

WELLS COUNTY REGIONAL SEWER DISTRICT BOARD MEETING MINUTES  
May 9, 2022

**Board members present:**

Mike Mossburg  
Leon Berning  
Jon Oman - absent  
Andy Stoller  
Bruce Stinson

Lewis Brown, RSD Superintendent  
Nate Rumschlag, County Engineer  
Mark Burry, Attorney  
Ryan, Choice One Engineering

**Call to Order**

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

**Approval of Minutes**

Motion to approve minutes of the April 11<sup>th</sup> and May 2<sup>nd</sup>, 2022 meetings by Leon. Motion was 2<sup>nd</sup> by Bruce. Motion carried 4-0.

**Review of Claims and Account Reconciliation**

Review of claims prepared by Trent and reviewed by Leon for the board. The report showed total of 7 checks for approval. Claims included payments to Adams Wells, Escrow accounts, Honegger, Ringger & Co. F&M Credit Card, Wells County Chamber of Commerce, and Print Source. In addition, 2 salary checks to Lewis Brown were approved, totaling \$15,439.32.

Motion to approve the claims by Andy and 2<sup>nd</sup> by Bruce. Motion carried 4-0.

Leon asked about getting a resolution for paying the credit card bill between meetings.

Andy asked if the board could move the card's due date. Leon said he would talk to the bank about moving the due date, but the period between when the bill comes in and when the meetings are is too short.

Motion to direct Mark to prepare a resolution regarding payments between meetings was made by Andy. Motion was 2<sup>nd</sup> by Leon. Motion carried 4-0.

**Tom Neuenschwander - Insurance**

Tom presented the renewal insurance paperwork to the board. Mark commented that you will want to be sure to provide for any exposure between the warranty and loss due to uncovered items.

Tom asked when do you own the system?

Leon and Bruce recommended adding coverage. Tom asked to meet with Nate to discuss ownership for the district.

Lewis mentioned the flow meters should be in the policy as well.

Tom – Don't be afraid to ask questions.

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**Superintendent Report**

Lewis commented that he needed to have a public official's bond to accept payments for the inspections.

Sewer is complete in Murray and ready for connections.

Liberty Center is waiting for AEP to connect the power at the station. Once that is complete Ferguson will need about 2 days to test the system and pumps. Streets are still a mess in Liberty Center.

Nate met with VTF today to discuss the paving.

Lewis - We are adding customers that were overlooked. They are now on the system.

Lewis – Can we send out connection notices? Mark responded that yes, they can as soon as you deem it ready.

Board agreed that the notices to connect should go out this week.

Andy asked if Lewis will be looking at the clean water discharges from the homes? Lewis - yes I will.

Lewis – I have no comment on VTF being incomplete on the Liberty Center pump station.

Lewis – I have a few more homeowners asking for new connection forms.

**Engineering Reports**

Pay application #8 received and is under review. It is not ready for board approval.

Craigville sewer area closing documents are being prepared and SRF closing is scheduled for after Memorial Day. Mark is working on the final easements. Closing invites for the board will go out soon.

Project phase 3 has been submitted to IDEM and is out for permit review with the Railroad. Plans can be done around mid-July. Our plan is to push SRF and award information rather than wait for responses from them to let us work the bidding schedule.

We received and some of you have seen the Preliminary Engineering Report approval from SRF. We are still working on final approval regarding the cemetery investigation.

**Attorney Comments**

Mark presented to the board the **Craigville Phase 2 Treatment Agreement**. The board will need to approve of the agreement before it can be sent to the City for final approval. Mark reviewed for the board the fees associated with the agreement. The new combined monthly service fee will become \$891, but the phase 1 rate will hold until phase 2 will go online.

Motion to approve the **Craigville Phase 2 Treatment Agreement** was made by Andy. 2<sup>nd</sup> by Bruce. Motion carried 4-0.

Mark presented **Internal Controls Ordinance 2022-04** and reviewed the ordinance by short title for the board and covered the contents of the ordinance for the board. Mark commented that the ordinance identifies which discrepancies in financial statements and the amounts that must be reported to the State board of Accounts and the local prosecutor. Mark reviewed the thresholds for reporting.

