved

PROJECT CUSTOMER QUESTIONS

Dale Bieberich – Asks about the easements and the progress.

- Easements will be drafted upon receipt of sketches and descriptions from Miller Land Surveying.
- Further discussion held regarding ownership and potential meetings of adjacent land/home owners.

Craig Hirschy, landowner on 200 N/27 – Questions the Board about what can be done regarding the homes on 27 between 200 N and 300 N. He stresses that something needs to be done. Ben Adams will try to put something together.

APPROVAL OF CLAIMS

MOTION TO APPROVE CLAIMS IN THE SUM OF \$110,573.63 MADE BY JIM FRANZ AND SECONDED BY DICK LAMBERT. APPROVED 5-0.

Steve Bailey explains that Ampstun reports are different from the reports that Becky Cochran provided. Perhaps we need to do a split report, things that are prepaid vs what are new, need to be paid. Maybe we need an administrative policy.

MOTION TO APPROVE PAYROLL CLAIMS IN THE SUM OF \$8,753.60 BY JIM FRANZ AND SECONDED BY STEVE BAILEY. APPROVED 5-0.

Steve Bailey talks about the bank reconciliation. The District does not have a complete bank reconciliation as of this date because Ampstun never provided a clean set of outstanding items for Jane Kaverman to work with.

Steve Bailey and Jane Kaverman have spent hours working on the bank reconciliation and he is confident of the records of the district for January/February, but they are still working on March.

Once the bank reconciliations are done, then they will work on the financial statements.

Steve Bailey also thinks that someone other than Jane Kaverman should reconcile the bank statements. Steve Bailey volunteers to do so. It will be a second check.

Jim Franz brings up that as a subcommittee member, Steve Bailey would be good at that. Steve Bailey is on the finance committee per Dick Lambert, and the finance committee should be responsible for reviewing.

MOTION BY DICK LAMBERT AND SECOND BY JIM FRANZ FOR THE FINANCE COMMITTEE TO BE THE OVERVIEW – (AND A BIG THANKS TO STEVE BAILEY). Approved 5-0.

MOTION TO APPROVE BANK RECONCILIATION FOR JANUARY AND FEBRUARY MADE BY JIM FRANZ AND SECONDED BY DICK LAMBERT. Approved 5-0.

Jane Kaverman and Steve Bailey explain that the Bank of NY and Gold Market account still need reconciled but there hasn't been any activity, so it is okay.

Jane Kaverman reviews the check register with the Board. Discussion held regarding the possible need to review the resolutions regarding approval of claims.

MOTION TO APPROVE THE CHECK REGISTER BY JIM FRANZ AND SECOND BY STEVE BAILEY. Approved 5-0.

MOTION TO APPROVE SRF CLAIMS IN THE SUM OF \$17,688.00 MADE BY JIM FRANZ AND SECONDED BY DICK LAMBERT. APPROVED 5-0.

SUPERINTENDENT REPORT

Larry Oberley updates the Board as follows:

- Inspections continue for Project 3.

Project 3-A Linn Grove - 1/3 connected

- Steve asks about road in Linn Grove area
 - Ben Adams responds, punch list items including road work in both Linn Grove, Preble And Barrington Woods; Ben Adams has drafted a letter saying exactly what needs done, Brad Yoder will need to sign it and then it will be sent to the contractor's. Contractors are aware, they will share it with their sub contractor's to fix. They want to get project 3 done before they start project 4.
- Barry - Sub committees – maybe rename since Josh is new.
 1. New projects
 2. Finance
 3. Policy

ENGINEER'S REPORT

Ben Adams provides his report to the Board:

- Project 4 – is off and running. Both contractors met today. We are doing something that has not been done before. We were told we can sign contracts and move forward; they have approved our amendment and routes.
 - Ben Adams presents construction contracts from Miller and Fleming. He wants them signed and approved today along with a notice of award which finalizes the tentative.

MOTION TO APPROVE THE CONTRACTS (SAME AS THE PRIOR TENTATIVE CONTRACTS) BY STEVE BAILEY AND SECOND BY JIM FRANZ. Approved 5-0.

- There are materials and delays.
- Both groups can get started in May or June.
- There will be a monthly progress meeting, probably May or June.

- Even though the source of the funds is through IFA, the money must follow federal guidelines.
 - Mark explains that because of the federal guidelines, the only ARPA money we are using is for construction and then the remaining costs will be paid from WAF and SRF last.
 - There is a SWIF grant coordinator that we must go through.
- Steve asks about Project 3 and the SRF funds that we want to use for the building and other things.
- Ben said that there has to be a public notice published regarding the additional and once it is done, we can send it in.

DISTRICT ATTORNEY REPORT

Mark Burry presents Resolution 2022-6 Contained Sewage Low Flow Exemption

- This resolution is lawsuit related and intended for those that don't want to connect. This pertains to the district only!
- Mark reads through the Resolution.
- Mark also reads the exemption form.

MOTION TO ADOPT RESOLUTION 2022-6 CONTAINED SEWAGE LOW FLOW EXEMPTION MADE BY JIM FRANZ AND SECOND BY DICK LAMBERT Approved 5-0.

Regarding the Interim rate for project 4, the Board will need to decide at the May meeting so do not issue until June. Still need to figure out city bill.

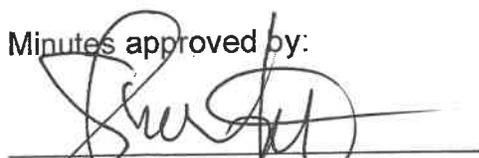
OTHER MATTERS:

Larry Oberley is getting quotes for connections agreed to as part of the Mainline Easement process for Linn Grove and Preble. Can he proceed?

- Board determines that he should get the best prices and move forward.

MOTION TO ADJOURN BY JIM FRANZ AND SECONDED BY STEVE BAILEY. Approved 5-0.

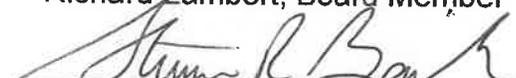
Minutes approved by:

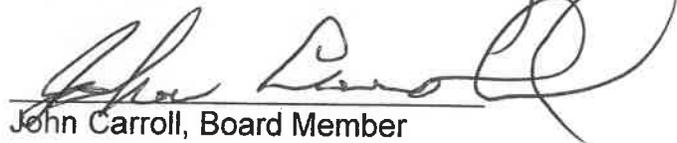


Shannon Smitley, Chairman

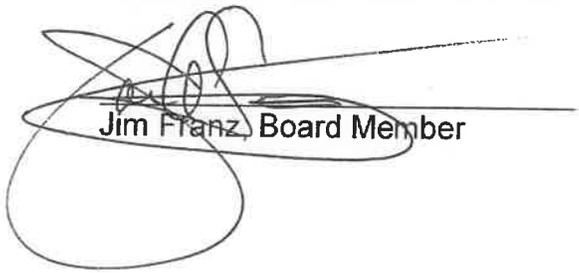

Nate Rumschlag, Secretary


Richard Lambert, Board Member


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