

Harrison County Regional Sewer District

March 16, 2016 Meeting Minutes

Meeting Date: March 16, 2016
8:30 am
Harrison County Community Foundation
Corydon, IN 47112

In Attendance:

Gary Davis	Board Member (VP/Treasurer)
Tony Combs	Board Member (Secretary)
Tom Tucker	Board Member (President)
Bill Byrd	Board Member (Town of Milltown)
John Kintner	Board Member (Town of Corydon)*
Jim Klinstiver	Board Member
Dan Lee, P.E.	Board Member
Chris Byrd	Board Attorney
Chris Shultz	Board Member (Town of Lanesville)
Matt Beckman	Town of Lanesville
Bob Woosley, P.E.	Heritage Engineering
Steve Tolliver	Aqua Utility Services (Berkshire WWTP Operator)

Absent:

Darin Duncan, P.E.	Board Member
Rob Huckaby, P.E.	Stantec

**Town voting member.*

Action Items:

- 1. February 16, 2016 HCRSD Board Meeting Minutes:** *Motion made by Tony Combs, second by John Kintner to approve the meeting minutes. Motion approved unanimously.*
- 2. Lanesville:** Chris Shultz introduced Matt Beckman. Matt will be replacing Chris on the Board. Either he or Herb Schneider will be in attendance in the future.
- 3. Berkshire WWTP:**
 - a. Operations Report (February):** Steve Tolliver reviewed the monthly report. The plant remains in full compliance with all permit parameters. A power outage occurred this morning just before the start of today's meeting. Emergency generator was placed into service. Immediately after going into service the power was restored simultaneously. No other issues to report for the month. *A motion was made by Gary Davis, second by John Kintner to accept the February Operations Report. Motion approved unanimously.*
 - b. IDEM NPDES Permit:** The 5 year permit renewal is ready to submit to IDEM. Steve and Bob worked together to complete the permit application. Tom signed the application and Steve will submit to IDEM immediately.

- c. **Lanesville Lift Station:** Hoist base has been installed. Infrastructure Solutions (contractor) finished all remaining punch list items (minor grading and erosion control items needed to be removed).
- d. **Child Craft Lift Station:** Steve reported the REMC stated they did not have a power surge and are taking no responsibility. They don't feel they have any responsibilities to pay for damages. Steve feels we can file a claim with our insurance but doesn't think it is worth pursuing. Steve stated the motor saver was replaced. Pump station is functioning properly now. Only concern is loss of service life to one of the pumps. Steve feels this is something to monitor long term.

4. Lanesville I-64 Interchange Sewer Project

- a. **Town's Portion: Construction:** Chris Shultz stated all remaining work is now wrapping up (electrical conduit ran, pumps installed). He stated the station should be up and running by the end of March. All work should be complete and project closed out by the end of April.

5. New Salisbury Sewer

- a. **7575 Corydon Junction Road:** Property owner plans to connect in the spring/summer. He will follow up with the District once he returns to Town.
- b. **7750 Hwy 135 NE:** Property owner is interested in connection to system. Bob will be sending him the information pertaining to connections costs.
- c. **Dollar General Store:** Construction is underway.

6. Treasurers Report:

- a. *Motion made by Tony Combs, second by John Kintner to approve the February Treasurer's Report. Motion approved unanimously.*
- b. *Motion made by Gary Davis, second by Tony Combs to pay the following claims. Motion approved unanimously.*

District Checking Account:

i. Harrison REMC-WWTP electric service	\$1,391.09
ii. Duke Energy – lift station electric service	\$25.99
iii. Indiana Regional Sewer District Assoc. Dues	\$50.00
iv. Aqua Utility Services – Feb. Billing/Mar WWTP Op & LS	\$3,026.69
v. Town of Corydon – February sewer bills	\$4,089.43
vi. Heritage Eng. – retainer/website/& fees	\$882.85

- c. **Audit:** Gary notified the Board the State Board of Accounts (SBOA) audit is complete and the closing conference was held yesterday. Overall everything was fine with our records. Minor comments and write ups regarding our books and systems. No errors were found. The following items were noted from their review:

- i. Discussion findings – 1) money received deposited by the next day (we will not be changing our current method – AUS currently deposits as often as twice per week), 2) billing problem with the hospital. This has already been corrected.
- ii. Next were items that will be in our report: 1) Segregation of Duties – only way to fix is to have more monitoring performed. Need to have someone check over Gary’s work each month once he has reconciled books. We already require two signatures on all checks. We have 3 check signers (Gary, Tom, Tony). We need to adopt Internal Control Standards (this will be accomplished by the adoption of Ordinance No. 2016-01, see below). We also need to write Internal Control procedures. We need to state how we will police our monitoring. 2) Gateway – nobody has reviewed the grant report that is in Gateway. 3) We did not spot check the work River Hills performed for us as part of the EDA grant.

7. Other Items:

- a. **Ordinance 2016-01:** This is an ordinance to adopt internal control standards. *Gary Davis made a motion to approve Ordinance No. 2016-01, second by Dan Lee. Motion approved unanimously.*
- b. **Elected Officials Update:** Bob informed the Board he presented an overall update to the Commissioners (3/7) and Council (3/14) at their March meetings. A copy of the presentation will be posted to the District’s website.
- c. **Feasibility Study Update:** Discussion was held regarding moving forward with the study update. The general consensus was a meeting should be held with the Commissioners and Council to determine what direction the County would like to see from the District. In addition, this would allow the District to understand what role they will play in stormwater efforts moving forward. It was also discussed that having an overall stakeholders group meet would likely not occur until after meeting with the elected officials. Bob will work to schedule a meeting with the elected officials in the coming weeks.

Next Meeting:

Regular Board Meeting: **April 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