

Harrison County Regional Sewer District

December 20, 2019

Meeting Minutes

Meeting Date: December 20, 2019
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)
Bill Byrd	Board Member (Town of Milltown)
Charlie Crawford	Board Member
Matt Beckman	Board Member (Town of Lanesville)
Dan Lee	Board Member
Darin Duncan, P.E.	Board Member
John Kintner	Board Member (Town of Corydon)*
Steve Tolliver	Aqua Utility Services (Berkshire WWTP Operator)
Bob Woosley, P.E.	Heritage Engineering

Absent:

Chris Byrd Board Attorney

Guests:

None present

**Town voting member. (2019 vote will belong to the Town of Corydon)
(Order of voting: 2019-Corydon, 2020-Milltown, 2021 - Lanesville)*

Action Items:

- 1. November 15, 2019 HCRSD Board Meeting Minutes:** *Motion made by Darin Duncan, second by Charlie Crawford to approve the meeting minutes with the following revision: Charlie Crawford is shown as absent, he was present at the meeting. Motion approved unanimously.*
- 2. November 15, 2019 Public Hearing Meeting Minutes for Ordinance No. 2019-01:** *Motion made by Darin Duncan, second by Charlie Crawford to approve the meeting minutes. Motion approved unanimously.*
- 3. Ordinance No. 2019-02:** This ordinance inserts a provision in the current rate ordinance that allows the District to increase rates by a similar amount when any utility raises their rates to the District. A second reading of the ordinance was held. *Motion made by Tony Combs, second by John Kintner to approve Ordinance No. 2019-02. Motion approved unanimously.*
- 4. Berkshire WWTP & New Salisbury System:**
 - a. Operations Report (November):** Steve Tolliver provided the monthly report. The plant met all permit requirements during the month of November. Steve noted the following items during the month:

- 1) **Effluent Pump Station:** All four (4) tilt bulbs were replaced.
 - 2) **Pump:** A seal light warning was experienced by one of the pumps. Pumps are still under warranty. Straeffer Pump pulled the pump, performed service work, and placed it back into service. Pump is back in normal operation.
- b. **Auto Dialer Alarm System Upgrades:** Steve reported the installation Contractor is behind schedule and has not yet completed the upgrade work approved in July. They have informed him they plan to complete the work on 12/30/19 and 12/31/19. Steve also reported that he has been informed Verizon is also behind schedule on the phase out of 3G technology, the year end deadline is no longer a concern. The phase out by Verizon will not occur until sometime in 2020.

A motion was made by John Kintner, second by Dan Lee to accept the November Operations Report. Motion approved unanimously.

5. Capital Assets:

- a. **Capitalization Policy:** Starting in 2019 the State Board of Accounts requires all Districts adopt a capitalization policy and ledger of assets to properly track assets. This information can then be utilized to determine replacement costs of assets that can be factored into the District's rates and charges. Gary Davis presented a capitalization policy to the Board. *A motion was made by Gary Davis, second by Charlie Crawford to approve the Capitalization Policy as presented. Motion approved unanimously.*
- b. **Capital Asset Ledger:** Bob Woosley and Gary Davis are currently working on the completion of the asset ledger. This document will be finalized and presented for approval at a future meeting.

6. Treasurers Report:

- a. *Motion made by Darin Duncan, second by Dan Lee to approve the November Treasurer's Report. Motion approved unanimously.*
- b. *Motion made by Gary Davis, second by Tony Combs to pay the following claims. Motion approved unanimously.*

District Checking Account:

i. Harrison REMC-WWTP electric service	\$1,552.04
ii. Duke Energy – lift station electric service	\$26.13
iii. Town of Corydon – Nov. sewer bills	\$4,071.62
iv. Aqua Utility Services – WWTP Op., LS Maint., Misc. Maint.	\$3,957.68
v. Dillman Chastain Byrd, LLC – legal services	\$96.39
vi. Heritage Eng. – retainer/website hosting/conference	\$1,280.00
vii. Lanesville Utilities – Aug/Sept/Nov sewer bills	\$404.14

- c. **Harrison County Fund Invoices (account No. 3302):** *A motion was made by Gary Davis, second by Charlie Crawford to approve Heritage Engineering's Invoice No. 16043-22 (\$2,094.00) and Invoice No. 16043-23 (\$705.43). Motion approved unanimously.*

7. Other:

- a. Board Roster and Appointments:** All Town representatives are annual appointments and terms last one (1) year. Bill Byrd (Milltown) and Matt Beckman (Lanesville) both indicated they were reappointed. John Kintner (Corydon) informed the Board his Council has not yet met and made their decision on an appointment to the Board. It was agreed by the District that a letter for John's reappointment to the Board would be drafted and sent to Corydon. Bob Woosley will draft the letter for Tom's signature to send to Corydon.
- b. Board Meeting Dates for 2020:** Meetings shall remain the same and be held on the third (3rd) Friday of each month at 8:30 am at the Harrison County Community Foundation.
- c. Professional Services Contracts:**
 - 1) Engineering Services:** *A motion was made by Darin Duncan, second by Tony Combs to approve Heritage Engineering's Retainer Services Contract for 2020. Motion approved unanimously.*
 - 2) Legal Services:** *A motion was made by Tony Combs, second by Gary Davis to approve Dillman, Chastain, & Byrd's renewal contract for 2020. Motion approved unanimously.*
 - 3) WWTP and Systems Operations Contract:** Aqua Utility Services contract does not expire until 2022, however there is a provision in the contract that allows for annual increases based on the Consumer Price Index (CPI). *A motion was made by Tony Combs, second by Charlie Crawford to allow for the CPI increase in fee for 2020. Motion approved unanimously.*

Next Meeting:

Regular Board Meeting: **Friday January 17, 2020 at 8:30 am @** 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