

Harrison County Regional Sewer District

February 19, 2014 Meeting Minutes

Meeting Date: February 19, 2014
8:30 am
Harrison County Community Foundation
Corydon, IN 47112

In Attendance:

Tom Tucker	Board Member (President)
Tony Combs	Board Member (Secretary)
Bill Byrd	Board Member (Town of Milltown)*
Dan Lee	Board Member
Rusty Sizemore	Board Member (Town of Lanesville)
Steve Tolliver	Aqua Utility Services (Berkshire WWTP Operator)
Chris Byrd	Board Attorney
Rob Huckaby	Stantec
Bob Woosley	Heritage Engineering

Absent:

Gary Davis	Board Member (VP/Treasurer)
Darin Duncan, P.E.	Board Member
Fred Cammack	Board Member (Town of Corydon)
Jim Klinstiver	Board Member

Guests:

Jill Saegesser	River Hills Development
Cassie Hauswald	Nature Conservancy
Christina Horan	Umbaugh
Jessica Eckerle	Umbaugh
Danny Stultz	Labor Union Rep.

**Town voting member.*

Action Items:

- 1. Board Officers:** *Motion made by Dan Lee seconded by Bill Byrd to retain the slate of officers from 2013 (President – Tom Tucker, Vice Pres./Treasurer – Gary Davis, Secretary – Tony Combs). Motion approved unanimously.*
- 2. January 15, 2014 HCRSD Board Meeting Minutes:** *Motion made by Tony Combs seconded by Dan Lee to approve the minutes. Motion approved unanimously.*
- 3. Berkshire WWTP:**
 - a. Operations Report (January):** Steve Tolliver reported no issues at the WWTP. The plant is in full compliance with permit parameters. *Motion made by Dan Lee seconded by Bill Byrd to approve the January operations report. Motion approved unanimously.*
 - b. Phosphorus Testing:** Steve confirmed that IDEM will NOT impose a phosphorus limit as part of the permit discharge limits currently being established for the WWTP. As a result Steve was able to return the

equipment with no charge to the District. Steve is currently working with the Chemical Supplier to determine if they will impose a 25% restocking fee for the return of the chemicals. Rusty suggested that Steve contact Edwardsville Water as they may be willing to purchase the chemical from him thus saving the District any cost associated with this item. Steve will check into this and report back to the Board.

4. New Salisbury Project Update:

- a. **Pay Requests:** There were no Contractor Pay Requests this month.
- b. Bob Woosley provided a brief update on the construction progress made to date. The following items are underway:

Sewer Installation (Dan Cristiani):

- All gravity and force main sewer installation is complete.
- Remaining work to complete:
 1. Child Craft lift station. Transformer needs to be set, fencing installed and site grading complete. Transformer is scheduled to be installed this week by electric company.

WWTP Improvements (Mitchel & Stark):

- All work substantially complete per original contract.
- New pumps have been installed.
- Currently working on Change Order No. 1 items.

Change Orders:

- **WWTP (Mitchell & Stark) – Change Order No. 2 (\$5,310.00):** This Change Order would allow for the installation of a new Viper System (telemetry) at the WWTP. This system would replace the existing system with a model that is the same as those being installed at each lift station. All units would then be compatible and operate more effectively. This change order also includes addition concrete pad work at the control building and includes a credit for the elimination of a portion of fencing. *A motion was made by Tony Combs seconded by Bill Byrd to approve Change Order No. 2 and forward to EDA for formal acceptance and approval. Motion approved unanimously. Jill Saegesser will make the formal submittal to EDA for approval.*

Substantial Completion Field Review:

- Bob Woosley reported that a substantial completion field review will be held in the next couple weeks assuming the weather cooperates. He will make everyone aware as to when this will occur. Anyone interested is welcome to attend.
- c. **Signage:** Steve Tolliver reported that emergency contact information signage has been installed at all locations with the exception of the Child Craft Lift Station. The sign for Child Craft will be installed as soon as the fence installation is complete.
 - d. **EDA Close Out Documents:** Jill Saegesser made the Board aware that EDA has sent the Close Out Documents for the Project. She will follow up with Heritage (Bob Woosley) to begin the process of preparing all close out documents. She reminded the Board that Child Craft and Schmidt both are required to disconnect their systems and tie to the new sewer lines before EDA will release final funds and close out the project. Bob Woosley will follow up with both parties immediately to advise them of their requirement to immediately connect. Note: Child Craft and Schmidt are both under agreed orders with IDEM that they must connect immediately. In addition, they both

signed paperwork stating they would connect immediately upon sewers being made available.

