

WELLS COUNTY REGIONAL SEWER DISTRICT BOARD MEETING MINUTES  
January 9, 2023

**Board members present:**

Bruce Stinson  
Leon Berning  
Jon Oman - absent  
Andy Stoller  
Dr Richard Jackson

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

**Call to Order**

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

**Introductions and Board Organization for 2023**

Board introduced the new member Dr Jackson, appointed by the County Council to fill the vacancy created by the resignation of Mike Mossburg.

The board then discussed and made nominations for board positions.

Leon nominated and Andy 2<sup>nd</sup> to have Bruce serve as the **Board President**. Motion carried 4-0

Bruce nominated and Richard 2<sup>nd</sup> to have Jon serve as the **Vice President**. Motion carried 4-0

Andy nominated and Bruce 2<sup>nd</sup> to have Leon serve as the **Treasurer**. Motion carried 4-0

Bruce nominated and Leon 2<sup>nd</sup> to have Andy serve as the **Secretary**. Motion carried 4-0

**Public Questions**

Roger Cash – Has the Engineer told you that State Rep. Matt Lehman’s office is looking into the District? I spoke with Representative Lehman and he is looking into the board’s activities and I am asking him to withdraw the district’s funding.

Nate commented that yes he and Lewis spoke with someone from Matt Lehman’s office, but that it was prior to Thanksgiving. It was a cordial call asking questions about the district and that his office had received a call from a constituent. There was no indication that his office was challenging a board decision. Since that call the board has closed on financing with SRF for phase 3. Nate commented that there were no questions directed to the board or requests for information or comments by the board.

Wayne Henly asked the board to investigate the website and its lack of updates.

Nate commented that he noticed that the agendas and minutes sent to BCS Management have not been uploaded to the website. Andy thanked Wayne and said he would contact BCS.

**Approval of Minutes**

Motion to approve the minutes from December 12<sup>th</sup> and to sign the minutes from the November 14<sup>th</sup> meeting by Leon and 2<sup>nd</sup> by Andy. Motion carried 4-0.

**Review of Claims and Account Reconciliation**

Review of claims prepared by Trent and reviewed by Leon for the board.

Leon proceeded to review the 16 claims due which totals \$21,958.47.

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Account balance is \$69,789.06.

There was some discussion regarding the checks to the railroad and the \$12,945 they requested for the crossings. According to SRF the claims are reimbursable project expenses.

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

Andy asked to have the vouchers pushed through to get the reimbursements back quickly.

**Superintendent Report**

Lewis passed out his written notes for the board and reviewed the last month of project progress.

Lewis asked if there was an update by Mark on the Skip Edwards connection. Ryan and Lewis felt that this was not a board issue, and that Skip needs to connect.

Huston Electric and discussion of the electric service at the panel for Mr. Frantz. Final work has not been done. Lewis recommended giving 2 weeks to finish. VTF sent a letter to Huston demanding the work be finished.

Generator has been set and Lewis removed the snow from the fence to help with the testing. The generator has a chip control problem and VTF is working with the manufacturer.

Craigville equipment was out of the way for the holidays. They are working on 450 East and are past the railroad. The main construction is past the highpoint and the gravity for the City is moving along. The directional boring is done to Craigville now. February is when they plan to start the grinder installations.

**Engineering Reports**

Ryan gave the board an update on the Kingsland project.

The phase 1 generator is on site in Liberty Center and will have the Murray generator in February.

Phase 2 is moving along well and they are staying on schedule.

Phase 2 pay application #4 for \$89,249.62 was delivered and Ryan recommended approval.

Phase 3 has a preconstruction meeting with VTF on Wednesday of this week.

The next funding cycle will begin in March of this year and it is up to the board if they wish for Choice One to submit the Tocsin project again for funding.

After some discussion the board agreed that they should proceed with the application to get Tocsin in for funding and construction. Motion by Andy to authorize Choice One to reach out to SRF and prepare the necessary application to SRF. Leon 2<sup>nd</sup> the motion. Motion carried 4-0.

Mark commented that a certificate of completion for closeout of the BAN for phase 1 will be needed. Ryan to work with Mark to get the necessary forms in place to close phase 1.

Bruce asked what is the schedule on CR 450E? Ryan commented that it would be next. Andy asked where we are on CR 600E. Ryan stated that the section on 600E is complete.

