

WELLS COUNTY REGIONAL SEWER DISTRICT BOARD MEETING MINUTES  
April 12, 2021

**Board members present:**

Mike Mossburg  
Leon Berning  
L.A. Brown  
Bruce Stinson  
Andy Stoller

Nate Rumschlag, County Engineer  
Ryan Lefeld, Choice One Engineering  
Mark Burry, Attorney Miller, Burry & Brown  
Lana Beregszazi, BCS Management (via telephone)

**Call to Order**

Mike called the meeting to order with the pledge and prayer by LA Brown.

**Approval of Minutes**

Approval of Minutes from March 8<sup>th</sup> meeting. Motion by LA Brown, 2<sup>nd</sup> by Leon. Motion Carried 5-0.

**Review of Claims and Account Reconciliation**

Review of claims presented by Nate and Trent. Trent's report totals balance of district's checking account of \$64,082.11. Motion to approve the claims by Bruce and 2<sup>nd</sup> by Andy. Motion carried 5-0.

**VTF Notice to Proceed**

Ryan discussed the notice to proceed for VTF. Start of work is approximately one month out and hope to start this spring. Suppliers are not wanting to hold prices as some materials are escalating in price significantly. Board agreed to have work start.

**Engineering Reports**

Ryan presented the Wessler contract for inspection services. Ryan presented the agreement at the last meeting and is recommending that the board approve the contract.

LA asked how much will Choice One interact with them?

Ryan – We will have Wessler submit weekly reports to Choice One.

Nate commented that the County needs good as-builts for the storm sewer lines. Both for future projects in the area and for the Surveyor's office.

LA asked to be at the Kickoff meeting.

Ryan presented that the PER is ready for the additional areas and the results of the Poneto study is forcing the system from Reiffsburg to Bluffton due to the lack of capacity and the cost of upgrades.

Board discussed the need for the No Number Road homes to be part of our system for customer counts. This should be discussed with the City of Bluffton when we move ahead with future treatment agreement.

Ryan and Nate had a call with SRF regarding our new project areas. Leon asked if SRF knows we are working with the Health Department? Ryan responded that yes and we have done the testing of stormwater outfalls from

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Kingsland, Tocsin and Craigville. The results were positive for E-Coli even following a 2-4 inch rain fall about 4 days earlier than the testing.

The discussion with SRF was positive and they are waiting for our application for the new areas.

Bruce made a motion to proceed with submitting the new/updated PER to SRF. Motion was 2<sup>nd</sup> by Andy. Motion carried 5-0.

Ryan asked if the board would also like to have them submit for USDA-RD consideration. Board agreed to proceed with USDA as well. No vote was taken.

LA asked what about the pumps for the current project and has the board decided about what pumps will be used? Ryan reviewed for the board the pumps included in the bid documents and recommended proceeding with Liberty Pumps and the available supplier for the project.

LA asked about and discussed the benefits of the Liberty Pumps?

Mike asked where the pumps were made? Ryan and LA both responded that the pumps were made in Ohio.

Before action on the liberty pumps Ryan asked about the Wessler agreement. LA made the motion to proceed with the Wessler inspection contract. Motion was 2<sup>nd</sup> by Bruce. Motion carried 5-0.

The motion by Andy to proceed with the Liberty pumps was made after some discussion. Motion was 2<sup>nd</sup> by Bruce. Motion carried 5-0.

### Attorney Comments

Mark reviewed the bill format with the board and passed it around for approval. Mark also passed around the contract for billing services between the WCRSD and Adams Wells Internet.

Mark also had a pre-billing letter for customers prior to the first bill. The letter with a phone number for contact is up for the board to discuss and approve for distribution for a potential May billing.

Mark reviewed the contract wording for the board.

Coordination between Sarah and Carla to get the website billing correct.

Motion to approve the contract with Adams Wells Internet by Andy. Motion was 2<sup>nd</sup> by Leon. Motion carried 5-0.

Motion by LA Brown to start billing at the start of May. Motion was 2<sup>nd</sup> by Bruce. Motion carried 5-0.

Leon asked what the charges were going to be for the Tom's Outdoor Power in Murray. LA commented that they were listed with the minimum bill.

Mark reintroduced the Honegger & Ringer accounting agreement. The board had agreed previously but was looking for the signed copy. Bruce made a motion to sign the agreement again if not signed already. Motion was 2<sup>nd</sup> by Andy. Motion carried 5-0.

Mark then presented the exemption requests for the board. Mark passed around the spreadsheet to the board. The board asked some questions about the status and if this was the end of the exemption process. Mark commented that yes, the statutory notice period ended with the end of March. Everyone who was contacted has

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had their time frame requirements met and complete. To avoid naming the applicants individually we will use their numbers in the record. The following recommendations came from the Wells County Health Department:

- Property #1 is NOT eligible
- Property #2 is eligible through 2030
- Property #3 is eligible due to offset and age
- Property #4 is NOT eligible
- Property #5 is NOT eligible
- Property #6 is eligible through 2024

In the discussion Mark reminded the board that they have the statutory approval to force connections and when the exemptions expire can proceed with enforcement on the connections at that time and will not need to include the H.D. in the decision.

Lana requested a copy of the exemption list.

