

Harrison County Regional Sewer District

August 19, 2015 Meeting Minutes

Meeting Date: August 19, 2015
8:30 am
Harrison County Community Foundation
Corydon, IN 47112

In Attendance:

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

Absent:

Dan Lee, P.E.	Board Member
Jim Klinstiver	Board Member
Chris Shultz	Board Member (Town of Lanesville)*
Fred Cammack	Board Member (Town of Corydon)

Guests:

John Kintner	Corydon Town Council President
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**Town voting member. (Due to Lanesville or Corydon not being present at the meeting the vote for the meeting went to Bill Byrd – Milltown.)*

Action Items:

- 1. July 15, 2015 HCRSD Board Meeting Minutes:** *Motion made by Darin Duncan, second by Bill Byrd to approve the meeting minutes. Motion approved unanimously.*
- 2. 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 Gary Davis second by Tony Combs to accept the July Operations Report. Motion approved unanimously.*
 - b. Water Usage:** The District had a water meter installed several months ago to track water usage at the facility. The District uses mobile home park water. Steve stated that to his knowledge the Mobile Home Park owners (SSK) have never invoiced the District for the water being used. It was agreed that the District shall calculate the amount due based on the meter reading and submit payment to SSK. Moving forward the District will take quarterly readings and submit payment to SSK.

- c. **Cost for O&M at Lift Stations:** Steve reported that to date his firm has been providing operation and maintenance activities at the Schmidt Cabinet, Child Craft, and Star Gas lift stations at no charge to the District. At the last meeting it was requested that Steve calculate the cost to perform O&M duties at these 3 stations as well as the new Lanesville Interchange lift station. Steve presented a cost of \$100 per lift station per month (\$400 total per month) to perform the necessary O&M procedures. This work will include (amongst other things) visiting each station a minimum of bi-weekly and weekly if necessary. *A motion was made by Bill Byrd seconded by Tony Combs to pay Aqua Utility Services \$400 per month for O&M at the Child Craft, Schmidt Cabinet, Star Gas, and Lanesville Interchange lift stations. Motion approved unanimously.*

3. Lanesville I-64 Interchange Sewer Project

a. District's Part of Project:

i. Construction:

- i. All work (including punch list items) is complete. This project can now be closed out.
- ii. A final pay application request will be presented for approval during the Treasurer's report section of the meeting.

b. Town's Portion:

- i. **Construction:** No update provided.

4. Stormwater:

- a. Rob Huckaby presented possible projects and/or initiatives that could be undertaken by the District for 2016. After much discussion it was agreed the District needs to approach the Commissioner's again to determine what role the Commissioner's want the District to have as it relates to Stormwater.
- b. Ideas discussed during the meeting regarding future initiatives:
 - i. **Demonstration Projects:** The District needs feedback on how the projects have gone. The District needs to approach each school and gain valuable feedback.
 - ii. **New Development:** Pre versus Post Development requirements, should the District play a role?
 - iii. **Priorities:** What are the District's priorities? Quality, quantity, education? These items should be reviewed and discussed with the Commissioners.

5. Treasurers Report:

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

District Checking Account:

- i. Harrison REMC-WWTP electric service \$1,329.27

- ii. Duke Energy – lift station electric service \$26.19
 - iii. CAN Surety – bond \$147.00
 - iv. Aqua Utility Services – July billings/Aug WWTP operations \$2,606.66
 - v. Town of Corydon – July sewer bills \$4,949.40
 - vi. Heritage Eng. – Inv. 07030-69 – Support Services \$31.80
- c. *Motion made by Bill Byrd, second by Tony Combs to approve the following invoices. Motion approved unanimously.*
- i. Heritage Engineering – Invoice No. 15008-07 \$2,015.00
Paid via County account 30302.
- d. *Motion made by Gary Davis, second by Darin Duncan to approve the following invoice. Motion approved unanimously.*
- i. Infrastructure Systems Inc. (Pay Application No. 6) \$24,923.25
This invoice is for the Lanesville Interchange Sewer Project.

6. Budget:

- a. Bob Woosley presented a draft budget for consideration. After discussion it was agreed the District would make a request to the County for Project Funding only (the District will self-fund the Operational Expenses via cash on hold and user fees).
- b. **Budget Request (2016):** The District instructed Bob and Rob to draft a budget to perform an update to the District's initial Feasibility Study that formed the District in 2003. This would be a comprehensive update to the plan that would provide a full listing of all District service areas, customers, rate ordinances, etc. The update would also provide a roadmap for the future. Original and new stakeholders would be invited to participate in a series of workshops. This is time sensitive as the County is in the process now of hearing all requests. Bob will prepare the request and send to the Board members for review via email no later than Friday (August 21, 2015). Tom will present the request to the Council and Commissioners.

7. Other Items:

- a. **North Harrison School Campus:** Bob reported that he has not heard back from Gary Burns (School Board). He will reach out to him again and possibly attend the next school board meeting (2nd Thursday of each month).

Next Meeting:

Regular Board Meeting: September 16, 2015 at 8:30 am @ Harrison County Community Foundation Building.

Minutes prepared by: Heritage Engineering

End of Minutes

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Approved By:

Tom Tucker, President

Jim Klinstiver, Board Member

Gary Davis, V.P./Treasurer

Chris Shultz (Town of Lanesville)

Tony Combs, Secretary

Darin Duncan, P.E.

Dan Lee, P.E.