

Harrison County Regional Sewer District

August 21, 2020 Meeting Minutes

Meeting Date: August 21, 2020

8:30 am

Harrison County Government Center (meetings will continue to be held here until further notice due to COVID-19 restrictions)

Corydon, IN 47112

In Attendance:

Tom Tucker	Board Member (President)
Gary Davis	Board Member (VP/Treasurer)
Bill Byrd	Board Member (Town of Milltown)*
Charlie Crawford	Board Member
John Kintner	Board Member (Town of Corydon)
Darin Duncan, P.E.	Board Member
Chris Byrd	Board Attorney
Bob Woosley, P.E.	Heritage Engineering

Absent:

Dan Lee, P.E.	Board Member
Tony Combs	Board Member (Secretary)
Matt Beckman	Board Member (Town of Lanesville)
Steve Tolliver	Aqua Utility Services (Berkshire WWTP Operator)

Guests:

None present

**Town voting member. (2020 vote will belong to the Town of Milltown)
(Order of voting: 2020-Milltown, 2021-Lanesville, 2022-Corydon)*

Action Items:

- 1. July 17, 2020 HCRSD Board Meeting Minutes:** *Motion made by Bill Byrd, second by Charlie Crawford to approve the meeting minutes. Motion approved unanimously.*
- 2. Ordinance No. 2020-01:** This ordinance provides for an increase of 3% for the Corydon customers (previously referred to as Hospital Medical Campus customers) and 5% for the New Salisbury customers. This ordinance shall go into effect beginning with the September 2020 billing cycle for services provided in August 2020. *A motion was made by Darin Duncan, second by Gary Davis to approve Ordinance No. 2020-01. Motion approved unanimously.*
- 3. Ordinance No. 2020-02:** This ordinance provides for an increase in the capacity fees charged by the District. These fees will become effectively immediately upon passage. *A motion was made by Bill Byrd, second by Darin Duncan to approved Ordinance No. 2020-02. Motion approved unanimously.*
- 4. Berkshire WWTP & New Salisbury System:**

- a. **Operations Report (July):** Steve Tolliver was unable to attend to the meeting due to a possible exposure to COVID. On behalf of Steve, Bob Woosley presented the monthly summary of the report. The plant met all permit requirements during the month of July. Due to the heavy rains experienced during the month the plant operated at a capacity of approximately 94% for the month. No motion was made on the report. Action will be taken on this report at the September meeting.
- b. **Emergency Repair at the WWTP Effluent Lift Station:** Bob Woosley reported the new pump has been installed, the second pump has also been repaired, and the gas bypass pump that was installed is also operational. Based on reports provided by Steve, all pumps operating at the same time now allow for the control of all flow thru the plant. The high level flows can now be managed with this arrangement of pumping.
- c. **Effluent FM:** Bob reported that during the TV work we found an existing automatic air relief valve (AARV) on the existing 4" FM. The valve is not operation and needs to be replaced. Preliminary estimates secured for this work indicated it will cost approximately \$9,000 to install a new AARV. Bob suggested he could check around to see if anyone has a used AARV that could be installed to allow us to limp along until the new FM is installed as a part of the future WWTP expansion project. The Board asked Bob to investigate this option before a decision is made.
- d. **Future Projects:** Bob presented a list of future projects for consideration.
 - 1) **New Salisbury WWTP and Effluent FM Replacement Project:** **\$1.2M**
 - i. Expands capacity from 60k to 120k gpd. Upsizes effluent FM from 4" to 6".
 - 2) **New Salisbury East Expansion Project** **\$250k**
 - i. Extends 8" sewer east along SR 64. Provides service to Insight Eyecare and others.
 - 3) **New Salisbury South Expansion Project** **\$35,000 - \$500k**
 - i. Extends service to the south portion of New Salisbury.
 - ii. Provides service to future Veterinary Clinic.
 - iii. Numerous options available for service (gravity versus FM option)
 - 4) **Berkshire Mobile Home Park Collection System Remediation** **\$300k**
 - i. Pipe lining of approximately half of their system.
 - ii. Entire system length is 7,700 LF.
 - iii. This work would likely be paid for by the owners of the Mobile Home Park.
- e. **Berkshire WWTP and Effluent FM Improvements Project:** A discussion was held regarding the need to expand the WWTP and replace the existing effluent FM. Due to the current growth in the area (Kepley Fields and Apple Orchard developments) there is an immediately need to begin this project. Tom Tucker updated the Board on a call held with the Indiana State Revolving Fund (SRF) representatives last week regarding possible funding via SRF. To be eligible for SRF funding a Preliminary Engineering Report (PER) must be submitted and accepted by SRF. The Board requested that Bob Woosley prepare a fee proposal for completion and submittal of a PER for this project. Bob will present this to the Board at the September meeting.
- f. **Berkshire MHP Collection System Televising:** Bob reported the results of the televising performed indicated that the older part of the system is likely the area where infiltration is most significant. At this point the Board has expended thousands of dollars trying to tie down the exact sources of infiltration into the Berkshire collection system. The Board discussed having a following up meeting with SSK (owners of the system) to