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Motion to adopt **Internal Controls Ordinance 2022-04** by Bruce. Motion was 2<sup>nd</sup> by Leon. Motion carried 4-0.

Nate was asked to setup and host an internal controls training.

Mark then presented **Resolution 2022-4 to Establish the District Asset Management Plan** for board consideration. Mark reviewed the resolution, and the plan tracking will be used for insurance purposes. The plan will require annual reports of real property and any disposal of real property will follow the resolution and be recorded in the annual report.

Mark reviewed for the Board. Motion to adopt **Resolution 2022-4** by Andy. Motion was 2<sup>nd</sup> by Bruce. Motion carried 4-0.

Mark presented SRF disbursement requests:

- #44– Wessler Engineering - \$18,224.00
- #45 – Choice One - \$534.00
- #46 – Choice One - \$550.00
- #47 – Wells County Recorder - \$258.00

Disbursement request forms for approval. Motion by Andy to approve disbursements, motion was 2<sup>nd</sup> by Bruce. Motion carried 4-0.

Motion to authorize Murray to be issued the notice to connect and Liberty Center to be issued notice to connect after Engineer has authorized the system is ready for connection. Motion was made by Leon and 2<sup>nd</sup> by Andy. Motion carried by 4-0.

Mark asked for a motion to authorize both the President and Secretary to sign closing documents. Motion by Bruce and 2<sup>nd</sup> by Leon. Motion carried 4-0.

#### **Board Comments**

Andy asked if the connection notice has information regarding what is not allowed to be flushed in the system?  
Andy asked if Lewis could write a paper for the public with a “don’t flush it” list.

Lewis responded that he is working with Brooke on a help sheet.

Leon – Do you have a letter for chamber members?

Mark – No, let’s schedule a time this week to draft one.

Leon then reviewed why he recommended the chamber membership in order to ask for financial help for decommissioning of septic systems.

#### **Public Comments**

A woman in the audience commented about how a neighbor had been promised help with her electric bill, but never got the help she needed and is now living without heat in her home.

Leon responded that the township trustees will be the ones who screen applicants for financial aid. Leon commented that there is no money yet, and the fund-raising efforts are just beginning. We hope to have aid ready when connections are needed in Craigville.

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Christine Hunt – How does the house hookup costs change between grinder and gravity connection?

Ryan – The only grinder in town is the northern most home because the house is so far off the road.

Dan Hunt – I want this to be \$50/month. I have 20 plus rentals in town.

Lewis – You have access to the connection specifications, and you can use this and the plans to start pricing out the connection costs now.

Christine – Can I get a copy?

Lewis – yes

Lucas Gerber – I am developing a property. If I build this per spec, will you take over the system?

Mark Burry – we have the easement ready for you and your development.

Lucas – will the RSD take over the grinders?

Board asked Mark to give Mr. Gerber a copy of the new connection agreement for review and signature since that covers the established policy by the district.

Mark reviewed the “new construction” reservation language in the agreement.

Board discussed the number of taps within the Craigville agreement.

Lewis commented that he has not filed liens yet. He has had luck in working with owners to settle late bills on many. The fact that Lewis can file the lien has helped in negotiating with customers. Lewis commented that he has been asked what the legal amount of discharge from a septic system is. A violation exists when you find 88/ppm of E coli in water. This is approximately 1 drop in 3 quarts of water.

R.T. Jackson - Is there a case for giving credit back to the customer by penalizing the contractor for the delay?

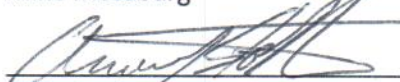
Mark – the SBOA does not have a mechanism to allow that.


Motion to adjourn – Bruce, motion 2<sup>nd</sup> by Leon. Meeting adjourned. 4-0

Next meeting will be a board meeting proposed for June 13th, 2022 at the regular time.

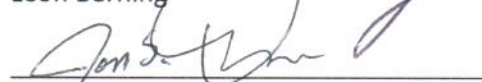
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