

# Harrison County Regional Sewer District

## December 21, 2011 Meeting Minutes

Meeting Date: December 21, 2011  
8:30 am  
Harrison County Community Foundation  
Corydon, IN 47112

In Attendance:

Tom Tucker	Board Member (President)
Darin Duncan	Board Member (Secretary)
Bill Byrd	Board Member (Town of Milltown)*
Gary Davis	Board Member (VP/Treasurer)
Tony Combs	Board Member
Bob Woosley	Heritage Engineering (District's Engineer)
Steve Tolliver	Aqua Utility Services (Berkshire WWTP Operator)
Rob Huckaby	Stantec

Absent:

Fred Cammack	Board Member (Town of Corydon)
J.R. Eckart	Board Member
Rusty Sizemore	Board Member (Town of Lanesville)
Dan Lee	Board Member
Chris Byrd	Board Attorney

Guests:

Jill Saegesser	River Hills Development
Steve Gilliland	Harrison County Community Foundation

\* *Town Voting Member*

Action Items:

- 1. November 16, 2011 HCRSD Board Meeting Minutes:** Board requested that "Item 2.d.iv. Funding Request" be eliminated. This item was discussed at the meeting but a decision was not made to move forward with making a funding request to the Commissioners. This item will be discussed further at the January 18, 2012 meeting. *Motion made by Darin Duncan, seconded by Gary Davis to approve the minutes as amended. Motion passed unanimously.* Revisions will be made to the minutes and they will be officially signed at the January 18, 2012 meeting.
- 2. New Salisbury EDA Grant Update:**
  - a. Engineering Design Services for WWTP Design:** Darin Duncan spoke on behalf of the subcommittee (Tom Tucker, Dan Lee, and Darin Duncan) and presented the Statements of Qualifications received from engineering firms. Two firms submitted: DLZ Engineering and Heritage Engineering. The subcommittee utilized the scoring evaluation system provided to them by Jill Saegesser. Darin handed over the scoring information from each

subcommittee member. Jill tallied the results of the scoring (scores were based on a total of 100 points): Heritage Engineering 96, DLZ Engineering 75.6. Jill advised that the Board can choose to interview both firms or can move forward immediately with the selection of one of the firms. After discussion a motion was made. *Motion made by Bill Byrd, seconded by Tony Combs to select Heritage Engineering. This motion is contingent upon successful negotiations of a contract with Heritage that falls within the funding limitations of the EDA Grant. Motion passed unanimously.* Jill will follow up with Heritage to begin negotiations and prepare the final engineering services agreement. A final contract will be brought back to the Board at their January 18, 2012 meeting.

**b. Easement Acquisition:** Bob Woosley presented the final packet of information to be sent to each property owner. *Motion made by Darin Duncan, seconded by Bill Byrd to allow Tom Tucker to sign the Offer Forms and for Heritage Engineering to immediately mail the packets. Motion passed unanimously.*

**c. Grant Administration:** Jill Saegesser, Tom Tucker, Gary Davis, and Bob Woosley will meet in January to discuss the next steps in moving forward. Items to be discussed: paperwork and other documentation, project schedule, and cash expenditure projections. This meeting is to be held on January 11, 2012 at Jill's office. A report of the results of this meeting will be presented at the District's January 18, 2012 meeting.

**3. HCCF Stormwater Grant Presentation to Commissioners. Lanesville and Corydon Campus Demonstration Projects, Total Budget \$89,500.** Rob Huckaby advised that the Commissioner's approved the request at their December 5, 2011 meeting and passed it along to the Council for funding. Presentation to be made to the Council on December 27, 2011 to request funding. Earliest Council can vote on request will be at their first meeting in January (1/9/11).

**4. Berkshire WWTP Operations Report.**

**a.** Steve Tolliver reviewed the November operations report. Plant is in compliance for the month. Repairs were necessary to the generator. *A motion was made by Bill Byrd, seconded by Darin Duncan to approve the report. Motion passed unanimously.*

**b. Operations Contract:** Aqua Utility Service's has requested additional changes to their existing contract. Copies of the revised contract were distributed to Board Members for review. Copies will also be emailed to all Board Members at the conclusion of the meeting. Some of the changes include listing a schedule of values for labor categories as well as equipment. Board Members were asked to review prior to the next meeting to allow discussion to be held.

**5. Treasurer's Report:**

**a.** *A motion was made by Gary Davis, seconded by Tony Combs, to approve the following invoices. Motion passed unanimously.*

Town of Corydon – November sewer charges	\$4,850.00
Aqua Utility Services – Dec WWTP operating contract	\$2,281.40
Harrison County REMC – Power charges	\$858.56

Note: Medical Campus Service - The Town of Corydon has not passed along the credit for the reduced water usage as a result of the Cooling Tower water. Credits are due to the District. Currently Ramsey is billing the Hospital for less water usage than the District is paying the Town of Corydon to treat. Tom Tucker will meet with the Town of Corydon to have this resolved to allow a credit to be issued to the District. The District is currently showing a negative income for the months of September, October, and December.

- b. *A motion was made by Gary Davis, seconded by Tony Combs to approve Heritage Engineering's invoice in the amount of \$3,815.40. This amount will be charged to the District's Operating Budget. Motion passed unanimously.*
- c. *A motion was made by Tony Combs, seconded by Gary Davis to approve Dillman, Chastain and Byrd's invoice in the amount of \$50.00. This amount will be charged to the District's Operating Budget. Motion passed unanimously.*
- d. *A motion was made by Tony Combs, seconded by Darin Duncan to approve Heritage Engineering's invoice in the amount of \$1,548.20. This amount will be charged to the District's Project's Budget. Motion passed unanimously. A portion of this invoice (approximately \$980) is eligible for reimbursement via the EDA Grant for the New Salisbury Project. The cost for airline tickets for the Chicago kick-off meeting is a reimbursable expense. Jill will work with the District to file the necessary paperwork to secure reimbursement of these funds.*
- e. *A motion was made by Bill Byrd, seconded by Gary Davis to approve Umbaugh & Associates invoice in the amount of \$6,130.00. This invoice will be charged to the District's Project's Budget. Motion passed unanimously. This invoice covers time associated with preparation of the preliminary rate study for the New Salisbury Project.*
- f. *A motion was made by Bill Byrd, seconded by Darin Duncan to approve the November Treasurer's report. Motion passed unanimously.*
- g. **Funding Encumbrance:** Tom Tucker and Bob Woosley attended the December 19, 2011 Commissioners meeting to secure approval on encumbrance of the remaining balances in the District's 2011 County funds accounts (Operating and Projects Accounts). The Commissioners officially approved and signed the agreement at their meeting.

## 6. Other Business:

- a. Board Appointments: The following Board Members terms expire at the end of 2011.
  - **Darin Duncan:** Represents EDC with appointment made by Commissioners. EDC has requested that Darin be re-appointed.

Commissioners expected to make appointments at their January 2, 2012 meeting.

- **Tony Combs:** Represents Harrison County Board of Health. Health Board's next meeting is in January. A decision will be made by their Board at that time.
- **Town Representatives:** Tom Tucker reminded all the Town's to make their re-appointments as soon as possible.

Next Meeting:

Board Meeting: **Wed. January 18, 2012 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

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Darin Duncan, Secretary

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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 - Milltown (Bill Byrd)