

ADAMS COUNTY REGIONAL SEWER DISTRICT BOARD MEETING MINUTES  
November 8, 2019

Board and staff members present:

Shannon Smitley  
Nate Rumschlag  
Richard Lambert  
Jim Franz  
Steve Bailey

Superintendent, Barry Scherer  
Attorney, Mark Burry  
Brooke Hindenlang  
Commonwealth Engineering: Ben Adams

**Opening of meeting**

Shannon called the meeting to order.

**Approval of minutes**

Motion to approve the minutes by Steve, 2<sup>nd</sup> by Jim approve the minutes as amended.  
Approved 5-0

**Payment of Claims:**

Claims were presented totaling \$6,875.39. Itemized list presented to board and included in record.

Motion to pay claims, as presented, by Nate, 2<sup>nd</sup> by Steve. Approved 5-0

**Superintendent's Report**

Barry introduced Star Insurance and a review of the policy limits for the district. The board considered changes to per lift station limits on the claims of \$200,000 each. Also, the board discussed the co-insurance penalty, requesting review of the amounts and impacts. The \$1,000 deductible and location information. Board was informed on the limits for the pipes, pollution prevention and property damage. Board was reminded that we have both a general liability policy in addition to the umbrella policy.

Board recommended that the generators and locator equipment should be itemized in the policy. Jim recommended we itemize over \$5,000.

Board recommended that:

Itemize items over \$5,000 – in the business and personal property

\$25,000 for pipes  
\$500,000 for grinder stations

The bonding company covers both Becky and Barry.

Star insurance will change the address of the district to the annex since we have moved.

Star will have a quote ready for the next board meeting with the changes.

## **Budget Review**

Steve reviewed the #'s through the end of the October and annualized the budget.

Board was presented 2 budgets. One as the system is and the second including all of the proposed infrastructure and customers. This equates to a 40% increase in the district with 90 new connections.

Steve commented on some of the sewer fees, labor costs. Barry and Steve did not vary many of the items in the budget, but added \$1000 for the truck upkeep, increased legal fees, but noted that most of the legal fees will be included in the project budget. He increased the short-lived assets as we increase the size of the system. With the new project Steve was estimating that the district should have a net positive cash flow of \$17,000 at the end of the year.

Steve did mention that both the Council and Commissioners favor the work of the district. Steve recommended approving both budgets.

Jim asked if the insurance line item should be increased?

Steve commented that the budget as presented should be able to cover the insurance increase. Star insurance mentioned that the changes discussed should have minimal impacts on the premiums.

Motion by Steve and a second by Richard to approve the budgets as presented. Approved by board 5-0.

## **Superintendent's Report (continued)**

Barry updated the board that the Monmouth lift station had a shutdown and during the time Nathan S. covered for Barry to restore service.

Barry requested and board agreed that an on-call service contract should be developed. Board deferred to Mark B. and Barry to present a draft agreement at the next meeting.

Barry has a USDA conference call next week.

Barry asked about who and how the board would like to pay the project bills? The project procedure isn't clear at this moment.

Board discussed implementing the interim rate of \$27.35 as was done on the previous project and included in the rate ordinance. No change was recommended by the board to the rate as currently established.

Barry reviewed the additional project areas within the budget. Ben Adams commented that the items on Barry's wish list of equipment is covered by the project and Ben recommended sewer to a few areas near the current project. Ben simply needs to get an agreement from SRF for the additional scope.

Barry commented that the district may wish to fund a future storage building for equipment on county property. Board did not make a decision on the concepts presented.

Berne and Decatur treatment agreements for the next phase of projects is underway. Final agreements are as of now incomplete but working well.

### **Engineer's Report**

Waiting on Baker Tilley at this moment. Planning to see about a new rate ordinance and asking for approvals from the board on the Notice of Award contingent upon award of funds.

Motion to have Shannon sign the conditional Notice of Award by Jim and 2<sup>nd</sup> by Nate.  
Approved 4-0

### **Attorney**

Asked the board about updating the rate ordinance and will require a pre-closing with SRF in the next few weeks.

Proposed Rate Ordinance changes will update coding of the commercial users.

### **Bank Reconciliation & Financial Statements:**

Reconciliation records were sent to the board.

Nate motioned to approve the reconciliation as presented. Motion was 2<sup>nd</sup> by Jim. Approved 4-0

### **Board Comments:**

Board was asked by Barry if it wished to discuss future project priority. Board declined to comment at this time.

**Public Comments:**

No comments

Motion to adjourn by Richard, 2<sup>nd</sup> by Jim. Meeting adjourned. 5-0