

Harrison County Regional Sewer District

December 17, 2014

Meeting Minutes

Meeting Date: December 17, 2014
8:30 am
Harrison County Community Foundation
Corydon, IN 47112

In Attendance:

Tom Tucker	Board Member (President)
Gary Davis	Board Member (VP/Treasurer)
Dan Lee, P.E.	Board Member
Darin Duncan, P.E.	Board Member
Rusty Sizemore	Board Member (Town of Lanesville)
Tony Combs	Board Member (Secretary)
Bill Byrd	Board Member (Town of Milltown)*
Jim Klintstiver	Board Member
Chris Byrd	Board Attorney
Steve Tolliver	Aqua Utility Services (Berkshire WWTP Operator)
Jill Saegesser	River Hills Development (Grant Administrator)
Bob Woosley, P.E.	Heritage Engineering
Rob Huckaby, P.E.	Stantec

Absent:

Fred Cammack	Board Member (Town of Corydon)
Herb Schneider	Town of Lanesville (Town of Lanesville)

Guests:

None

**Town voting member.*

Action Items:

1. **November 19, 2014 HCRSD Board Meeting Minutes:** *Motion made by Dan Lee, seconded by Gary Davis to approve the meeting minutes. Motion approved unanimously.*
2. **New Salisbury Project Update:**
 - a. **Properties Connected:** Bob Woosley provided an update to the status of property connections. Regions Bank connected yesterday bringing the total number of connections to the system to 10. Bob will send Steve Tolliver an updated list. Steve will add Regions Bank to the billing account.
 - b. **WWTP:**
 - i. **Outstanding Items from Construction Contract:** Bob reported that all work identified has been completed by the Contractor. Steve noted that there is still an issue with a tilt bulb on the effluent pumps that is causing an alarm to sound. The Contractor is aware of this matter and is in the process of making the necessary repair.

- ii. **Water Meter:** Bob reported to the Board the need to have a water meter installed to track plant water use (water is used for maintenance and testing purposes). The water line serving the plant is part of the private line that serves the mobile home park. A meter needs to be installed to identify the amount of water being used by the District. This will allow the District to deduct this amount from the monthly sewer charges to the mobile home park. *A motion was made by Gary Davis, second by Dan Lee to allow Steve Tolliver to discuss this installation with SSK (mobile home park owner) and take the necessary steps to have this meter installed. Motion approved unanimously.*
- c. **Electric Overages at the Child Craft Lift Station:** Bob reported the electric overage payment request has been made to the Contractor. Bob was asked to follow up with the Contractor to discuss when payment can be expected.
- d. **EDA Grant Close Out:** Jill Saegesser reviewed the final close out document packet that must be submitted to EDA to receive the District's final reimbursement. *A motion was made by Darin Duncan, second by Tony Combs to approve the close out packet. Motion approved unanimously.*

3. Berkshire WWTP:

- a. **Operations Report (November):** Steve provided an overview of the monthly report. The plant is in full compliance. Steve noted that the yard hydrant failed during the month and needed replacement. He has completed these repairs. Bob asked why the report shows the capacity of the plant to be 30,000 gpd (the new capacity of the plant is 60,000 gpd). Steve stated this is a form provided by IDEM that cannot be changed by anyone but IDEM (it is an autofill type form). Steve said IDEM is short staffed and has not had the time to update this information. He will follow up with them again to notify them this needs to be corrected. The concern is the form states the plant is at 36% capacity when in reality it is at 18% capacity. *Motion made by Tony Combs, second by Darin Duncan to approve the November operations report. Motion approved unanimously.*
- b. **Net DMR:** Steve reported IDEM is encouraging all permit holders to begin utilizing the Net DMR system for monthly reporting. This system will eventually save on the cost of making certified submittals to IDEM. Steve asked that he be allowed to move forward with submitting the necessary documentation for the District to begin utilizing this service. *A motion was made by Bill Byrd, second by Dan Lee to allow Steve Tolliver to begin the process for enrolling the District in the NetDMR program. Motion approved unanimously.*
- c. **Operations Contract:** Tom Tucker advised the Board the operations agreement with Aqua Utilities has an automatic Consumer Price Index (CPI) increase/decrease in fee each year. This year the CPI change results in the contract being increased to \$2,465.83 per month (current charge is \$2,424.61). *A motion was made by Darin Duncan, second by Dan Lee to approve Aqua Utilities CPI increase in their monthly fee. Motion approved unanimously.*

