

Harrison County Regional Sewer District

January 24, 2025 Meeting Minutes

Meeting Date: January 24, 2025

8:30 am

Harrison County Community Foundation building
Corydon, IN 47112

In Attendance:

| | |
|--------------------|------------------------------------|
| Tom Tucker | Board Member (President) |
| Gary Davis | Board Member (VP/Treasurer) |
| Danny Schroeder | Board Member |
| Bill Byrd | Board Member (Town of Milltown) |
| Dave Coburn | Board Member (Town of Corydon) |
| Thomas Tidstrom | Board Member (Town of Lanesville)* |
| J.R. Eckart | Board Member |
| Darin Duncan, P.E. | Board Member (Secretary) |
| Aaron Tolliver | Aqua Utility Services |
| Chris Byrd | Board Attorney |
| Bob Woosley, P.E. | Heritage Engineering |

Absent:

Dan Lee, P.E. Board Member

**Town voting member. (2025 vote belongs to the Town of Corydon)
(Order of voting: 2025 – Corydon, 2026 – Milltown, 2027 - Lanesville)*

Action Items:

- 1. Welcome New Board Member:** J.R. Eckart was introduced to the Board. J.R. replaces Charlie Crawford on the Board as one of the Commissioner appointments.
- 2. Election of Officers:** A motion was made by Dave Coburn, second by Danny Schroeder, to retain the current slate of officers for 2025. Tom Tucker would remain President, Gary Davis would remain VP/Treasurer, and Darin Duncan would remain Secretary. Motion approved unanimously.
- 3. December 20, 2024 Regular Board Meeting Minutes:** *A motion was made by Dave Coburn, second by Danny Schroeder, to approve the meeting minutes. Motion approved with a vote of five (5) in favor, zero (0) against and one (1) abstention. J.R. Eckart abstained from voting.*
- 4. Ordinance No. 2024-01 (New Salisbury Rate Ordinance):** Rate payers had until January 20, 2025 to file a petition against the rate increase. No petitions were filed. The rate increase(s) approved by this Ordinance and now in effect. The new rates will begin on the first day of the next billing cycle (February).

5. **Berkshire WWTP Expansion Project:** Bob Woosley provided the following updates and report:
 - a. **The Indiana Bond Bank Bond Anticipate Note (BAN) loan closing was held on January 22, 2025.** The BAN provides the construction financing needed and serves as a temporary loan until final loan closing with USDA RD at the conclusion of construction. Funds are now available to be utilized.
 - b. **Pre-Construction Meeting:** A pre-construction meeting was held on January 22, 2025. Construction is slated to begin in March (weather dependent). The contractor will begin submitting shop drawings for approval immediately.
 - c. **Construction Progress Meetings:** Monthly progress meetings are slated to be held on the third Friday of each month. Meetings will begin in March and will be held in the Harrison County Community Foundation Building. The meetings will begin at the conclusion of the regular District board meeting.
6. **Approval of Check Signers:** The present check signers for the District are Tom Tucker, Gary Davis, and Tony Combs. Tony needs to be removed from being a check signer and Darin Duncan needs to be added in his place. The officers of the District Board are supposed to have check signing authority. Tony (former Secretary) is no longer a member of the District Board, and Darin (current Secretary) was never added to the list. *A motion was made by Gary Davis, second by Dave Coburn, to replace all present check signers of the District Board with the following Board members: Tom Tucker, Gary Davis, and Darin Duncan. These members shall have the authority to sign checks effective at 12 pm on January 24, 2025.*
7. **Berkshire WWTP Operators Updates:**
 - a. **Operations Report:** Aaron Tolliver presented the December operations report. All parameters were met for the month of December and everything is in compliance. *A motion was made by Darin Duncan, second by Danny Schroeder, to approve the December Operations Report. Motion approved unanimously.*
 - b. **Sewer Billing Software:** Aaron updated the Board that the new software will not be implemented until April.
 - c. **Billing Service Fees:** Aaron updated the Board on services fees charged by other utilities in the area. He said they check with Ramsey Water. Ramsey does not charge a fee for the use of ACH payments. Ramsey does charge fees for credit or debit card payments.
8. **Delinquent Accounts:**
 - a. Chris Byrd provided a summary of demand letters sent out (demand letters are sent out when an account reaches 90 days past due, the customer is then given 10 days to provide payment or a lien is filed) as well as the status of all liens in place. Liens shall be updated every 3 months. Chris will update or issue any new liens needed.
 - b. Copy of Demand Letter: J.R. Eckart requested he receive a copy of a typical demand letter that is sent out. Chris Byrd will send him a copy.
9. **Treasurers Report:**
 - a. **Treasurer's Report:** Gary Davis presented the Treasurer's Report. *Motion made by Darin Duncan, second by Dave Coburn, to approve the Treasures report. Motion approved unanimously.*

- b. **Claims:** *Motion made by Gary Davis, second by Dave Coburn, to pay the following claims. Motion approved unanimously.*

District Checking Account:

| | |
|---|-------------|
| • Harrison REMC-WWTP electric service | \$1,725.16 |
| • Duke Energy – lift station electric service | \$49.37 |
| • US Postal Service – annual PO Box 266 renewal | \$256.00 |
| • Town of Corydon – December sewer bills | \$7,755.10 |
| • Lanesville Utilities – December sewer bills | \$1,991.89 |
| • Aqua Utility Services – WWTP Op., LS Maint., Misc. Maint. | \$7,107.76 |
| • Church Langdon Lopp & Banet – attend Board meeting etc. | \$450.00 |
| • Ampstun Corporation – annual billing system support | \$2,860.00 |
| • OmniSite – annual fee for monitoring auto dialers | \$1,740.00 |
| • IDEM – annual base & flow permit fees | \$810.00 |
| • Heritage Eng. – Retainer/misc services/web site | \$6,397.00 |
| • Infinity Homes – sewer deposit refund | \$150.00 |
| • Church Langdon Lopp & Banet – Berkshire WWTP Exp Project | \$7,000.00 |
| • Barnes & Thornburg – Berkshire WWTP Expansion Project | \$16,000.00 |
| • BakerTilly – Berkshire WWTP Expansion Project | \$14,290.00 |

Next Meeting(s):

Regular Board Meeting: **February 21, 2025 at 8:30 am** at the Harrison County Community Foundation.

Minutes prepared by: Heritage Engineering.

End of Minutes

Approved by:

Tom Tucker, President

J.R. Eckart

Gary Davis, V.P./Treasurer

Dan Lee, P.E.

Darin Duncan, P.E., Secretary

Danny Schroeder

Dave Coburn, Town Representative