

Harrison County Regional Sewer District

January 17, 2020 Meeting Minutes

Meeting Date: January 17, 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)*
Charlie Crawford	Board Member
Matt Beckman	Board Member (Town of Lanesville)
John Kintner	Board Member (Town of Corydon)
Steve Tolliver	Aqua Utility Services (Berkshire WWTP Operator)
Matt Robinson, P.E.	Heritage Engineering
Colin Lyell	Corydon Democrat Newspaper

Absent:

Darin Duncan, P.E.	Board Member
Dan Lee	Board Member
Tony Combs	Board Member (Secretary)
Chris Byrd	Board Attorney
Bob Woosley, P.E.	Heritage Engineering

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. Election of Officers:** *Tom Tucker was nominated for President by Charlie Crawford, second by Bill Byrd, motion approved unanimously. Tom Tucker nominated Tony Combs for Secretary, second by Charlie Crawford, motion approved unanimously. Tom Tucker nominated Gary Davis for Treasurer, second by Charlie Crawford, motion approved unanimously.*
- 2. December 20, 2019 HCRSD Board Meeting Minutes:** *Motion made by Bill Byrd, second by Charlie Crawford to approve the meeting minutes. Motion approved unanimously.*
- 3. Berkshire WWTP & New Salisbury System:**
 - a. Operations Report (December):** Steve Tolliver provided the monthly report. The plant met all permit requirements during the month of December. Steve noted the following items during the month:
 - 1) Effluent Pump Station:** Because of some rain events and excessive I/I in the mobile home park sewers the effluent pump station tank was very close to overflowing. The high water was caused by the pumps overheating and tripping out. Steve mentioned that the effluent forcemain is too small to handle the effluent

flow during rain events and there may be no air release valve at the forcemain high point which may be part of the problem (no as-built plans exist of the forcemain to verify this). Matt Robinson mentioned that an income survey is being carried out in the WWTP service area to see if the District qualifies for planning grant funding. If so, we will apply for a grant to investigate the I/I problems and develop a plan for addressing these issues. Matt also mentioned that we may be able to use a metal detector to find the air release manhole (lid) if it exists and is buried. If we find it, we can replace the air release valve if isn't working. Steve also mentioned that rainwater pools in low areas around the plant and this water may be getting into the sewers that run through the cornfield next to the plant. Charlie suggested that if these sewers are intended for future expansions of the mobile home park, we may want to plug them off.

- b. Auto Dialer Alarm System Upgrades:** Steve reported that the dialers at the WWTP and three lift stations in New Salisbury have been upgraded. He mentioned that he got a customer complaint when the audible alarm on the WWTP dialer went off (apparently the tech doing the upgrades to the dialers reconnected this alarm which had been disconnected). Also, the Lanesville Lift Station alarm dialer unit needs a new radio card and then it will be installed.
- c. Plant Water Line:** Steve mentioned that the water line at the WWTP had finally been repaired and they once again have water at the lab building

A motion was made by Charlie Crawford, second by Gary Davis to accept the December Operations Report. Motion approved unanimously.

4. Kepley Fields Development:

- a.** Matt Robinson mentioned that the Kepley Fields Development Plans were reviewed and approved by Bob Woosley on 1/7/20. A letter was sent to the developer's engineer discussing the fees that must be paid prior to construction start. Part of the review required the developer to lower one of the sewer lines so that areas to the north of the project can be served by gravity sewer service. IDEM approval still must be obtained by the developer prior to beginning any construction activities on the sanitary sewer system.

5. Private Development Inspection Policy:

- a.** Matt mentioned that Bob Woosley was working on a new policy that would cover the inspection of private development sewer construction. The new policy will most likely recommend that the developers engineer be required to carry out inspections during construction of the sewer system. The developers engineer will be required to certify that all sewers have been installed per HCRSD specifications and to furnish the District with items such as photographs taken during the course of construction, inspection reports, test reports, etc. The developer will be required to pay the District for any time the District's engineer spends on the project for review and coordination of submittals. Charlie asked if the inspection services was something that the County Health Dept already provides. Matt mentioned that the Health Dept probably only deals with inspection of on-site septic systems but would ask them if they provide inspection services during construction of sanitary sewer systems.

6. Capital Assets:

- a. **Capitalization Policy:** Gary mentioned that the Board had adopted a Capitalization Policy at its December meeting.
- b. **Capital Asset Ledger:** Gary mentioned that Bob Woosley has provided him an allocation of soft costs such as engineering fees for the Capital Asset Ledger. Gary will find backup for these costs and should have the ledger completed by the next meeting.

7. Treasurers Report:

- a. *Motion made by Gary Davis, second by Matt Beckman to approve the December Treasurer's Report. Motion approved unanimously.*
- b. *Motion made by Charlie Crawford, second by Bill Byrd to pay the following claims. Motion approved unanimously.*

District Checking Account:

i. Harrison REMC-WWTP electric service	\$1,475.85
ii. Duke Energy – lift station electric service	\$26.13
iii. First Harrison – purchase checks	\$137.77
iv. First Harrison – purchase self-inking stamp	\$31.94
v. Town of Corydon – Dec. sewer bills	\$3,351.02
vi. Aqua Utility Services – WWTP Op., LS Maint., Misc. Maint.	\$4,591.24
vii. Lanesville Utilities – Dec. sewer bills	\$344.25
viii. Heritage Eng. – retainer/website hosting	\$880.00
ix. SBoA – charge for auditing 2015-2018	\$1,261.00
x. US Postal Service – PO Box 266 annual rental	\$154.00
xi. OmniSite – annual fee for monitoring LS Auto Dialers	\$1,104.00

8. Other:

- a. **Organizations to which the Board should belong:** Bill Byrd asked a question about which organizations should the District belong to that represent the Board's interests. It was mentioned that the Indiana Rural Water Alliance (IRWA) may be one such organization. It was mentioned that they have quarterly meetings, but this usually involves public water system operators and they usually don't deal with wastewater issues. The IRWA is also in the process of merging with the American Water Works Association (AWWA). Steve mentioned that he was a member of the Indiana Water Environment Association (IWEA). They deal more with wastewater issues and also have a yearly conference.
- b. **New business moving into old Schmidt Cabinet Building:** Bill Byrd mentioned that whoever was planning to move into the old Schmidt Cabinet Business is expanding the building. Bill asked if they would be sending us any more wastewater than Schmidt Cabinet sent to us. It was mentioned that the new business sells modular housing components and they are renovating the building space mainly for use as a showroom. As such, it is not anticipated that there will be any increase in wastewater flows from the site. Bill asked if the Planning and Zoning Dept. notifies the District when a building permit is issued for things like this.

Right now, the District is not notified when building permits are issued and it may be more of an issue when the District expands wastewater services outside of the few areas they currently serve.

Next Meeting:

Regular Board Meeting: **Friday February 20, 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