

Harrison County Regional Sewer District

January 18, 2012 Meeting Minutes

Meeting Date: January 18, 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)
J.R. Eckart	Board Member
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)
Rob Huckaby	Stantec

Absent:

Tony Combs	Board Member
Fred Cammack	Board Member (Town of Corydon)
Rusty Sizemore	Board Member (Town of Lanesville)

Guests:

Cassie Hauswauld	Nature Conservancy
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* *Town Voting Member*

Action Items:

- 1. New Board Member:** Jim Klintstiver was introduced. He replaces Darin Duncan as one of the Commissioner's appointments. Darin's term expired 12/31/11.
 - a. Checking Account:** Darin is currently one of four members approved to sign checks for the District (the others are Tom Tucker, Gary Davis, and Tony Combs). It was agreed that Darin would be removed as an approved signer and the others would remain. A new signer was not approved as the members present did not feel it was necessary.
- 2. Town Appointments:**
 - a. Milltown:** Bill Byrd was reappointed. Bill will have the Town follow up with written confirmation.
 - b. Lanesville:** It is unknown if Rusty Sizemore was reappointed.
 - c. Corydon:** It is unknown if Fred Cammack was reappointed.
 - d. Town Voting Meeting:** Until further notice the Town vote shall remain with the Town of Milltown.

3. **November 16, 2011 HCRSD Board Meeting Minutes:** *A motion was made by Gary Davis, seconded by Dan Lee to approve and sign the revised minutes. Motion passed unanimously.*
4. **December 21, 2011 HCRSD Board Meeting Minutes:** *Motion made by Bill Byrd, seconded by Gary Davis to approve the minutes. Motion passed unanimously.*
5. **Berkshire WWTP Operations Report.**

- a. **Operations Report (December):** Steve Tolliver presented the December 2011 Operations Report and reported the WWTP continues to meet permit requirements. Steve noted that during the recent extremely weather the emergency generator operated perfectly. Steve also made the Board aware that the owners of the mobile home park have begun dredging and emptying the lagoon (per IDEM Agreed Order). *Motion made by Dan Lee, seconded by Jim Klinstiver to approve the December Operations Report. Motion passed unanimously.*
- b. **Aqua Utility Services Contract:** *A motion was made by JR Eckart, seconded by Gary Davis to approve and re-new the operations contract with AUS. The contract is for a five (5) year period but can be canceled at any time with thirty (30) days notice. Motion passed unanimously.* Steve Tolliver also noted that Schedule 3 – Rate Schedule has been updated to reflect a new category “Senior Technician” at \$75.00 per hour.

6. New Salisbury EDA Grant Update:

- a. **Engineering Design Services for WWTP Design:** Signing of the engineering services design contract was tabled to allow all members a chance to fully review the contract. The contract will be voted on for approval at the next meeting. The Contract being utilized is an EJCDC Standard Form Agreement utilized by EDA.
- b. **Easement Acquisition:** Bob Woosley and Chris Byrd reported that easement acquisition is underway. A full report on which easements have been acquired will be sent out via email to all Board Members. Specific discussions regarding amounts to be offered will be discussed in Executive Session.
- c. **Potential Funding Shortfall:** There is a possible \$293,800 funding shortfall made up of the following:

Total Overall Project Cost	\$2,202,600	
	(\$1,048,800)	EDA Grant
	(\$670,000)	County Matching Funds
	(\$95,000)	EDC Committed Funds
	(\$95,000)	User Fees (\$5k connection fees)
	<u>(\$35,000)</u>	HCCF Grant Funds (remaining)
	\$258,800	
	<u>\$35,000</u>	County Loan to be re-paid
	\$293,800	Potential Shortfall

Tom Tucker and Bob Woosley will approach the EDC to request \$293,800 in funding to make up this potential shortfall. If these funds are not necessary they will be returned to the EDC. This request will be made at the EDC's February meeting.

- d. **Cash Flow Projections:** A general discussion was held on the cash flow projections for the project. When will money be needed and at what junctures? Jill Saegesser is working with the District to finalize these projections. This item will be discussed further at the February meeting. A separate account will be set up to track all spending on the project. It was discussed that the District will make a request to the Commissioners in the coming months to request the full \$670,000 commitment be forwarded to the District and placed in this account to allow payments to be made. The EDA grant is a reimbursable type grant, the District must spend the money prior to requesting reimbursement. The County funds will be utilized to cash flow the project while the District is awaiting reimbursement.

