

**ACRSD Board**  
**Meeting Minutes**  
**April 13, 2023**

**The following persons were present:**

Shannon Smitley, Chairman  
Nate Rumschlag, Secretary  
John Carroll, Board Member  
Jim Franz, Board Member  
John Summers, Board Member  
Nathan Scherer, Interim Superintendent  
Jane Kaverman, Billing & Accounting Clerk  
Mark Burry, Attorney  
Brooke Hindenlang, Paralegal to Mark Burry

**The following persons were absent:**

Josh Zimmerman, Board Member  
Dick Lambert, Board Member

**APPROVAL OF MINUTES**

MOTION TO APPROVE MINUTES MADE BY JOHN CARROLL AND SECONDED BY JOHN SUMMERS. Approved 5-0.

**APPROVAL OF CLAIMS**

MOTION TO APPROVE CLAIMS IN THE SUM OF \$62,328.33 MADE BY JIM FRANZ AND SECONDED BY JOHN CARROLL. Approved 5-0.

MOTION TO APPROVE PAYROLL CLAIMS IN THE SUM OF \$13,211.20 MADE BY JIM FRANZ AND SECONDED BY JOHN CARROLL. Approved 5-0.

5 Bank Reconciliations presented.

MOTION TO APPROVE THE BANK RECONCILIATIONS MADE BY JIM FRANZ AND SECONDED BY NATE RUMSCHLAG. Approved 5-0.

SRF Claims presented by Brooke Hindenlang

Project 3 Claims total \$9,095.00

Project 4 Claims total \$253,550.94 from SWIF Money and \$17,735.00 from WAF money

Project 5 Claims total \$37,381.00

MOTION TO APPROVE SRF CLAIMS IN THE SUM OF \$317,761.94 MADE BY JIM FRANZ AND SECONDED BY JOHN CARROLL. Approved 5-0.

## **DISTRICT SUPERINTENDENT REPORT**

Nathan Scherer updates the Board as follows:

### **Project 3**

- Linn Grove: 3 still need to hook up, 1 needs tank crushed.
- Preble: 10 still need to hook up– 4 waiting on grants, 3 foreclosures, 1 low-flow exemption request.
- 900: 2 not hooked up

### **Project 4**

- Working with Darrell Drake from Commonwealth, trying to get easements, only 1 left – the owner doesn't live around here.
  - District needs to send another letter.
  - Suggestion is to put stakes in where it might best work, take a picture and text him. Also put a copy in the mail.

### **Project 5**

- Ben Adams will address.
- Nate has been getting quotes for a tractor, small generator, lift carts, new pumps, floats, pressure washer, he has also been talking to a company about the generator, since it hasn't been ran, also got a quote to get it serviced. (615.00) He is going to be trained on how it works and make sure it works on every lift station.
  - Shannon Smitley suggests that he ask about annual contract to service it each year.
- He also reports that he has purchased new tools
- Panels are being added to the shop to test things.
- Nate Scherer and Jane Kaverman discuss I&I problems. Mission System being used has a system for a rain gage that can hook in and see what is going on. High quote though, \$1730.00 for each lift station with a \$60.00 per year service charge. (we have 9 lift stations) Currently it is hard to find where infiltration is coming in.
  - Shannon asks about smoking it. Maybe Commonwealth can do something.
  - John Carroll asks when this started.
  - Nate Scherer responds it was when he started working for the District.
  - Nate Rumschlag wants to know if Monroe and Berne are interested in partnering with Mission.
- Nate Scherer also reports that the District has a property that has a broken fitting on the grinder, the District will need to replace.
- Nate Scherer reports that he has 7 grinders on hand but all are spoken for except 1.

## **ENGINEER'S REPORT**

Ben Adams reports to the Board as follows:

Project 3:

- Effectively done, but still working on Clem's Lake additional 5 customers. Waiting on 1 easement to be signed.
- Also, Keith Barger is going to connect.
- Nathan Scherer and Ben Adams got together a few months ago and are looking at unspent contingency money and partner shipping with the City of Decatur on 100 W. Once this is done, an amendment will be sent to SRF.

Project 4:

- Drop dead date of 5/15 or liquidate damages. Both contractors are supposed to be done.
- Sunnybrook: Millers will be testing on 200 W. Couple grinders need to be set. Down to the last couple. Testing and start up grinders next.
  - Good news – borer crew wants to move to Winchester Road for P5 should then start right away.
- Oakwood: Problems, issues with pavement, planning on tearing out roads in entirety. Flemings wanted to start but has been asked to wait by Commonwealth, need a complete sequencing plan re roads that are being torn up; until Ben has something firm, nothing has happened, will be committing 800 K for reconstruction, county will contribute 200K.
- Regarding connections, power installed to flow meter site, next week compaction testing, geo tech coming in and air and vac testing still needs done. Connections soon if flow meters are tested; still need to tie in forced main to the new lift station to the ditch at the old lift station. Hopefully testing can get done and it all passes, likely will be in a position to start connections.

Project 5:

- The start timeline for C D & E (magley/NW Winchester) – 1<sup>st</sup> of June, Clem's Lake South will be after Oakwood, later summer, commit to August 1.
- Ben Adams was at a conference, SRF was discussed and specifically regarding Project 5. Part of the money from BIL for NW Winchester Road project requires that a sticker needs to be placed on a sign that will need erected in the project area.