4. Lanesville I-64 Interchange Sewer Project

a. District's Part of Project:

i. **Construction:** Bob Woosley reported construction is well underway. The crossing of Crandall Lanesville Road is complete. The Contractor is currently working on the installation of the wet well for the pump station.

ii. **Pay Application No. 1:** *A motion was made by Gary Davis, second by Darin Duncan to approve Pay Application No. 1 in the amount of \$24,880.50. Motion approved unanimously.*

b. Lanesville's Part of Project: Rusty Sizemore stated work is progressing quickly. He stated the wet well for the lift station has been completed and the contractor has installed approximately ¼ mile of the force main.

5. Treasurers Report:

a. *Motion made by Bill Byrd, second by Tony Combs to accept the November Treasurer's Report. Motion approved unanimously.*

b. *Motion made by Gary Davis, second by Bill Byrd to pay the following claims. Motion approved unanimously.*

District Checking Account:

i. First Harrison – interest on credit line	\$270.84
ii. Harrison REMC-WWTP electric service	\$2,038.43
iii. Duke Energy – lift station electric service	\$32.44
iv. Aqua Utility Services – billing/dialers/sludge haul	\$270.98
v. Aqua Utility Services – Dec WWTP operations	\$2,424.61
vi. Town of Corydon – November sewer bills	\$4,113.94
vii. Stantec Consulting Services – stormwater project	\$1,187.25

c. *Motion made by Gary Davis, second by Tony Combs to approve the following invoices. Motion approved unanimously.*

i. Heritage Engineering – Invoice No. 07030-61	\$4,020.25
ii. Heritage Engineering – Invoice No. 12053-19	\$2,590.18

d. *Motion made by Gary Davis, second by Dan Lee to approve the following invoice. Motion approved unanimously.*

i. Heritage Engineering – Invoice No. 12004-24	\$601.39
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6. Other:

a. **County Funding Encumbrances:** Chris Byrd advised the Board the Commissioners signed the funding encumbrance documents at their meeting earlier this week. Chris asked for a motion to allow Tom Tucker to sign the encumbrances outside of the District's Board meeting. Tom will have to meet with the Auditor to sign these documents. *A motion was made by Darin Duncan, second by Tony Combs to allow the District Board President to sign*

the County funding encumbrance documents outside of the Board Meeting. Motion approved unanimously.

- b. Election of Officers:** *A motion was made by Bill Byrd, second by Darin Duncan to retain the full slate of officers for 2015. Motion approved unanimously.*
- c. Town Appointments to Board:** Tom reminded all Town representatives to please follow up with their respective Town to confirm reappointment or new appointments to the Board. Bill Byrd reported the Town of Milltown has reappointed him to the Board.
- d. Sewer Application Forms:** Discussion was held on the draft application forms distributed. Revised forms will be distributed based on comments received at the meeting. *A motion was made by Gary Davis, second by Darin Duncan to table this item. Motion approved unanimously.* Bob was asked to revise and send to everyone for further review and comment prior to the next meeting.
- e. Tax Sale/Collection of Fees:** Tom asked that Chris Byrd research the District's authority to utilize tax sales of personal property to recoup unpaid fees.

Next Meeting:

Regular Board Meeting: **Wed. January 21, 2015 at 8:30 am** @ Harrison County Community Foundation Building.

Minutes prepared by: Heritage Engineering

End of Minutes

Approved By:

Tom Tucker, President

Darin Duncan, P.E.

Tony Combs, Secretary

Dan Lee, P.E.

Gary Davis, V.P./Treasurer

Jim Klinstiver

Towns - Bill Byrd (Milltown)