discuss the next steps prior to the Board reverting to charging them based on actual flows (versus the current method of using the water meter readings). The Board requested that Bob Woosley follow up with Steve Tolliver to determine how far back he can trace the flow records for each lift station the feeds the WWTP. Bob will meet Steve and report back to the Board at the September meeting.

5. Private Development Inspection Policy: This policy was discussed in January but never acted upon. It was supposed to have been approved in March but due to COVID it was never official adopted. *A motion was made by Darin Duncan, second by Gary Davis to approve the policy as presented with the following additional item to be added: "The developer will be required to pay the District for any time the District's engineer spends on the project for review and coordination of submittals." Motion approved unanimously.* Chris Byrd will bring an updated policy reflecting the noted changes to the September meeting for signature.

6. Poplar Trace Development: Tom Tucker informed the Board the Town of Corydon has informed him they may be considering charging the District based on one meter and not individual residential meters. They are considering the installation of a 6" water meter and charging the district based on that meter size. The Board has serious concerns regarding this method. 1) Has the Town spoken to Ramsey about placing a 6" meter on Ramsey's line? 2) The math simply does not work. If we only have one home connected and we are charging our customer for a residential meter while Corydon is charging the District for a 6" meter then the District loses money each month. Tom is going to go back before the Town to try to explain the difficulties and issues with doing it this way. The District prefers to keep it simple and charge us for each connection made.

7. Treasurers Report:

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

District Checking Account:

i. Harrison REMC-WWTP electric service	\$1,396.19
ii. Duke Energy – lift station electric service	\$44.12
iii. Town of Corydon – July sewer bills	\$9,743.68
iv. Aqua Utility Services – WWTP Op., LS Maint., Misc. Maint.	\$6,113.04
v. Lanesville Utilities – July sewer bills	\$552.33
vi. S&K Equipment – purchase of pump for WWTP	\$4,752.00
vii. CAN Surety – annual surety bond premium	\$147.00
viii. Heritage Eng. – retainer/website hosting/OCRA grant	\$2,706.05*
ix. Heritage Eng. – Hydromax TV Berkshire collection system	\$6,000.00

**Full invoice not paid. Inspection costs removed. Board asked that Heritage invoice the Developers of Kopley Fields and Poplar Trace for this effort per the Inspection Policy adopted at today's meeting.*

Next Meeting:

Regular Board Meeting: **Friday September 18, 2020 at 8:30 am** at the Harrison County Community Foundation Building.

Minutes prepared by: Heritage Engineering

End of Minutes

Approved by:

Tom Tucker, President

Charlie Crawford

Gary Davis, V.P./Treasurer

Dan Lee, P.E.

Tony Combs, Secretary

Darin Duncan, P.E.

Town Representative