

# Harrison County Regional Sewer District

December 19, 2012

## Meeting Minutes

Meeting Date: December 19, 2012

8:30 am

Harrison County Community Foundation

Corydon, IN 47112

In Attendance:

Tom Tucker	Board Member (President)
Gary Davis	Board Member (VP/Treasurer)
Tony Combs	Board Member (Secretary)
Dan Lee	Board Member
Jim Klintstiver	Board Member
Bob Woosley	Heritage Engineering (District's Engineer)
Steve Tolliver	Aqua Utility Services (Berkshire WWTP Operator)
William Marshall	Stantec

Absent:

Fred Cammack	Board Member (Town of Corydon)*
J.R. Eckart	Board Member
Bill Byrd	Board Member (Town of Milltown)
Rusty Sizemore	Board Member (Town of Lanesville)
Chris Byrd	Board Attorney

Guests:

Pete Schickel  
Joanne Schickel  
Herb Schneider  
Darin Duncan  
Cassie Hauswald  
Ross Shultz - Reporter

Action Items:

- 1. November 21, 2012 HCRSD Board Meeting Minutes:** *Motion made by Tony Combs, seconded by Dan Lee to approve the minutes. Motion approved unanimously.*
- 2. Berkshire WWTP Operations Report (November):** Steve Tolliver presented the November 2012 Operations Report and reported the following: 1.) The plant is in compliance and there were no issues to report. 2.) The new state appointed inspector, Marilyn Hustlar, made a site visit on November 27, 2012 and reported everything at the plant was in excellent working order. Bob Woosley noted that in the report it shows the flow rate has continued to drop each month for the past several months. This may be attributed to fewer mobile homes or vacancies. *Motion made by Dan Lee, seconded by Gary Davis to approve the November Operations Report. Motion approved unanimously.*

**3. New Salisbury Project Update:**

- a. **Roadway Maintenance Agreement:** The Roadway Maintenance Agreement has been recorded and submitted to the EDA. Now awaiting acceptance of the agreement from the EDA.
- b. **Construction Start Date Time Extension:** Bob Woosley asked that Tom Tucker sign a letter to ask for a time extension for the start date of construction. The EDA grant award specifically stated that construction was to begin by March 22<sup>nd</sup>, 2013. The grant provides a total construction duration of 18 months. It is anticipated construction will take 9 months in lieu of the 18 months stated in the grant documents. Jill Saegesser (District's grant administrator with River Hills Development) recommends the submittal of this time extension request to avoid any possible delays. Construction will still be completed by the ultimate end date stated in the grant documents. These requests are common given the unknown time delays that may occur between bidding, award, and start of construction. The time extension is being requested since the start date is currently March 22<sup>nd</sup> but this may not be able to be met depending on approval and bid dates.
- c. **Permit Applications:** All agreed that Tom Tucker would be allowed to sign all required permit applications on behalf of the District outside of the meeting.
- d. **Bid Opening:** Bob Woosley asked for approval to allow a bid date to be set to move forward with advertising and bidding the project for construction. Bob will work with Jill Saegesser to establish advertisement and bid opening dates. Permits have been submitted to all agencies and are in the process of being approved. Assuming all permits are secured by the end of January bidding can occur during the month of February with a possible bid opening in March. The Board unanimously agreed to proceed with the bidding process. Bob will report back to the Board members via email on the progress made in this effort.
- e. **Project Update:** Property owner update letters were mailed on December 5<sup>th</sup> to all property owners that are a part of the project. To date no phone calls have been received from property owners.
- f. **Elected Officials Update:** Bob Woosley suggested that all elected officials be invited to the January meeting. This was discussed and everyone agreed that this was a good idea.

**4. Lanesville Interchange:**

- a. **Agreement with Lanesville:** The Agreement was approved by the Commissioners and Council at their meetings last week. The agreement was modified by the County's attorney to add a statement required by the Attorney General's office. The new paragraph that was added by the commissioners was read during the HCRSD meeting. As a result of this modification to the agreement the Town of Lanesville and the District both most approve and sign the revised agreement. The Town of Lanesville met last week and approved the signing of this agreement. The final approval needed to ratify the agreement is the District. *Motion made by Tony Combs, seconded by Jim Klintstiver to approve the revised Agreement. Motion approved unanimously.*
- b. **Sub-committee and Design of Improvements:** Bob Woosley asked permission to allow him to begin working with the Town's Engineer to pass

along the preliminary work completed to date. All agreed to proceed. Mr. Woosley recommended a sub-committee be formed to work on this project on behalf of the District. This committee would work provide oversight on the District's portion of the project and provide assistance and coordination efforts with the Town on their portion of the project. *Motion made by Gary Davis, seconded by Jim Klinstiver to appoint Tony Combs and Dan Lee to the sub-committee. Tony and Dan both accepted the nominations. Motion approved unanimously.*