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Ryan stated that VTF is planning to do both of the Panhandle pipe crossings during the same week to help with utility coordination.

Mark asked if Bluffton was ready at the connection point. Ryan responded no, but Bluffton is ahead of schedule.

Andy made the motion to approve Phase 2 pay application #4. Motion was 2<sup>nd</sup> by Leon. Motion carried 4-0.

**Attorney Comments**

Mark then presented the contract documents for phase 3 and requested the board make a motion to authorize signatures on all pending contract documents. Motion made by Andy to authorize contract documents; motion was 2<sup>nd</sup> by Leon. Motion carried 4-0.

Motion by Andy to approve the contract with NIRCC for Labor Standards Act Administration. Motion was 2<sup>nd</sup> by Leon. Motion carried 4-0.

Nate commented that the treatment agreement for Kingsland service area was signed and recorded.

SRF Disbursement request for phase 1 was then presented by Mark.

#66 – Pay application for reimbursements of Recorders fees- \$26.00

Motion to approve disbursement request by Leon and 2<sup>nd</sup> by Richard. Motion carried 4-0.

SRF Disbursements for phase 2 disbursements from SRF.

#22 – Choice One Engineering - \$348.00

#23 – Wells County Recorder - \$387.00

Motion to approve all presented disbursement requests by Andy and 2<sup>nd</sup> by Leon. Motion carried 4-0.

SRF Phase 2 disbursements from ARPA funds.

#L3 – VTF - \$89,250

Motion to approve pay applications by Leon and 2<sup>nd</sup> by Richard. Motion carried 4-0.

SRF Disbursement request for phase 3 were then presented by Mark.

DR #6 – Barnes and Thornburg - \$4,255

DR #7 – Bluffton News Banner - \$48

DR #8 – Wells County Recorder - \$103

DR #9 – Railroad Reimbursement - \$7,500

Motion to approve pay applications by Richard and 2<sup>nd</sup> by Andy. Motion carried 4-0.

Lewis asked if the district was responsible for seeding and restoration on properties that granted an easement in exchange for the connection to the property?

Mark, Yes we need to review the status of those we have an agreement on.

Lewis stated that King and Schwartz are left on phase 1.

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Mark – in Craigville we only have 2 and Frauhiger is the last one left.

Andy asked about the legacy invoice from BCS. Mark said he would review with Andy after the meeting.

Leon opened discussion with the board regarding Lewis's hours as we prepare to start phase 3. Lewis was not concerned at this time, but stated that he would report to the board if that changed. Lewis stated that his biggest need is with clerical help.

Nate recommended considering billing services jointly with Adams County RSD.

Mark discussed the need to finalize a 2023 budget. Andy commented that he is working on one and has the Adams County budget as a model. Andy asked about a month-to-month financial report. Mark recommended that Andy develop an income collection and reconciliation average to help address showing any short falls in the months.

Leon reported to the board that the Foundation fund balance is at \$977.93 and he spoke with Erin Prible. Erin recommended doing another mailer asking for more small donations from those in the area.

Lewis felt that there was still one in Murray in need of assistance, but he had an idea how to help make the connection. Lewis thinks there are 3 possible in Craigville.

Leon wanted to recognize the work that Mike Mossburg made toward the RSD. Both in its formation and development of the 3 project service areas under construction and the potential for Tocsin as well. Motion by Andy to recognize the efforts of Mike, Motion was 2<sup>nd</sup> by Bruce. Motion was unanimously supported by the board and carried 4-0.

**Public Comments**

No further public comments.

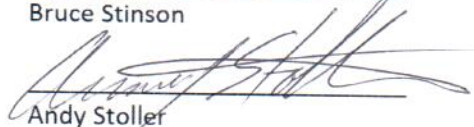
Motion to adjourn – Andy, motion 2<sup>nd</sup> by Richard. Meeting adjourned. 4-0

Next meeting will be February 13, 2023 at 6:30pm.

NR



Bruce Stinson



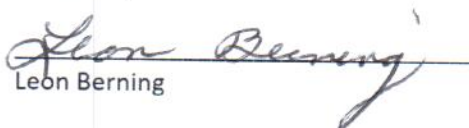
Andy Stoller



Dr. Richard Jackson



Jon Oman



Leon Berning