- 7. **HCCF Stormwater Grant Presentation to Commissioners. Lanesville and Corydon Campus Demonstration Projects, Total Budget \$89,500.** Rob Huckaby advised that the he presented to the Council at their last meeting (it was supposed to have gone before them on December 27, 2011 but was delayed due to the Auditor failing to advertise it properly). It is unknown when the Council will vote. They currently have a freeze on approving any additional appropriations pending a Department of Local Government and Finance review of County spending. It is anticipated that this will not be resolved until March.

8. **Treasurer's Report:**

- a. *A motion was made by JR Eckart, seconded by Dan Lee, to approve the following invoices. Motion passed unanimously.*

Town of Corydon – December sewer charges	\$5,245.54
Aqua Utility Services – Jan. WWTP operating contract	\$2,349.84*
Harrison County REMC – Power charges	\$866.46
Aqua Utility Services – Sludge Hauling	\$1,850.20
Aqua Utility Services – Sludge Hauling	\$1,819.91
U.S. Postal Service – 2012 PO Box rental	\$96.00

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

Note: Medical Campus Service - The Town of Corydon has not passed along the credit for the reduced water usage as a result of the Cooling Tower water. Credits are due to the District. Currently Ramsey is billing the Hospital for less water usage than the District is paying the Town of Corydon to treat. Tom Tucker will meet with the Town of Corydon to have this resolved to allow a credit to be issued to the District. The District is currently showing a negative income for the months of September, October, and December.

- b. *A motion was made by Gary Davis, seconded by JR Eckart to approve Heritage Engineering's invoice in the amount of \$1,908.00. This amount will be charged to the District's Operating Budget. Motion passed unanimously.*

- c. *A motion was made by JR Eckart, seconded by Jim Klinstiver to approve Dillman, Chastain and Byrd's invoices in the amount of \$100.00 for meetings and \$4,000.00 for New Salisbury Easement Acquisition work. The \$100.00 amount will be charged to the District's Operating Budget and the \$4,000.00 will be charged to the Projects Budget or New Salisbury Grant Budget. Motion passed unanimously.*
- d. *A motion was made by Gary Davis, seconded by JR Eckart to approve Heritage Engineering's invoice in the amount of \$8,574.00. This amount will be charged to the District's Project's Budget. Motion passed unanimously. This entire invoice was for easement acquisition and easement plat preparation services and is eligible for reimbursement via the EDA Grant for the New Salisbury Project (if sufficient funds remain at the end of the project).*
- e. *A motion was made by Gary Davis, seconded by Dan Lee to approve Larry J. Harmon Appraisals Inc invoices totaling \$200.00 (comprised of two individual \$100.00 invoices for Indiana MHC and Ramsey 64 properties). These invoices for the preparation of Fair Market Estimates for each of these properties. Motion passed unanimously. This entire invoice was for easement appraisal services 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 Dan Lee, seconded by Jim Klinstiver to approve the December Treasurer's report. Motion passed unanimously.*

9. Other Business:

- a. **Lanesville Interchange Service:** Bob Woosley distributed a map to all members showing possible options for sewer service. Additional information will be distributed to all members via email for discussion at a future Board Meeting.
- b. **North Harrison School Campus Sewer Service:** Bob Woosley distributed a schematic map showing a possible option for providing sewer service to the campus. Additional information will be distributed to all members via email for discussion at a future Board Meeting.
- c. **Indian Creek Watershed Master Plan:** The Board requested that Bob Woosley add a copy of the master plan to the District's website.

Next Meeting:

Board Meeting: **Wed. February 15, 2012 at 8:30 am** @ Harrison County Community Foundation Building.

Minutes prepared by: Heritage Engineering

End of Minutes

HCRSD Mtg Minutes

January 18, 2012

Page 5 of 5

Approved By:

Tom Tucker, President

Tony Combs

Jim Klinstiver

Daniel Lee

Gary Davis, V.P./Treasurer

JR Eckart

Towns - Milltown (Bill Byrd)