

Harrison County Regional Sewer District

March 19, 2021 Meeting Minutes

Meeting Date: March 19, 2021

8:30 am

Harrison County Government Center (meetings will continue to be held here until further notice due to COVID-19 restrictions)

Corydon, IN 47112

In Attendance:

Tom Tucker	Board Member (President)
Gary Davis	Board Member (VP/Treasurer)
Matt Beckman	Board Member (Town of Lanesville)*
Tony Combs	Board Member (Secretary)
Charlie Crawford	Board Member
Dan Lee, P.E.	Board Member
Scott Flickner	Board Member (Town of Corydon)
Bill Bird	Board Member (Town of Milltown)
Bob Woosley, P.E.	Heritage Engineering
Chris Byrd	Board Attorney
Steve Tolliver	Aqua Utility Services (System Operator)

Absent: Darin Duncan, P.E. Board Member

Guests: Eric Brady Aqua Utility Services (System Operator)
Reporter for Corydon Democrat

**Town voting member. (2021 vote will belong to the Town of Lanesville)
(Order of voting: 2021-Lanesville, 2022-Corydon, 2023 - Milltown)*

Action Items:

1. **February 19, 2021 HCRSD Board Meeting Minutes:** *Motion made by Scott Flickner, second by Dan Lee to approve the meeting minutes. Motion approved unanimously. Note: Scott took the Town's vote at the start of the meeting until Matt Beckman arrived. Matt arrived after this vote had been taken.*
2. **Corydon System:**
 - a. **Town of Corydon Interlocal Agreement Dispute Resolution:** Tom Tucker and Scott Flickner reported they have successfully resolved the dispute regarding how billings will be handle at the Poplar Trace subdivision. Tom presented to the Board a letter dated 03/01/21 from Christopher Janek (attorney hired by Corydon) that clarifies certain items in the 2006 Inter-local Agreement between the Town and District. Some points of clarification were made in the Janek letter:
 - 1) **District is responsible for paying the cost of an annual calibration of the flow meter.** The Town will continue to coordinate having this

calibration performed and will invoice the District for this effort. Scott Flickner noted the Town has been lax in the past of not invoicing the District for this effort. The Town will not seek reimbursement for any past charges for calibration that was never sent to the District for payment.

- 2) **The District shall be responsible for paying a monthly charge of \$330 per connection for monitoring of the flow meter (per the original agreement).** The Town has never charged the District for this effort. Moving forward the Town will begin charging for this effort. Scott Flickner again noted that the Town will not be seeking payment for past efforts that were never invoiced to the District. This charge is per connection. There will be a \$330 monthly charge for the Hospital connection and a \$330 monthly charge for the Poplar Trace connection. The Poplar Trace charge will not begin until flow has begun at the new Poplar Trace Lift Station (it is not yet in service).

A motion was made by Tom Tucker, second by Gary Davis to accept the items identified in the Janek letter. Motion approved unanimously. Tom will follow up with Tad Whitus to have an amendment to the 2006 agreement drafted that references the approved 03/01/21 Janek letter.

- b. **Corydon System Rate Increase:** Previously referenced as the "Hospital System" this now refers to all customers of the District that tied to the Corydon system. This will now be referred to in the future as the "Corydon System". Tom Tucker presented options for up to a 5% rate increase for the Corydon System. This increase is needed to keep up with increased costs experienced by the District. The District's current rate ordinance allows for up to a 5% annual increase without the need for a rate study or public hearing. *A motion was made by Tony Combs, second by Dan Lee to implement a 4% rate increase effective 04/01/21. Motion approved unanimously.* Note: Tom reminded the Board that on July 1, 2021 the Town of Corydon will be increasing their rates by 15%. At that time the District's rates will also be increased by 15% (per the District's current rate ordinance).

3. **Hospital Parshall Flume Flow Meter:** Discussion was held regarding repairs needed to the flow meter. The fiberglass unit has cracked and is in need of repair. Bob Woosley has followed up with the manufacturer and found a local contractor (Tru-Test) that is capable of making fiberglass repairs. *A motion was made by Tony Combs, second by Matt Beckman to entering into an agreement with Tru-Test for a price of \$1,850 to make the necessary repairs to the fiberglass parshall flume. Motion approved unanimously.*

4. **Berkshire WWTP & New Salisbury System:**

- a. **Operations Report (February):** Steve Tolliver presented the February operations report. The plant met all permit requirements during the month of February. Steve reported that recent rain events caused significant flooding of the WWTP. The WWTP actually overflowed one day due to the infiltration from the mobile home park. The overflow was reported to IDEM. *A motion was made by*

Dan Lee, second by Matt Beckman to accept the February operations report. Motion approved unanimously.

- b. **UV System:** Steve Tolliver reported the UV System is back in his possession after being repaired. It is ready to be placed back into service.
- c. **WWTP Effluent Pumps Replacement:** Bob Woosley reported the pumps have been ordered and should be installed within the next four (4) weeks.

