

ACRSD Board
Meeting Minutes
July 11, 2024

The following persons were present:

Nate Rumschlag, Secretary
John Carroll, Board Member
Jim Franz, Board Member
John Summers, Board Member
Deon Shoaf, Board Member
Nathan Scherer, Superintendent
Noah Brite, Field Technician
Jane Kaverman, Billing and Accounting Clerk

Brooke Hindenlang, Paralegal to Mark Burry

The following persons were absent:

Shannon Smitley, Chairman
Josh Zimmerman, Board Member
Mark Burry, Attorney

APPROVAL OF MINUTES

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

APPROVAL OF CLAIMS

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

SRF Claims presented to the Board by Brooke Hindenlang:

Project 3:

25,813.11 (retainage 1,358.59)	Fleming
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Project 4

50,000.00 (release of retainage)	Fleming
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Project 5

270.00 (Easements – to reimburse)	Adams County Recorder
33,287.83	Commonwealth

140,773.18 (retainage-7409.12)	Fleming
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160,823 (retainage – 8464.38)	Underground
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335,154.13 total

MOTION TO APPROV PAYROLL CLAIMS OF \$8,341.27, CLAIM VOUCHERS OF \$88,179.9 AND SRF CLAIMS OF \$25,813.11 for PROJECT 3; \$50,000 RELEASE OF RETAINAGE FOR PROJECT 4 AND \$335,154.13 FOR PROJECT 5 MADE BY NATE RUMSCHLAG AND SECONDED BY JOHN CARROLL. Approved 5-0.

DISTRICT SUPERINTENDENT REPORT

Nathan Scherer provides the Board with his report:

Project 4:

Sunnybrook – there are less than 5 homes that need hooked up in this area.

Oakwoods – all homes are connected in this area.

- Still some problems at Oakwood about surface water; Darrell and Flemings have come out, instead of grinding out the groove, they did a coating. Nathan will be calling Fleming to come out and look at it again. There is an issue with one customer complaining about water runoff. A neighbor's yard will need dug up and put a manhole in, this has been discussed with the neighbor.

Project 5

- Sent out letters to remaining customers to connect. All customers will be at the full rate on 8/1/24.
- *Magley* – 2 people have connected (letters were just sent last week).
- *Winchester Road* – 56 homes are connected with 11 left to hook up. The main contractors are pretty much finished up out there and are ready to head to Magley and Clem's Lake South.
- *Clem's Lake South* – 5 homes are done; this does not include the 700 N. area.

Nathan reports that the District is at the mercy of the contractors.

Nathan Scherer also reports to the Board that the office is looking to implement billing like WCRSD does. For Wells County, Jane submits the invoices to Ampstun to print and mail. The cost for this service is around .76 per company. This is cheaper than what Jane can do it for with the cost of postage, printing and postcards. They also include a return envelope which is also very handy. Jane explains that there are issues with the postcards and a discussion was held about this.

Budget – Jane e-mailed the Board a draft of the 2025 budget. Things to think about include Project 6. Per Ben Adams, we are # 42 on the list with SRF for this round, so that may impact the budget; might need to explore using Project 5 funds for small projects. We submitted our request for a little over 13 million.

- Nate Rumschlag wants a sit down with SRF and Commonwealth with wishes etc. He suggests looking at the small areas that need a million dollars (instead of the full 13 million), maybe continue doing this for 5 years.
- Chris Riptke from Commonwealth discusses the PER and how it consists of separate areas.
- Jim Franz asks how long does it take us to get shovel ready for Project 6.

- Chris Riptke and Nathan Scherer believe it would be a couple of months after the survey is in for the smaller projects.

Another matter that needs worked on is retrofitting old grinders to install the rhombus system for the Project 1 areas.

Nathan Scherer addresses the need for an additional employee. He doesn't believe that 2 are enough. They are busy. At least 3 nights a week that they are going out. If the District is approved for Project 6, this could really pose a problem for the 2 of them.

- Jim Franze expresses that he doesn't feel comfortable going for 3 employees now, but we need to keep going for the money.
- Nathan Scherer brings up the question of do we need another full-time person and his answer is yes and no. He doesn't necessarily want a full-time person but has wondered about getting an intern. If the District had an intern, then it would not be paying insurance, paying perf and it would not require the whole hiring process. He is suggesting the ICE program offered through the school systems, it would allow the person to obtain experience and if they don't work out, they wouldn't have to be hired but could help.
- Nathan further points out that with Project 1 – specifically the Monmouth area, work that needs done there is a 2-person job.
- Nate Rumschlag mentions that he knows there are some changes being made in the schools. He suggests that Nathan check with the school and see if there is a work program and maybe even search for grant funds that could be utilized.
- Jim Franz wants to make sure a role has been identified.
- John Carroll asks if in the future, 3 employees are needed. He absolutely believes 3 will be needed.
- The time-consuming part is the maintenance per Nathan S.

Nathan Scherer reports that the Soft start on the 3 phase in Pleasant Mills recently went out. He was able to order the necessary component, saved \$800 and get it here from Chicago in 2 days.

Deon Shoaf asks our ranking of what 42 is. Per Christopher Riptke, we are #42 out of #106 on the rating by SRF.

Deon Shoaf comments on the staffing issue. He thinks we need to trust Nathan's leadership/assessment, but he would like to see a proposal.

Deon Shoaf further expresses that he wants to ensure the safety of the employees.

Natha Scherer also expresses his concern that we might not get the full 60k from the County. We still need it but there is no guarantee that we will continue receiving it.

Regarding the budget for next year, the District needs to look at the wages. Will they be increasing similar to the County?

- Jim Franz mentions that we need to balance work with pay. If some responsibilities go down then why shouldn't wages go down.
- Nate Rumschlag thinks that we need to compare to county which is a 3% increase.

Jane brings up the Municipal Impact website that was used by Town of Geneva. She states that it might be better for the District due to the limitations imposed by the County IT in updating our current website. She believes that the Municipal Impact website might offer more services for the public as well. Further explanation made by Brooke Hindenlang regarding the limitations imposed by the County IT when updating the District's current website.

ENGINEER'S REPORT

Christopher Riptke from Commonwealth is present but has nothing further to present.

DISTRICT ATTORNEY REPORT

Mark Burry was not present; no report given

OTHER MATTERS PRESENTED

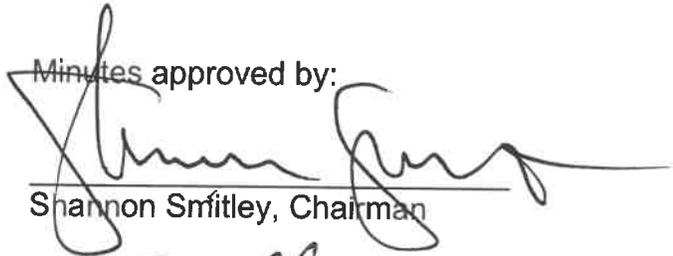
None

PUBLIC COMMENTS

None

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

Minutes approved by:



Shannon Smitley, Chairman



Nate Rumschlag, Secretary



Deon Shoaf, Board Member

John Summers, Board Member



John Carroll, Board Member



Josh Zimmerman, Board Member



Jim Franz, Board Member