**5. Stormwater Demonstration Project (Lanesville School Campus & Corydon School Campus):**

- a. **Lanesville Campus:** Two bids came in slightly higher than expected, Fulkerson had the lowest bid. Discussions are in progress with Fulkerson on ways to get their bid lower. Fulkerson and the HCRSD are looking at optional products to lower the bid amount. The Board instructed William Marshall to follow up with Fulkerson to secure a bid extension of 30 days to hold their bid quote until the next Board meeting. This will allow sufficient time to meet with the contractor to determine additional cost saving measures and consider options for modifications to the type of storm water unit that is utilized (note: there was discussion during the meeting of utilizing a concrete structure in lieu of the plastic structure that is currently called for in the plans). A final recommendation will be presented at the January meeting.
  - i. **Schedule:** Still looking at spring break or possibly summer break for construction to start.
- b. **Rain Garden:** If the cost for the Lanesville campus can be brought down that will leave more money towards the rain garden. William Marshall stated there is currently approximately \$7,500 remaining for construction of this project.

**6. Treasurer's Report:**

- a. *A motion was made by Gary Davis, seconded by Jim Klinstiver to approve the following invoices, motion approved unanimously:*
  - i. Heritage Engineering's invoice in the amount of \$2,387.50. This amount will be charged to the District's Operating Budget.
  - ii. Heritage Engineering's invoice in the amount of \$2,054. This amount will be charged to the District's Project's Budget. This invoice is eligible for EDA grant reimbursement if funds remain at the end of the project.
- b. *A motion was made by Tony Combs, seconded by Dan Lee to approved the following invoice:*
  - i. Dillman, Chastain, and Byrd invoice in the amount of \$663.18. This invoice is eligible for EDA grant reimbursement if funds remain at the end of the project.
- c. *A motion was made by Dan Lee, seconded by Jim Klinstiver to approve the November Treasurer's report. Motion approved unanimously.*
- d. *A motion was made by Gary Davis, seconded by Jim Klinstiver to approve the following invoices, motion approved unanimously:*

Harrison REMC – WWTP Electric Service	\$953.67
Town of Corydon – Nov. sewer charges	\$7,211.65
Aqua Utility Services – Dec WWTP Operations	\$2,349.84
Aqua Utility Services – Generator Maintenance	\$1,208.54
Stantec Consulting – Stormwater Project	\$3,517.50

**7. Other Items:**

- a. **Board Member Appointments:** The Board appointments of Gary Davis and Dan Lee expire at the end of December. Their appointments are County Council appointments. The Board asked Gary and Dan if they would continue to serve another term. Both agreed to do so if reappointed by the Council. *A motion was made by Jim Klintstiver, seconded by Tony Combs to recommend to the Council that Gary Davis and Dan Lee be reappointed to the Board. Motion approved unanimously.*
  - i. The Board requested that Bob Woosley draft the reappointment letter and submit to Tom Tucker for signature and submittal to the Town Council.
- b. **Town Voting and Appointments:**
  - i. **Appointments:** All Town appointments expire at the end of 2012. Bob Woosley will follow up with each Town and remind them to appoint or reappoint their representatives.
  - ii. **Town Voting:** Town voting in 2012 was assigned to Corydon (in 2011 it was Milltown). Per the voting rotation it is now time for Lanesville to have the voting rights in 2013. *A motion was made by Gary Davis, seconded by Tony Combs, to assign the Town's vote to Lanesville. Motion approved unanimously.*

Next Meeting:

Regular Board Meeting: **Wed. January 16, 2013 at 8:30 am** @ Harrison County Community Foundation Building.

Minutes prepared by: Heritage Engineering

**End of Minutes**

Approved By:

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Tom Tucker, President

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Tony Combs, Secretary

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Jim Klintstiver

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Daniel Lee

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Gary Davis, V.P./Treasurer

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JR Eckart

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Towns - Corydon (Fred Cammack)