

WELLS COUNTY REGIONAL SEWER DISTRICT BOARD MEETING MINUTES  
February 12, 2024

**Board members present:**

Bruce Stinson - President  
Jon Oman – Vice-President  
Andy Stoller – Secretary  
Leon Berning - Treasurer  
John Shady - Member

Ryan Lefeld, Choice One Engineering - Absent  
Lewis Brown, RSD Superintendent  
Mark Burry, Attorney

**Call to order**

- Bruce Stinson **called** the meeting to order with the pledge of allegiance and a prayer by Andy Stoller.

**Approval of Minutes**

- **Moved** to approve December 2023 and January 2024 meeting minutes. Motion made by Leon Berning with 2nd from Andy Stoller. Motion carried 5-0 for January meeting minutes approval. Motion carried 4-0 for December meeting minutes approval.

**Approval of Claims and Account Reconciliation**

Leon reviewed 19 claims prepared by Trent totaling \$20,952.39  
Account Balance on January 8, 2023 is \$198,573.15.  
Account Balance on Feb 12, 2024 is \$229,973.71.

**Moved** to approve the claims by Jon Oman and 2<sup>nd</sup> by John Shady. Motion carried 5-0.

**Special Appearance from Mick Cupp**

With invitation from the board, Mick Cupp was given time to discuss various real estate requirements and options for the board to consider and define his search for suitable properties that will be put before the board for consideration. Permanent office and storage space are needed as the WCRSD continues forward with its operations. A summary of the requirements discussed are

1. Vehicle storage with 10-12ft doored opening(s)
2. Space that could be converted to office space
3. Storage space needs 12' internal ceiling height
4. Visibility and location not critical
5. 1000-2000 sq ft
6. Secure facility
7. Cold storage area
8. Office space will need sewer, heat and air conditioning

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## Public Questions

Jerry Sheets asked when seeding and yard restoration would be completed. The board concurred that as part of easement agreements that they would cover the price of seed and Jerry agreed to perform his yard restoration work himself.

Roger Cash expressed concerns regarding soil compaction and damage to his yard by VTF made during installation of his grinder pit. He reported that he is concerned with altered surface water flow patterns that were rerouting water towards his house/basement. He was also concerned with grinder pit installation damaging a dry-well on his property. With the extremely shallow water table in his area, he expressed concern of soil compaction down to depths of 6 feet.

## 2024-2025 Operating Budget

Andy reviewed the draft 2024-2025 operating budget, anticipated revenues, operating expenses, treatment costs and financing estimates for 2024 and 2025. A motion to approve the 2024-2025 operating budget was made by Andy. 2nd by Jon Oman. Motion carried 5-0.

See 2024-2025 Operating Budget included in the printed monthly package.

## Superintendent Report

See report by Levi Morrison (Wessler RPR II) dated 02/12/2024.

See Superintendent's report dated 02/12/2024.

Lewis passed out a Weekly Management Report created by Mission Communications.

## Purchase of WCRSD Vehicle

- Board **discussed** various quotes received from 4 independent vehicle purchase options. These quotes ranged from \$17,500 to \$29,000 for a capable truck for the WCRSD.
- A motion was made by Andy to approve purchase of the \$17,500 truck. 2nd by Jon Oman. Motion carried 5-0. This is an approved expense with the 2024 operating budget approved earlier and is also eligible for reimbursement as a district start-up cost. Board will pursue this option of reimbursement with SRF.
- A motion was made by Andy to authorize Bruce Stinson to execute this purchase on behalf of the Board. 2nd by Jon Oman. Motion carried 5-0.

## Engineering Report

Lewis Brown presented the Engineering Report on behalf of Ryan Lefeld

See Engineers Report dated Feb. 12, 2024

- Kingsland rail bore complete!
- Project on track for on-time completion

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- Tocsin project area will be discussed with Baker Tilly to review financing options and budgetary planning regarding 2024 SRF project submittal.

## Attorney Comments

### Craigville Project Area #2

- Pay Application #64
  - \$4,287 to Choice One for engineering services
  - Motion to Approve: Jon Oman; 2nd by John Shady
  - Approved 5-0
- Pay Application #11
  - \$157,357.73 to VTF for project construction costs
  - Motion to Approve: Leon Berning; 2nd by Andy Stoller
  - Approved 5-0
- Pay Application #12
  - \$180,168.37 to VTF for project construction costs
  - Motion to Approve: Leon Berning; 2nd by Andy Stoller
  - Approved 5-0
- Change Order #1
  - \$42,468.19 for extra grinders
  - Motion to Approve: John Shady; 2nd by Jon Oman
  - Approved 5-0
- SRF Disbursement Request Form L-8 for Craigville
  - \$34,717.30 for VTF
  - Motion to approve: Andy; 2nd by Leon Berning
  - Approved 5-0
- SRF Disbursement Request Form 65 for Craigville
  - \$299,809 for VTF
  - Motion to approve: Jon Oman; 2nd by John Shady
  - Approved 5-0

### Kingsland Project Area #3

- Disbursement Request Form #66 for Kingsland
  - \$26,465 for Wessler Engineering services
  - Motion to approve: Leon Berning; 2nd by Andy Stoller
  - Approved 5-0
- Pay Application #6
  - \$91,816.58 to VTF for construction costs
  - Motion to approve: Andy Stoller; 2nd by Jon Oman
  - Approved 5-0
- Pay Application #7
  - \$151,460.36 to VTF for construction costs
  - Motion to approve: Andy Stoller; 2nd by John Shady
  - Approved 5-0

# WELLS COUNTY REGIONAL SEWER DISTRICT BOARD MEETING MINUTES

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- Disbursement Request Form #2
  - \$17,999.75 to VTF
  - Motion to approve: Jon Oman; 2nd by John Shady
  - Approved 5-0
- Disbursement Request Form #3
  - \$225,297 to VTF
  - Motion to approve: Andy Stoller; 2nd by Leon Berning
  - Approved 5-0

## Board Comments

- Billing services transferred to Ampstun from Adams Wells Internet. We thank Adams Wells for providing this critical billing service for the past several years. Billing reporting will resume in March.
- A Google Workspace has been created for the Wells County RSD to facilitate digital storage and coordination of public meetings, board documents and operations.
- Exploration in process of website options to transfer website hosting from BCS to a more accessible option allowing for real-time updates and lower operating costs. 2024 budget includes allocations for porting and development costs.
- 2022-2023 SBOA audit in process with services being provided by Trent Bucher, Mark Burry and Jeff Rowe (Baker Tilly).

## Public Comments

There were no further comments.

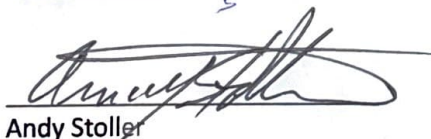
**Moved** to adjourn the meeting by Leon and 2<sup>nd</sup> by Jon Oman. Motion carried 5-0.

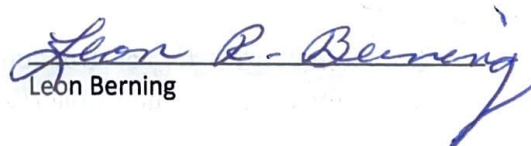
Next meeting will be on Monday March 11, 2024, at 6:30pm.

AJS

  
Bruce Stinson

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Jon Oman

  
Andy Stoller

  
Leon Berning

  
John Shady