

Harrison County Regional Sewer District

June 15, 2016 Meeting Minutes

Meeting Date: June 15, 2016
8:30 am
Harrison County Community Foundation
Corydon, IN 47112

In Attendance:

Gary Davis	Board Member (VP/Treasurer)
Darin Duncan, P.E.	Board Member
Tom Tucker	Board Member (President)
Bill Byrd	Board Member (Town of Milltown)
Tony Combs	Board Member (Secretary)
Jim Klintstiver	Board Member
Matt Beckman	Board Member (Town of Lanesville)
Bob Woosley, P.E.	Heritage Engineering
Steve Tolliver	Aqua Utility Services (Berkshire WWTP Operator)

Absent:

John Kintner	Board Member (Town of Corydon)*
Chris Byrd	Board Attorney
Dan Lee, P.E.	Board Member

**Town voting member. (Vote assigned to Milltown for this meeting.)*

Action Items:

- 1. May 18, 2016 HCRSD Board Meeting Minutes:** *Motion made by Bill Byrd, second by Darin Duncan to approve the meeting minutes. Motion approved unanimously.*
- 2. Berkshire WWTP:**
 - a. Operations Report (May):** Steve Tolliver reviewed the monthly report. The plant remains in full compliance with all permit parameters. Steve commented the recent rain events over the past several days have not had as significant an impact on the plant as in months past. He feels that the final grading work completed at the Dollar General site may be keeping the water off the Schmidt Lift Station. We will continue to monitor this situation to confirm. *A motion was made by Darin Duncan, second by Gary Davis to accept the May Operations Report. Motion approved unanimously.*
 - b. Flow Meter:** Steve reported the manufacturer has pulled the flow meter and is in the process of reprogramming the meter to correct the problems we have been experiencing. We are currently using a "loaner" meter. Steve hopes the reprogrammed meter is placed back into service in the coming weeks. The problems we have experienced has resulted in Steve taking manual readings for reporting which he said adds approximately 2 hours to the time spent on this effort each month. Steve will keep the Board posted on the status of this repair.

- c. **OMNI Site Monitoring Fee:** The District will pay Steve and Steve will pay the OMNI fee. We are paying the annual fee to save money.
- d. **UV Lights:** Steve reported the new UV lights arrived and have all been installed. Steve also reported he had to install 2 new ballasts (there are a total of 4 ballasts). We now have 2 spare bulbs with sleeves on hand in storage.
- e. **Flow Breakdown:** Steve will begin listing on the monthly reports the percentage of flow breakdown between the mobile home park versus the New Salisbury businesses.
- f. **Sludge Disposal Costs:** Steve reported as a follow up to last month that there was an error in his billing and he is crediting back \$100 to the District.
- g. **Water Usage at the WWTP:** Steve stated he has been taking readings of the meter (as instructed by the Board). It appears this will amount to approximately \$40 of water usage over a 6 month period. The Board agreed to have Steve provide a credit on the mobile home park's sewer bill showing the water being used. This will be done every 6 months.

3. New Salisbury Sewer

- a. **Cowboys BP:** Cowboys BP has connected to the system. Heritage inspected the connection on 5/27/16. Steve will begin billing them immediately.
- b. **Dollar General Store:** The Dollar General Store has connected to the system. Heritage inspected the connection on 6/13/16. Steve will begin billing them immediately. Bob Woosley will follow up with obtaining the contact information for the property owner and pass this along to Steve.
- c. **Smokey's Smoke Shop:** After investigation it has been found this location connected to the sewer system some time near July 1, 2015. This connection was made without notification to the District. The connection made was not inspected. The Board directed Bob Woosley follow up with a review of the Ordinances to determine if late fees or penalties would be assessed to the property owner. Bob shall also contact the plumber that performed the work (Terry Roach) to determine the exact connection date. *A motion was made by Darin Duncan, second by Gary Davis to invoice the property for all flow to date since connection and to send a letter stating the District may impose penalties as a result of the property owner not following proper procedures in notification of the District for inspection of the connection that was made. Motion approved unanimously.*
- d. **Sewer Rate Increase:** Discussion was held regarding the need to review the rates and possibly have a rate increase this year. Based on operation expenses the District is losing money in many months on the operation of the WWTP. This will be discussed in greater detail at next month's meeting. The Board asked that Bob review the existing Rate Ordinance to determine if there are any automatic rate increase allowed.

4. Treasurers Report:

- a. *Motion made by Tony Combs, second by Jim Klinstiver to approve the May 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	\$1,402.05
ii. Duke Energy – lift station electric service	\$26.08
iii. Aqua Utility Services – June WWTP Op. & Lift Sta. Maint.	\$3,703.79
iv. Aqua Utility Services – May billing/UV lamps/call out	\$1,096.06
v. Town of Corydon – May sewer bills	\$4,801.25
vi. Dillman Chastain Byrd – attend Board meetings	\$150.00
vii. Heritage Eng. – retainer/website/Cowboys BP inspection	\$1,045.00

5. Other Items:

- a. **Feasibility Study Update:** Bob will email copies of the updated list to all for review. Board members were asked to review and send back any revisions via email prior to the next meeting.
- b. **North Harrison School:** Bob distributed a preliminary schematic exhibit showing the potential route and cost for extending sewer service to the school campus. The Board instructed Bob to follow up with the school board to determine if there is an interest in connecting to the New Salisbury system.

Next Meeting:

Regular Board Meeting: **July 20, 2016 at 8:30 am** @ Harrison County Community Foundation Building.

Minutes prepared by: Heritage Engineering

End of Minutes

Approved by:

Tom Tucker, President

Jim Klinstiver, Board Member

Gary Davis, V.P./Treasurer

Dan Lee, P.E.

Tony Combs, Secretary

Darin Duncan, P.E.

Town Representative