Project 4 – Oakwoods Discussion

- Jim Franz brings up compacting of the trenches, he sees a trench that goes from the road to where?

- Ben Adam discusses stuff strictly in the roadway. Further discussion of the roadway issues in Oakwoods held.
- Jim Franz wants it done right and is willing to wait. He asks to have someone from Flemings attend the next meeting or the next association meeting.
- Ben Adams will be sure that someone will be here next month, but there is a progress meeting for next Wednesday and he will address some of the homeowner's concerns.
- Craig Hirschy, project customer, explains that his gripe is that no one shows up except for maybe 2 or 3 days a week. He doesn't feel that it is feasible to be able to start connections 5/15/23.
- Ben Adams believes that it can be started by 5/15/23. Recourse is if they don't, the fine is \$1000.00 a day.

MOTION BY TO AUTHORIZE NOTICE TO CONNECT WHEN BEN ADAMS SAYS SO MADE BY NATE RUMSCHLAG AND SECONDED BY JIM FRANZ. Approved 5-0.

- Regarding billing by the City for Oakwoods customers, there needs to be some trigger to stop the city billing and the ACRSD taking over.
- Mark Burry asks if the association has plans to do a water project.
  - Per Ben Adams, no money, so no.
  - Flemings have also replaced quite a bit of pipe during the project for the water.
  - Mark Burry asks if the base is the problem re compaction.
  - Ben Adams responds that it is part of the problem.

#### **DISTRICT ATTORNEY REPORT**

Mark Burry presents the following:

- He is in the middle of finalizing a Procurement policy,
- Mark Burry asks Ben Adams if SRF will follow the procurement policy.
- Ben Adams responds that if they are system specific, they might, if it is a preferred vendor.
- Mark Burry presents an Affidavit of no occupancy/no sewer.

MOTION TO APPROVE AFFIDAVIT MADE BY JIM FRANZ AND SECONDED BY JOHN CARROLL. Approved 5-0.

- Darrell Drake brings up the Holbrock property. Mr. Holbrock wants to connect but wants the district to cover crop damage.
  - The District will not cover it.
- Mark Burry introduces a Resolution 2023-2 for Nationwide Insurance which is a voluntary retirement plan the District employees participate in.

MOTION TO APPROVE RESOLUTION 2023-2 MADE BY NATE RUMSCHLAG AND SECONDED BY JOHN SUMMERS. Approved 5-0.

- Shannon Greene presents a Job Description for Maintenance Technician, working under assistant superintendent and superintendent.

MOTION TO APPROVE JOB DESCRIPTION AND MOTION TO ADVERTISE FOR POSITOIN MADE BY JIM FRANZ AND SECOND BY JOHN SUMMERS. Approved 5-0.

- Shannon Greene further presents to the Board that Nathan Scherer should be appointed as Interim Superintendent.

MOTION TO APPROVE NATHAN SCHERER AS INTERIM SUPERINTENDENT MADE BY JOHN SUMMERS AND SECONDED BY JOHN CARROLL. Approved 5-0.

- Jim Franz believes the District will need 3 people eventually.
- Mark Burry suggests that maybe we need to look at a superintendent that can work in both Adams and Wells County.
- Mark Burry also brings up billing services as being a shared position between Adams and Wells County.
  - Jane Kaverman believes that makes sense.
- Lewis Brown, Wells County Sewer District Superintendent is present and indicates these are the customer numbers for the Wells County Projects:
  - 197 in project 1
  - 109 in craigville
  - 60-70 for Kingsland
  - 75 for Tocsin
- Board discusses the possibility of partner shipping with Wells County, but wants to do a test run
  - Jane Kaverman discusses the billing process and explains that in Adams County, payments by Bank draft are most popular, then checks, then paygov.
- Board believe that we need to check with state board of accounts due to internal controls.
- An Interlocal Agreement will need to be prepared.
- Board would also like for Jane Kaverman to look into the cost of her time and district services to process the billing for Wells County.

#### **PUBLIC COMMENTS**

- Luke Lengerich addresses the Board that his mom lives along 224; they still have a mess.
  - Darrell Drake requests that he contact him.
  - Also asks about those that haven't connected. What about the deadline. What is the consequence?

- Letters will be drafted and turned over to the Health Department and the Health Department can condemn.
- Jeff Harris and his son-in-law, bought a property west of Berne. They talked to Jane Kaverman and Larry Oberley. They want to tie into the existing line on 400.
  - Ben Adams responds.
  - Mr. Harris said that the general consensus of the neighbors is that they would connect if they have failing systems.
- Mr. Biberich brings up the Pleasant Dale area. Some neighboring properties want to connect but don't want to pay.

MOTION TO ADJOURN BY NATE RUMSCHLAG AND SECONDED BY JOHN CARROLL. APPROVED 5-0.

Minutes approved by:

  
Shannon Smitley, Chairman

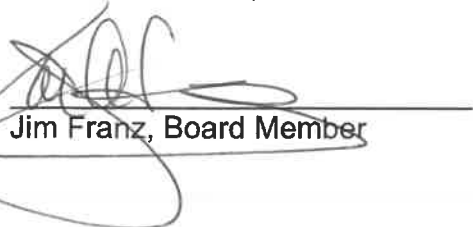
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