

WELLS COUNTY REGIONAL SEWER DISTRICT BOARD MEETING MINUTES
August 17, 2020

Board members present:

Mike Mossburg
Leon Berning
L.A. Brown
Bruce Stinson

Nate Rumschlag, County Engineer
Mark Burry, Attorney, Miller Burry & Brown
Ryan Lefeld, Choice One Engineering
Lana Beregszazi, BCS Management
Davis Lamm, BCS Management

Call to Order

Mike called the meeting to order with a prayer and pledge.

Approval of Minutes

Nate presented the minutes to the board from the last meeting. Motion to approve the minutes as presented, by Leon, seconded by L.A.. Motion carried 4-0.

Payment of Claims / Reconciliation of Claims

Nate discussed the current account balance and invoices outstanding from both Choice One and BCS Management. Nate commented that the board had the funds from the Commissioners for the PER work and he just had prepared the check authorized in the July meeting. The council authorized the credit requested by the board during their August meeting and the check is supposed to be delivered in the mail. Nate commented to the board that they may be able to authorize payment of the outstanding invoices contingent upon deposit of the funds into the board's accounts. L.A. Brown made the motion to pay the News Banner invoice now and pay the remaining BCS Management and Choice One Invoices upon deposit of the loaned funds from the County. Motion was seconded by Bruce. Motion carried 4-0.

State Revolving Loan Fund – 2021 PPL

The board quickly discussed the status update or lack of one since the previous meeting. Nate reported to the board that he anticipated an announcement of funding on August 13th, but one was not issued in time for this board meeting. The recommendation to the board was that no change of course was in order unless SRF reduces the allotment of funding.

Project Engineering Status Update - Choice One Engineering

Ryan gave the board an update on the project design status. Ryan is working on finalizing the lift station locations and authorizing geotechnical work for the two project areas. Ryan informed the board that the alley right of way previously proposed for the Murray lift station has since been vacated. Ryan is looking at two options for Murray, but the property owner that now owns the vacated ROW is willing to consider granting an easement for the lift station but has concerns about how it may impact animal graves in the area.

Ryan is planning to have easement documents to Mark soon.

Ryan expressed to the board that 3-phase power is available at all of the lift station locations with variable costs.

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BCS Management – Lana Beregszazi

Lana presented to the board that she has a draft website ready for board review. Lana asked the board how they wished to include their contact information in the website. Board members agreed that use of emails for contact on the website.

Lana explained that this website can be the way to keep the latest information available for public distribution. Such information as the minutes, agenda, project areas will be archived and updated regularly.

When discussed about how this would be hosted Lana expressed that this should be kept isolated on its own website URL outside of the County's general government site.

LA Brown asked that the site will need regular updates to avoid this appearing to be abandoned.

Lana responded that BCS has updates available for loading information of ongoing services.

When asked the impacts of regularly updating the site Lana responded that this is usually in the range of \$200-300/month for hosting and update services.

Lana then reviewed two draft SOPs covering board meetings and contractor bid management. Lana is preparing the format and digital filing system for these and future SOP's for the district. Ordinances and formatting of district information will be something she is preparing.

Lana said that the board will need to work on the proposed EDU calculation. This will take some time but is a complicated element. Nate commented that Baker Tilly has included a sample in the early financial analysis for the district in our submittals to IFA.

Lana is looking for options on system locates management and inspection services moving forward.

Lana commented that since they have used a BCS Management phone number on the outreach paperwork she has received overwhelming positive feedback.

LA Brown asked why Jimmy Hunter was not sent a notice. Lana commented that some addresses were not accurate, so several letters were returned as undeliverable. We are documenting these and looking for accurate mailing information.

LA Brown then asked why he received her update the day of the meeting with files for review? LA commented that reading an email before the meeting that I need to review and comment on here is just not acceptable. If we are paying for your services, I expect to receive anything you need comments on at least a week before the meeting.

LA Brown asked for comments from Ryan regarding the USDA response and our inability to apply for funds as discussed in the July meeting.

Ryan responded that the USDA-RD after we attempted to submit our application informed us that the actual deadline for funding this fiscal year was August 1st and all funds were appropriated. With that we were unable to blend financing with SRF and USDA-RD.

Nate commented to the board that we were told that we had time to apply, but once we started the process they immediately informed us that they could not meet our schedule. Ultimately the funding window closed about as soon as we were told it was open.

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Attorney Comments

Mark discussed proposed scheduling of rate and bond ordinance hearings. We will need to check our schedule and have those ready once we hear from SRF. Mark asked Ryan when he thought he could have easements ready for the pump stations. Ryan responded that we should have a draft ready the end of this month.

Mark then informed the board that we will have our closing in March of 2021 due to our schedule with SRF. Mark is working backwards through the schedule to set key milestone dates for the financing, bid dates and public notices. Bids will be necessary in January and soon after that the board will need to have the rate ordinance hearings. The board could look at having a bond ordinance hearing in the meantime. The bond ordinance hearing is only to allow the board the authority to seek bonding for the projects.

Mark will look at the upcoming meeting schedule and draft notices in advance so we can have our hearings during regularly scheduled meetings.

Board Comments

No further board comments were presented.

Public Comments

Derek Prough was in the audience and is looking to purchase a property near the Liberty Center proposed line. The property was tested for a septic system and it failed. The option to connect the property to the Liberty Center system makes this still viable and he asked the board if they could provide him with any direction or when this project may be completed for him to connect?

Mark Burry commented that the board needs to prepare and adopt a connection policy that covers this sort of situation.

Lana commented that this would be a developer agreement.

Mike – What would the duration of the agreement be?

Lana – 10 years

Mike asked if there are other homes along this roadway. Nate answered that yes there were. Derek commented that there are other buildable lots as well if this line is installed.

Mark commented that this is not a project you are driving so policy on connections and if you want to mandate connections of those near this line is something you will need to address in your connection policy when adopted.

Mark asked if they could secure easements and keep this a private line.

Nate informed the board that as a policy he does not allow private utilities within the public ROW. So, if this line were to use the ROW for 100 West it would need to be accepted by the RSD.

LA Brown asked how can the county deny access to the right of way to the contractor?

Nate responded that the county doesn't deny access to the contractor, but since the lines are not part of a public utility that is a member of 811 for locates, it would be impossible to identify his line in the future and puts the line at

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risk of damage by both county employees and other public utilities. If the line is adopted by the RSD, then any locate requests can be filed and protect these lines from damage.

Derek asked if the board could tell him what the costs would be for the tap and tie in? Also, does the board know what the specifications are for the construction.

Ryan responded that these are in consideration. The board will have to decide with the connection policy to establish the final costs.

Nate commented that the district will have fixed costs with Bluffton due to their agreement on new connections so there may be a minimal charge the district may need to keep avoiding using their savings to subsidize the connection.

Mark Burry repeated that the board can't make any recommendation to Derek at this time for the purchase. There should be a time soon, but that is not today.

Motion to adjourn – Bruce, motion 2nd by L.A. Brown. Meeting adjourned. 4-0


Next meeting is scheduled for September 14th at the regular time.

NR


Mike Mossburg


Leon Berning


Andy Stoller


Lewis A. Brown


Bruce Stinson