

Harrison County Regional Sewer District

February 21, 2020 Meeting Minutes

Meeting Date: February 21, 2020
8:30 am
Harrison County Community Foundation
Corydon, IN 47112

In Attendance:

Tom Tucker	Board Member (President)
Gary Davis	Board Member (VP/Treasurer)
Bill Byrd	Board Member (Town of Milltown)*
Darin Duncan, P.E.	Board Member
Charlie Crawford	Board Member
John Kintner	Board Member (Town of Corydon)
Steve Tolliver	Aqua Utility Services (Berkshire WWTP Operator)
Chris Byrd	Board Attorney
Bob Woosley, P.E.	Heritage Engineering

Absent:

Dan Lee, P.E.	Board Member
Matt Beckman	Board Member (Town of Lanesville)
Tony Combs	Board Member (Secretary)

Guests: None present

**Town voting member. (2020 vote will belong to the Town of Milltown)
(Order of voting: 2020-Milltown, 2021-Lanesville, 2022-Corydon)*

Action Items:

- 1. January 17, 2020 HCRSD Board Meeting Minutes:** *Motion made by Bill Byrd, second by Darin Duncan to approve the meeting minutes. Motion approved unanimously.*
- 2. Berkshire WWTP & New Salisbury System:**
 - a. Operations Report (January):** Steve Tolliver provided the monthly report. The plant met all permit requirements during the month of December. *A motion was made by Darin Duncan, second by Charlie Crawford to accept the January Operations Report. Motion approved unanimously.*
 - b. Auto Dialer Alarm System Upgrades:** Steve reported the Lanesville Lift Station alarm system work has been completed and is now operational. He reported that all lift station alarms have now been upgraded to the new technology and are operational.
 - c. Berkshire Mobile Home Park:** *A motion was made by Charlie Crawford, second by Darin Duncan to immediately begin charging the mobile home park for sanitary sewer use based on their actual flows in lieu of their water meter reading. Motion approved unanimously.*

- d. **Smoke Testing and Televising Work:** *A motion was made by Gary Davis, second by Bill Byrd to proceed immediately with performing smoke testing and televising of the existing private collection system serving the mobile home park. Motion approved unanimously.* Bob Woosley and Chris Byrd to secure approval from the mobile home park owner(s) to allow this work to occur. Bob to secure a quote(s) for this work. The goal of this activity is to find immediate sources of infiltration and gauge the condition of the existing collection system.
- e. **Sewer Rates and Charges:** The Board requested that Bob Woosley and Steve Tolliver work together to provide back up data for the increases in costs incurred by the District over the past several years. The Board is considering increases the rates charged based on the current ordinance (Ordinance No. 2016-02) that allows up to a 5% increase. The Board will review the data provided to confirm a rate increase is justified. Rates have not been adjusted since the time the Ordinance was enacted. This information will be reviewed at the March meeting.

3. Kepley Fields Development:

- a. Steve Tolliver reported that construction has begun on this development. It appears the proposed entrance road off SR 64 is in conflict vertically with our existing 6" force main. Bob Woosley will follow up with the Developer's Engineer to coordinate a resolution. All costs associated with modifications to the existing force main shall be the responsibility of the Developer.

4. Private Development Inspection Policy:

- a. Bob Woosley will work with Chris Byrd to draft an inspection policy that will be brought before the Board for approval at the March meeting.

5. Capital Assets:

- a. **Capital Asset Policy and Ledger:** The Capital Asset Policy was approved at the December 2019 meeting. Gary Davis and Bob Woosley are in the process of finalizing the ledger. The final version of the ledger will be presented to the Board for approval at the March meeting.

6. Treasurers Report:

- a. *Motion made by Darin Duncan, second by Charlie Crawford to approve the January 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. Harrison REMC-WWTP electric service	\$1,452.74
ii. Duke Energy – lift station electric service	\$25.90
iii. Town of Corydon – Jan. sewer bills	\$3,823.40
iv. Aqua Utility Services – WWTP Op., LS Maint., Misc. Maint.	\$4,810.83
v. Lanesville Utilities – Jan. sewer bills	\$377.75
vi. IDEM – annual permit fees	\$1,000.00
vii. IRSDA – annual membership dues	\$50.00

viii. Heritage Eng. – retainer/website hosting/asset ledger \$2,658.50

7. Other:

a. **Joint Meeting with Economic Development Corporation (EDC).** Discussion was held regarding a possible meeting with the EDC to discuss economic development efforts in the County. Tom Tucker will contact Darrell Voelker (EDC) to discuss hosting a possible joint meeting.

b. **Old Business:** Charlie Crawford asked if we knew where the below listed efforts stand.

- 1) **New Salisbury Veterinarian Clinic & Failing Home Septic System**
- 2) **Proposed Apartments behind Post Office**

Bob Woosley will reach out to those involved to see if he can find the current status of each endeavor.

Next Meeting:

Regular Board Meeting: **Friday March 20, 2020 at 8:30 am** at the 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