

Harrison County Regional Sewer District

August 17, 2016 Meeting Minutes

Meeting Date: August 17, 2016
8:30 am
Harrison County Community Foundation
Corydon, IN 47112

In Attendance:

Gary Davis	Board Member (VP/Treasurer)
Tom Tucker	Board Member (President)
Bill Byrd	Board Member (Town of Milltown)
John Kintner	Board Member (Town of Corydon)*
Tony Combs	Board Member (Secretary)
Darin Duncan, P.E.	Board Member
Chris Byrd	Board Attorney
Bob Woosley, P.E.	Heritage Engineering
Steve Tolliver	Aqua Utility Services (Berkshire WWTP Operator)

Absent:

Jim Klinstiver	Board Member
Matt Beckman	Board Member (Town of Lanesville)
Dan Lee, P.E.	Board Member

Guest:

Pam Bennett-Martin Insurance Agent

**Town voting member.*

Action Items:

- 1. July 20, 2016 HCRSD Board Meeting Minutes:** *Motion made by Tony Combs, second by John Kintner to approve the meeting minutes. Motion approved unanimously.*
- 2. Insurance:** Pam Bennett-Martin provided an overview of the District's current policies and answered questions from Board members. She said the District should periodically review policy limits, for example the generator currently is set at a value of \$9,000 (which depreciates yearly). Is this value too high? Pam provided a synopsis of the policies to all Board members. Pam recommend the District require any contractor's working for them to carry Errors and Omissions, Worker's Compensation, and Professional Liability (if applicable) insurance. She also recommends that their carriers be required to have a minimum "A" rating.
- 3. Berkshire WWTP:**
 - a. Operations Report (July):** Steve Tolliver reviewed the monthly report. The plant remains in full compliance with all permit parameters. *A motion was made by Darin Duncan, second by Tony Combs to accept the July Operations Report. Motion approved unanimously.*

- b. **IDEM Inspector:** Steve made the Board aware that Kevin Holz is our new inspector. Our previous inspector had a job related injury and is no longer performing inspection duties.
- c. **Insurance:** Steve reported he will provide the Board copies of his Errors & Omissions, Pollution Liability, and Workers Compensation policies to the Board at the next meeting.
- d. **Water Usage versus Flow Meter Readings:** Steve reported he has begun tracking and comparing the pump station flow meter readings versus the water meter readings to determine if there is a source of infiltration that can be tied down.

4. New Salisbury Sewer

- a. **Sewer Rate Increase:** Bob Woosley and Chris Byrd reported they are working on a draft rate increase ordinance. Indiana Code 13-26 details the procedures to follow on the establishment of rates and increases. Chris has a call into the State to answer a few questions regarding the amount of increase allowed and when a public hearing is required. A draft will be sent to the Board via email for review prior to the next meeting.

5. Treasurers Report:

- a. *Motion made by Tony Combs, second by John Kintner to approve the July Treasurer's Report. Motion approved unanimously.*
- b. *Motion made by Gary Davis, second by John Kintner to pay the following claims. Motion approved unanimously.*

District Checking Account:

i. Harrison REMC-WWTP electric service	\$1,355.09
ii. Duke Energy – lift station electric service	\$21.67
iii. Aqua Utility Services – Aug WWTP Op. & Lift Sta. Maint.	\$3,210.41
iv. Town of Corydon – July sewer bills	\$6,201.67
v. Heritage Eng. – retainer/website/utility locate assistance	\$1,045.00
vi. Liberty Mutual – renew blanket road cut bond	\$150.00
vii. CNA Surety – renew Dishonesty Exclusion Rider	\$147.00

6. Other Items:

- a. **Long Range Planning Study Update:** The sub-committee will set a meeting date in the coming weeks to get started on the update. Bob will facilitate scheduling the meeting.

- b. State Audit:** The State agreed to lower the cost of the Audit based on the District's questioning of the amount of the invoice. The original invoice amount was \$28,062.00. The State agreed to reduce this amount by \$8,649.00 (due to their acknowledgment that it took them longer than it should have to complete their work, therefore they deduced the extra hours from their charges). Total amount due:

2011/2012 Regular Audit	\$ 3,636.74
2013/2014 Federal Grant Audit	<u>\$15,776.26</u>
Total Due	\$19,413.00

A motion was made by Darin Duncan, second by Gary Davis to pay the 2011/2012 Regular Audit amount in full (\$3,636.74) and to allow Chris Byrd and Tom Tucker to follow up with the State Board of Accounts to arrange for payments to be made to satisfy the balance due on the 2013/2014 Federal Grant Audit (\$15,776.26). Motion approved unanimously.

- c. Corydon Hospital Medical Campus Sewer:** The Town of Corydon notified the District of a repair needed to the grease interceptor at the Hospital. Bob immediately notified the hospital and repairs were made by the Hospital. No further action is necessary.
- d. IRSDA Annual Conference** (being held Sept. 21st and 22nd in Ft. Wayne in conjunction with the Indiana Rural Water Association's annual conference): The Board decided to skip this year's conference due to the location and Board member schedules. In years past the Board was able to drive up the morning of the conference and make it a day trip. It has now become a multiple day overnight trip. The Board hopes to resume attendance next year.

Next Meeting:

Regular Board Meeting: **August 17, 2016 at 8:30 am** @ Harrison County Community Foundation Building.

Minutes prepared by: Heritage Engineering

End of Minutes

Approved by:

Tom Tucker, President

Jim Klinstiver, Board Member

Gary Davis, V.P./Treasurer

Dan Lee, P.E.

Tony Combs, Secretary

Darin Duncan, P.E.

Town Representative