5. **Stormwater Demonstration Project:** Rob Huckaby provided an update to the plans for the work to be performed at the South Central School Campus. Rob is still awaiting follow up from the school as to what time of the year the school will allow the project to be installed.
6. **MS4:** Rob Huckaby made the Board aware that the County was recently notified by IDEM that the County will now be considered an MS4. With this designation comes with it many reporting requirements. The County applied for an exemption in 2003 and was allowed NOT to be designated as an MS4. The County may choose to request this exemption once again. It was discussed that the District may want to approach the County again and open discussions regarding the District assuming oversight of stormwater. This item will be discussed further at the next Board meeting.
7. **Lanesville Interchange Sewer Project:**
 - a. **Sub-committee Meeting:** Bob Woosley presented preliminary plans for extending service to Areva. Bob recommended the Board consider allowing this work to be bid as an alternate bid item with the current plans for providing service to the Interchange. This will allow the District to obtain hard quotes to determine if funds are available in the current funding allocation. This item will be discussed in greater detail at the Board's March meeting.
 - b. **Town Update:**
 - i. Rusty informed the Board that the Town is down to dealing with two (2) property owners for easements. He said they do not expect any issues in securing the easements.
 - ii. Bob Woosley informed the Board that the Town's engineer is wrapping up their final design plans with the anticipation of submitting to IDEM within the next two weeks. The Town's engineer provided information to Heritage on Friday (Feb. 14th) that will now allow Heritage to finalize pump design and selection for the District's proposed lift station. Heritage will now finalize the District's plans and submit to IDEM.
 - c. **Delilah Allen:** Ms. Allen granted an easement to the District for the District's proposed lift station. She has asked that the District provide a letter stating that she donated the easement and would be allowed to connect her property to this station in the future should she desire to do so. *A motion was made by Tony Combs seconded by Dan Lee to allow Tom Tucker to sign a letter stating such. Motion approved unanimously.* Bob Woosley will email the letter to Tom for signature.
 - d. **Geotechnical Exploration:** Bob Woosley reported that the Town is currently performing rock sounding work via the use of GEM Engineering (a licensed geotechnical firm). The Town has offered to allow us to piggy back on their contract and utilize GEM while they are on site to perform rock soundings for the District's portion of the project. Utilizing them while they are on site will save the District the expense of paying additional mobilization fees and charges. The daily rate charged is approximately \$1,500. Providing rock sounding information at the location of the proposed lift station and bore and jack location should aid Contractor's during bidding and result in more competitive, cost effective construction bids being secured. *A motion was made by Bill Byrd seconded by Tony Combs to allow the use of GEM Engineering to perform rock soundings. Motion approved unanimously.*

8. Treasurers Report:

- a. SSK is currently two (2) months behind on payments (January & February).
- b. *A motion was made by Tony Combs seconded by Bill Byrd to approve the January Treasurer's Report. Motion approved unanimously.*
- c. *A motion was made by Tony Combs seconded by Dan Lee to approve the following claims. Motion passed unanimously.*

EDA Funds:

- i. Heritage Engineering – Construction Admin Services \$6,012.02

District Checking Account:

- ii. Harrison REMC – WWTP Electric Service \$1,522.26
- iii. Aqua Utility Services – Feb. WWTP Operation \$2,424.61
- iv. Aqua Utility Services – Dec. maintenance & sludge haul \$618.45
- v. Aqua Utility Services – Jan. materials & sludge haul \$1,411.04
- vi. Town of Corydon – Jan. sewer bills/grease trap insp. \$3,502.16
- vii. IRSDA annual dues for 2014 \$50.00
- viii. IDEM annual permit base & flow fees for 2014 \$700.00

- d. *A motion was made by Bill Byrd seconded by Dan Lee to approve the following invoice payments. Motion approved unanimously.*

- i. Heritage Engineering – HCRSD Support (Jan.) \$1,843.10
- ii. Heritage Engineering – Projects Support (Jan.) \$1,018.00

9. New Salisbury Rate Study:

- a. **Proposed Rates:** Christina Horan presented the rate study her company completed. The proposed rates were discussed. After much discussion the following motion was made: *A motion was made by Bill Byrd seconded by Tony Combs to have the Board Attorney draft an ordinance establishing rates, fees, and charges based on Umbaugh's rate recommendations for 17 customers. Motion approved unanimously.* Chris Byrd will draft this ordinance for presentation at the March 19th Board meeting. It is anticipated the public hearing will be held near the first of April.

- 10. District Plan:** Bob Woosley advised the Board that IDEM has requested that all District's submit an updated District Plan by March 2, 2014. The updated plan is meant to provide an overall update to the State on District activities that have occurred over the past several years. Bob will work with Tom to finalize and submit this update by the stated deadline.

Next Meeting:

Regular Board Meeting: **Wed. March 19, 2014 at 8:30 am** @ Harrison County Community Foundation Building.

Minutes prepared by: Heritage Engineering

End of Minutes

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Approved By:

Tom Tucker, President

Tony Combs, Secretary

Jim Klinstiver

Daniel Lee

Gary Davis, V.P./Treasurer

Darin Duncan

Towns - Bill Byrd (Milltown)