Motion by Andy and 2<sup>nd</sup> by Bruce to accept the recommendations and make the exemptions a mater of record for the project. Motion carried 5-0.

Mark asked that the Health Department send the determination of the exemption to the property owners and update BCS on the status.

Mark presented to the board an equipment list for review by LA Brown for tools that may be necessary and could be included in the bond issue if funds are available.

### **BCS Management – Lana**

Lana called into the board meeting to review some of the SOPs and their development for the board.

Lana reviewed SOP 10 digital filing system recommending that the board use a commercial Dropbox account to store district records to maintain cloud storage. Board discussed the benefits and agreed to open a Drop Box account. Andrew Stoller asked to be the board member to maintain the access credentials to the account.

Lana asked if the board was willing to impose a fee for failed inspections during the connection process? LA Brown and Nate commented on the options and recommended to the board that the first and second inspection visits be included in the initial \$75 fee. But, any additional inspections would be required to pay an additional \$75 fee to avoid poor craftsmanship.

It was asked how will be stormwater connections identified? Nate commented that it will necessarily be reviewed by the superintendent during the inspection to identify obvious violations.

SOP 4 – Lana asked about inspection and permit fees. Lana recommended creation of an account setup fee. Total fee would be \$125 total with \$75 inspection and \$50 permit fee. Mike said he did not want to punish the customer for setting up an account we are forcing them to setup. Board overall disagreed with creation of a permit fee and recommended leaving only the inspection fee as is.

SOP 3 – Lana recommended the use of USIC for locate services. Fee being \$11/callout. Board agreed with this recommendation. Lana asked what is the repair conditions if a resident cut or damages the district line either by accident or intentionally? Mark commented this would be a tort claim and the district would need to make the

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repair but could recoup the damages from the property owner's insurance or a contractor's E&O insurance policy. Presetting penalties was not something the board wished to do.

Mark and Ryan to review the sewer use ordinance to make sure it complies with Bluffton's and any penalties the district could receive for illicit discharges.

Lana asked if there would be a mutual aid agreement with Adams County for backup. Board agreed and asked that Mark proceed with development of a mutual aid agreement for Adams County.

Maintenance service calls discussion and the phone number the board will use. It was discussed and Adams Wells Internet will create a phone number for the district, and it will be rolled over to a contract cell phone so the call in number will not change even if the recipient may change over time.

Lana asked to select a district maintenance operator. The board was not sure the new job title. LA Brown responded that he was planning to take the position if the board would have him do it. Lana commented that the budget will be difficult if we do not know all the times, trips and # of inspections necessary. Board responded that the maintenance budget will remain as is and they were not concerned that LA's contract as the superintendent would require more than was in the budget.

Lana asked for a copy of the maintenance superintendent contract and a full list of all vendors their roles and responsibilities. Lana will update the SOPs and send out for the next meeting.

### Board Comments

Leon asked that Nate update Tom Neuenschwander on the project status and see if there are changes in the insurance policy.

LA asked if he could tell Doc Mitchel the deadline to commit to connecting to the system. Board discussed and for the sake of Doc they said to inform him that he had until May 3<sup>rd</sup> to make a decision or the project may not be able to accommodate him.

Dave Schultz asked what the job title was since it was offered a few different ways during the meeting. Board responded that the job is the District Superintendent.

### Public Comments

Public commented that the website is expanding and finally includes some of the project items over the last two months. Public asked if we can issue updates on billing and future fees?

Board responded future fees are not in the works. The discussion today you saw that the board is not looking to create additional bills or fees.

Jerry asked if the district would be expanding the sewer north of Murray. He has a house at 3890 North 100 East and wants to connect to the sewer and wondered if the project could be extended. Ryan commented that he is part of the Kingsland connection and would be included in that project when it is funded. Ryan said he would discuss the options with Jerry after the meeting to answer any questions he may have.

Seeing no other comments Mike opened the floor for a motion to adjourn.

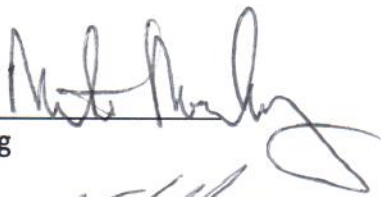
Motion to adjourn – Andy, motion 2<sup>nd</sup> by Bruce. Meeting adjourned. 5-0

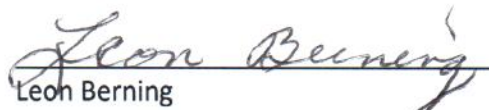
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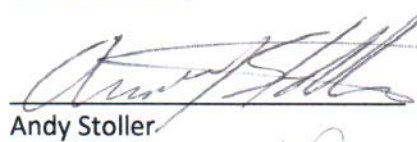
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Next meeting is a regularly scheduled meeting for May 10th at the regular time.

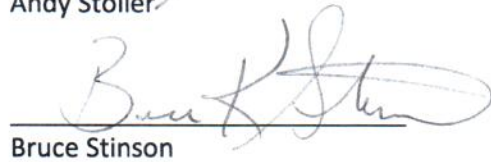
NR

  
Mike Mossburg

  
Leon Berning

  
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Lewis A. Brown

  
Bruce Stinson