

Harrison County Regional Sewer District

December 17, 2021

Meeting Minutes

Meeting Date: December 17, 2021

8:30 am

Harrison County Community Foundation building
Corydon, IN 47112

In Attendance:

Tom Tucker	Board Member (President)
Tony Combs	Board Member (Secretary)
Scott Flickner	Board Member (Town of Corydon)
Darin Duncan, P.E.	Board Member
Bill Byrd	Board Member (Town of Milltown)
Steve Tolliver	Aqua Utility Services (System Operator)
Bob Woosley, P.E.	Heritage Engineering
Chris Byrd	Board Attorney
Eric Brady	Aqua Utility Services (System Operator)

Absent:

Gary Davis	Board Member (VP/Treasurer)
Charlie Crawford	Board Member
Dan Lee, P.E.	Board Member
Terry Schmelz	Board Member (Town of Lanesville)*

Guests:

Katlyn Clay	Reporter from Corydon Democrat
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**Town voting member. (2021 vote will belong to the Town of Lanesville)
(Order of voting: 2021-Lanesville, 2022-Corydon, 2023 - Milltown)*

Action Items:

- 1. Town Vote:** Due to the absence of Terry Schmelz it was agreed that Scott Flickner vote on behalf of the Towns.
- 2. November 19, 2021 HCRSD Board Meeting Minutes:** *Motion made by Tony Combs, second by Scott Flickner, to approve the meeting minutes. Motion approved unanimously.*
- 3. Berkshire WWTP Effluent FM Replacement Project:**
 - a. Funding Request (County):** The County Council voted on November 22, 2021 to approve a \$250,000 no interest loan to be paid back over a 5 year period. With this funding secured the District can proceed with construction of the project.
 - b. Contractor Selection:** A Notice of Award was sent to Cornell Harbison on November 23, 2021. Upon receipt of the required performance and payment bonds a Notice to Proceed was issued on November 30, 2021. Contract value is

\$238,410.00. Per the contract the contractor has 180 days from Notice to Proceed to complete the project (March 29, 2022).

c. Construction Update:

- 1) Shop Drawings: The Contractor has begun submitting shop drawings for review.
- 2) It is anticipated construction will begin near the end of January.

4. Berkshire WWTP:

a. Operations Report (November):

- 1) **Report:** Eric Brady presented the November operations report. The plant met all permit requirements during the month of November. *A motion was made by Darin Duncan, second by Tony Combs, to accept the November operations report. Motion approved unanimously.*

5. Berkshire WWTP Replacement Project:

a. Indiana Finance Authority (IFA) Approval for SRF Loan Funding:

- 1) **WWTP Effluent FM Project:** With the approval of the \$250,000 no interest loan from the County the District no longer needs to borrow funds via the IFA for this portion of the proposed improvements. IFA has been notified that funding is no longer needed for this portion of the project.
- 2) **WWTP Expansion Project:** This portion of the project will still utilize SRF loan funds to complete the project. Design is underway. The District will ask the IFA if the cost of the recently completed State Board of Accounts (SBOA) audit (\$10,649) can be included in the loan proceeds.

b. Rate Analysis: Bob Woosley will request Bakertilly to update the required rate analysis with updated information on funding to determine what impact these projects will have on the rates.

6. Berkshire Pointe Mobile Home Park (Rate Challenge): The owners of the mobile park (Indiana MHC, LLC) have disputed the surcharge fees charged to them due to the infiltration from their private collection system. Chris Byrd stated they have requested follow up information be submitted via a letter he received on December 10, 2021 from their attorney (Mr. Cliff Whitehead). The Board provided approval for Chris to provide whatever information he felt was necessary to respond to their request. The Board agreed no interest would be charged on the surcharge invoices sent to them until this item has been resolved or until such time advised to do so by the Board's attorney. No further action was taken on this item.

7. Lanesville Interchange:

a. Project Pioneer (aka Amazon) – Capacity Fee: Bob Woosley reported the Developer of the Amazon facility has paid their fees in full. It is anticipated construction of the sanitary sewer will begin in the coming weeks.

b. Reservation of Capacity: The District was asked by a property owner if they could pre-pay capacity fees to reserve their capacity even if they have not yet

submitted any type of development plan. The Board agreed this is not a policy they wish to adopt and will not allow for the reservation of capacity in this manner.

- c. **WWTP Capacity:** The Board discussed the need to further discussions with the Town to begin the process of expansion of the Town's WWTP. The existing WWTP has a 70,000 gpd capacity. The Board is concerned that if the process to begin expansion does not start now that capacity may not be able to accommodate growth at the interchange. With the addition of the Amazon facility there will be less than 20,000 gpd of capacity available to utilize at the WWTP (based on current ADF of 35,000 gpd and an estimated flow of 16,000 gpd for the Amazon facility). The Board requested that Tom Tucker and Bob Woosley schedule a follow up meeting with the Town to further the discussions of expansion of the facility. The District currently has approximately \$127,500 in capacity fees set aside that can be utilized towards the cost of expansion of the facility if needed.

8. Treasurers Report:

- a. **Treasurers Report:** Tom Tucker presented the Treasurer's Report. Tom re-created Gary Davis' last available report to arrive at the current report. *Motion was made by Tony Combs, second by Scott Flickner, to approve the Treasurers Report. Motion approved unanimously.*
- b. *Motion made by Tony Combs, second by Darin Duncan, to pay the following claims. Motion approved unanimously.*

District Checking Account:

i. Harrison REMC-WWTP electric service	\$1,627.34
ii. Duke Energy – lift station electric service	\$33.87
iii. Town of Corydon – November sewer bills	\$7,515.73
iv. Lanesville Utilities – November sewer bills	\$532.03
v. Aqua Utility Services – WWTP Op., LS Maint., Misc. Maint.	\$4,355.71
vi. Heritage Eng. – Retainer/web site/NS Support/PER	\$4,323.50
vii. State Board of Account – Audit	\$10,649.00

- 9. **Board Appointments and Terms (County Council appointments):** Bob Woosley reported IDEM has responded to the question regarding reducing the Council appointment Board terms from 4 year appointments to 1 year appointments. Per IDEM (via email received on November 30, 2021 from Angela Bottom) this can be done at any time by the Board. No approvals are needed by IDEM. The only requirement is that a notice of the changes made must be submitted to IDEM for their records. Due to the lack of having a full Board present to fully discuss this item no action was taken by the Board. It was noted during discussion of this item that the Board was originally established with four (4) year terms in an effort to keep the Board an arm's length away from being influenced by the political bodies of the County. The thought at the time was allowing for four year terms kept institutional knowledge in tact for the Board and resulted in better informed and engaged Board members. This item can be brought back before the Board for discussion at any time and if desired this change can be made at any point in time.

Next Meeting:

Regular Board Meeting: **Friday January 21, 2022 at 8:30 am** at the Harrison County Community Foundation.

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