

Harrison County Regional Sewer District

February 15, 2012

Meeting Minutes

Meeting Date: February 15, 2012
8:30 am
Harrison County Community Foundation
Corydon, IN 47112

In Attendance:

Tom Tucker	Board Member (President)
Bill Byrd	Board Member (Town of Milltown)
Gary Davis	Board Member (VP/Treasurer)
Tony Combs	Board Member
Fred Cammack	Board Member (Town of Corydon)*
Jim Klintstiver	Board Member
Dan Lee	Board Member
Chris Byrd	Board Attorney
Bob Woosley	Heritage Engineering (District's Engineer)
Steve Tolliver	Aqua Utility Services (Berkshire WWTP Operator)

Absent:

J.R. Eckart	Board Member
Rusty Sizemore	Board Member (Town of Lanesville)
Rob Huckaby	Stantec

Guests:

Jill Saegesser	River Hills Development
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* *Town Voting Member*

Action Items:

1. Town Appointments:

- a. Corydon: Fred Cammack was reappointed by the Town to serve as their representative. Corydon will have the voting rights during 2012.

2. January 18, 2012 HCRSD Board Meeting Minutes: *Motion made by Dan Lee, seconded by Gary Davis to approve the minutes. Motion passed unanimously.*

3. Berkshire WWTP Operations Report.

- a. **Operations Report (January):** Steve Tolliver presented the January 2012 Operations Report and reported the WWTP continues to meet permit requirements. *Motion made by Tony Combs, seconded by Dan Lee to approve the January Operations Report. Motion passed unanimously.*
- b. **Sludge Hauling:** Bill Byrd asked where sludge is now being taken for disposal. Steve Tolliver stated they generally alternate each month between Lanesville and the Corydon Regional Biosolids Facility in Corydon.

- c. **Flow Meter Calibration:** Question was asked who performs the calibration for the flow meter? Steve Tolliver stated that his company now self performs the calibration. Steve stated that this saves the District money (he stated his Company can do it for less cost than the Company they previously used to provide these services, savings are approximate for each time calibration is performed).

4. New Salisbury EDA Grant Update:

- a. **Engineering Design Services for WWTP Design:** *A motion was made by Dan Lee, seconded by Jim Klintstiver to approve the design contract with Heritage Engineering. Motion passed unanimously. A copy of the contract was signed by Tom Tucker and provided to Jill Saegesser for submittal to EDA for official acceptance and approval.*
- b. **EDA A/E Contract Follow Up Documentation:** Jill Saegesser presented a letter to the EDA for Tom Tucker's signature. This letter states that the solicitation and award of the Architecture/Engineering agreement meets the requirements of EDA. Jill requested that Tom sign the letter and she would send to EDA along with a copy of the signed agreement with Heritage Engineering. Letter was signed.
- c. **Easement Acquisition:** Bob Woosley and Chris Byrd reported that easement acquisition is underway. Specific discussions regarding amounts to be offered will be discussed in Executive Session.
- d. **Potential Funding Shortfall:** Tom Tucker and Bob Woosley approached the EDC on February 8, 2012 and made a request for \$280,000 to cover the potential shortfall of funds. Request was approved with the stipulation that any funds not expended would be returned to the EDC.

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 – January sewer charges	\$4,283.94
Aqua Utility Services – Feb WWTP operating contract	\$2,349.84*
Harrison County REMC – Power charges	\$987.17
Aqua Utility Services – Sludge Hauling	\$1,658.40
IDEM – 2012 base & flow permit fee	\$700.00
Ramsey Water Co. – 2012 Billing Charges	\$74.00
IRSDA – 2012 membership dues	\$50.00

**Aqua Utility Service's fee increased by 3% effective Jan. 1, 2012.*

- b. **Medical Campus Service, Town of Corydon (Credit for Cooling Towers):** The Town of Corydon issued a credit in the amount of \$8,845.95 to the District to cover costs paid in 2011 for water used in the cooling towers that were not sent back into the sewer system for treatment. Moving forward in 2012 the District will be more diligent about making these adjustments at the time they occur to prevent this from happening again.

- c. *A motion was made by Gary Davis, seconded by Jim Klinstiver to approve Heritage Engineering's invoice in the amount of \$2,511.00. This amount will be charged to the District's Operating Budget. Motion passed unanimously.*
- d. *A motion was made by Fred Cammack, seconded by Dan Lee to approve Dillman, Chastain and Byrd's invoices in the amount of \$50.45 for meetings. Motion passed unanimously. This amount will be charged to the District's Operating Budget.*
- e. *A motion was made by Gary Davis, seconded by Jim Klinstiver to approve Heritage Engineering's invoice in the amount of \$5,566.50. This amount will be charged to the District's Project's Budget. Motion passed unanimously. This entire invoice was for easement acquisition and is eligible for reimbursement via the EDA Grant for the New Salisbury Project (if sufficient funds remain at the end of the project).*
- f. *A motion was made by Tony Combs, seconded by Dan Lee to approve the January Treasurer's report. Motion passed unanimously.*
- g. **2011 State Board of Accounts Audit:** Gary Davis made the Board aware that the SBOA recently completed the audit. The closing conference was recently held, no comments were placed on the report. SBOA stated they wish all District's were as organized as Harrison County.

6. Other Business:

- a. **Lanesville Interchange Service:** Tom Tucker and Bob Woosley will initiate discussions with the Town of Lanesville regarding options for service to the Interchange. Bob distributed preliminary cost estimates of approximately \$1.3 to \$1.4M to take service from the Interchange to the Lanesville WWTP. A meeting will be scheduled with Lanesville in the coming weeks.
- b. **WWTP Tanks:** The District is currently storing old WWTP tanks at the Harrison County solid waste facility in Corydon. These tanks were acquired by the District at the time of transfer of ownership of the Berkshire WWTP to the District. Jim Klinstiver brought to the Board's attention that solid waste has asked if they can have these tanks. Bob Woosley and Steve Tolliver were instructed to review the condition of these tanks and determine if they can be utilized by the District in any way. If not needed the District will allow the Solid Waste District to take ownership of the tanks.

Next Meeting:

Special Meeting (Easement Discussions): **Wed. February 29, 2012 at 8:30 am @**
Harrison County Community Foundation Building.

Regular Board Meeting: **Wed. March 21, 2012 at 8:30 am @** Harrison County
Community Foundation Building.

Minutes prepared by: Heritage Engineering

End of Minutes

Approved By:

Tom Tucker, President

Tony Combs

Jim Klinstiver

Daniel Lee

Gary Davis, V.P./Treasurer

JR Eckart

Towns - Milltown (Bill Byrd)