

ADAMS COUNTY REGIONAL SEWER DISTRICT BOARD MEETING MINUTES
January 11, 2019

Board and staff members present:

Don Bergdall
Steve Bailey
Nate Rumschlag
Richard Lambert
Jim Franz
John Carroll
Shannon Smitley

Opening of meeting

Approval of minutes

Motion to approve the minutes by Don, 2nd by Steve approve the minutes from the November meeting as presented. Approved 6-0

Payment of Claims:

Barry review of claims totaling \$15,410.01. Itemized list presented to board and included in record

Motion to pay claims as presented by Jim, 2nd by John. Approved 6-0

Superintendent's Report

Becky will present quarterly to the Board.
Billing take-over is going well for the start of the year.
Auto-draft has been a success.
Amstutz training went well for both Barry and Becky's office staff.
We have 5 that have not paid the fall taxes and the settlements included. The totals in their tax bill include our fees.

Barry repeated that the fees and bills will be paid when the taxes are settled for the properties.

January 17th the Liberty Pumps company will be having a meeting with Allen and Adams counties. Allen county is looking to transition to this vendor.

I&M will be meeting with us on the Magley power substation. Looking at the power fluctuations and risks for the new systems. Date not scheduled.

New Year's Day power was out at the Monmouth station. Lost power and the station was down for almost a full day. Barry is looking to purchase a 4" pump for bypassing the lines rather than getting 3 different generators to match up with the different station power requirements.

Mark recommended that Barry discuss the need with John August for financing and grant options through the EMA. Grants for public safety and emergency management are options.

Attorney Comments

Mark has a copy of the state audit done by Crowe LLP.

Conclusion of the audit was clean. Audit was reviewing the interim rate period.

Mark reviewed the old USDA process for payments and processing of claims.

Crowe finding referenced the need for reconciliation of claims at the end of each month. Ordinance 2018-01 was issued to address this. The claims are reviewed by Becky and submitted to the board to approve the bank statements at the end of each prior month.

Board agreed. Resolution 2018-02 internal controls policy was also recommended. The policy is now in place, but had not been passed for the audit period (2017).

Mark recommended the board create a 2-3-member committee for the project creation board. The working group may rotate members and allow the board meeting to move more smoothly as the new project areas are being discussed and developed.

Members for the committee are to be selected at the February meeting.

Mark recommended the board officially designate positions on the board for 2019. Motion by Steve and 2nd by Jim to have
Shannon to serve as chairman
Richard to serve vice-chair
Nate to serve as Secretary

Brooke commented that the software and payment plans could be issued to customers to avoid liens being filed on customers. Brooke presented to board that 3 properties are in foreclosure and 2 are condemned. Mark recommended that the board continue to send bills for the properties to the attorney filing the foreclosure. Mark mentioned that our bills after the foreclosure may not be paid at the sheriff's sale. Properties under condemnation may not get bills, but it remains to be determined.

Meeting 2nd Friday each month at 12:30 pm. Steve motioned for the schedule change and it was 2nd by Jim. Approved 7-0

Motion to approve the reconciliation and put the review of the funds on the monthly agenda.
Motion by Jim and 2nd by Jon. Approved 7-0.

Barry has 2 new taps coming up in the next few weeks.

Public Comments:

No public comments.

Motion to adjourn by Jim, 2nd by Jon. Meeting adjourned. 7-0