5. Berkshire WWTP Expansion:

a. **Preliminary Engineering Report (PER):** Bob Woosley reported he and Tom Tucker met with SRF officials on February 23 for the required Project Planning meeting. SRF now requires all applicants to have a State Board of Accounts (SBOA) Audit Report on file that is less than 2 years old. The District's last report was in 2018. A new report must be completed for the District to be eligible to secure SRF funding.

1) **Audit:** *A motion was made by Gary Davis, second by Dan Lee to request the SBOA perform and submit and audit report to the District. Motion approved unanimously. Gary will follow up with the SBOA to request the audit be completed.*

2) **Berkshire Mobile Home Park Collection System:** The collection system that serves the mobile home park is a private system owned by SSK Communities. It is likely SRF will not allow funding to be secured for a private system. The District fully intends to work with SSK to have ownership transferred to the District. *Bob Woosley and Chris Byrd will follow up with SRF to determine what steps need to be taken to allow for the collection system improvements to be an eligible item for use of SRF funds.* If this becomes an issue the collection system component will be pulled from the SRF application and the District will follow up later with taking over ownership of the system. The District does not want this to become an issue in jeopardizing securing the SRF funds.

3) **Televising MHP Collection System:** The District previously agreed to televise the Berkshire Mobile Home Park's collection system in an effort to determine the source and locations of infiltration. Bob Woosley secured quotes for this work from Hydromax and Pipe Eyes to perform television of the "south" portion of the mobile home park's system (approx.. 6,650 LF). The bids secured from both companies were:

Hydromax	\$1.85/LF	6,650 LF	\$12,302.50
Pipe Eyes	\$1.95/LF	6,650 LF	\$12,967.50

A motion was made by Gary Davis, second by Tony Combs to select Hydromax to perform the televising work. Motion approved unanimously.

- b. Project Funding:** The District currently has no option but to apply for SRF funding to cover the cost of the improvements. The overall improvements being applied for to SRF are as follows:

Replace Ex. WWTP with new 120,000 GPD WWTP	\$2,232,000
WWTP FM Replacement (increases size from 4" to 6")	\$175,000
Berkshire Collection System Improvements	<u>\$467,000</u>
	\$2,874,000

This District is currently applying for an SRF Loan to cover the full cost of the improvements. A preliminary rate study was performed by Bakertilly to determine what impact these improvements would have on the current rates.

<u>Funds</u>	<u>Rate Increase</u>	<u>Avg. Mo. Rate</u>
100% Loan (no grant funds)	66%	\$126
\$500k Grant from County	48%	\$112
\$1M Grant from County	30%	\$99
\$1.5M Grant from County	11%	\$84

The County reportedly will be receiving approximately \$7.9M (estimated amount) in the recently signed COVID Relief bill that was signed by President Biden on Thursday March 11, 2021. This bill allows for use of the funds to be spent on wastewater improvements. The District is hopeful the County will earmark a portion of these funds towards this project. *A motion was made by Tony Combs, second by Matt Beckman to request up to \$2M in funding from the County for the project. Motion approved unanimously.* Tom Tucker and Bob Woosley will approach the County Commissioners and County Council with a request for funds.

- c. Lanesville Interlocal Cooperation Agreement:** The existing agreement with the Town was signed on 12/10/2012. The attachments to the agreement (Exhibits A, B, C) were not attached to the signed copy on file in the Auditor's office. Exhibit A is the Sewer Service Agreement which would have been signed by both the Town and District. Bob Woosley provided an unsigned copy but did not have a signed copy in his files. The Town is unable to locate a signed copy. It appears the signed copy has been misplaced as neither the Town, County Auditor, or District has a signed copy of Exhibit A. Matt Beckman stated he will review Exhibit A with his Town Council to confirm there are no issues with "re-signing" the document. Chris Byrd mentioned a ratification of the document may need to be performed.
- d. Resolution 2021-1:** This resolution authorizes the District to file a petition with IDEM to modify the order that established the District. The modification is to allow for a current Board member to continue to serve beyond their term until a new appointment has been made. *Motion made by Gary Davis, second by Matt Beckman to approved Resolution 2021-1. Motion approved unanimously.*
- e. Petition to Modify Order Establishing District:** This petition allows for an existing appointed Board member shall continue to serve at the completion of their term until a replacement has been appointed by the appropriate appointing

body. A motion was made by Gary Davis, second by Matt Beckman to approve filing the Petition to IDEM. Motion approved unanimously.

6. Treasurers Report:

- a. Motion made by Dan Lee, second by Tony Combs 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	\$1,556.48
ii. Duke Energy – lift station electric service	\$22.97
iii. Town of Corydon – February sewer bills	\$6,246.46
iv. Aqua Utility Services – WWTP Op., LS Maint., Misc. Maint.	\$10,806.92
v. Lanesville Utilities – February sewer bills	\$961.37
vi. Straeffler Pump – Service call pumps tripping	\$420.00
vii. Dillman, Chastain, Byrd – Legal services	\$412.50
viii. Heritage Eng. – Retainer/web site/NS Support/WWTP Exp.	\$4,002.50

Next Meeting:

Regular Board Meeting: **Friday April 16, 2021 at 8:30 am** at the Harrison County Government Center.

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