

Harrison County Regional Sewer District

May 21, 2014 Meeting Minutes

Meeting Date: May 21, 2014
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)*
Dan Lee	Board Member
Herb Schneider	Town of Lanesville (in place of Rusty Sizemore)
Jim Klintstiver	Board Member
Steve Tolliver	Aqua Utility Services (Berkshire WWTP Operator)
Chris Byrd	Board Attorney
Rob Huckaby	Stantec
Bob Woosley	Heritage Engineering
Jill Saegesser	River Hills Development (Grant Administrator)

Absent:

Darin Duncan, P.E.	Board Member
Rusty Sizemore	Board Member (Town of Lanesville)
Tony Combs	Board Member (Secretary)
Fred Cammack	Board Member (Town of Corydon)

Guests:

George Ethridge	Harrison County Commissioner
Steven Day	Harrison County Resident

**Town voting member.*

Action Items:

- 1. April 16, 2014 Public Hearing Sewer Rate Ordinance Meeting Minutes:** *Motion made by Bill Byrd seconded by Dan Lee to approve the minutes. Motion approved unanimously.*
- 2. April 16, 2014 HCRSD Board Meeting Minutes:** *Motion made by Dan Lee seconded by Gary Davis to approve the minutes. Motion approved unanimously.*
- 3. Berkshire WWTP:**
 - a. Operations Report (April):** Steve Tolliver reported no issues at the WWTP. The plant is in full compliance with permit parameters. Only concern was from mud transmitted to the plant from the Schmidt Lift Station. This issue has been resolved. *Motion made by Dan Lee seconded by Bill Byrd to approve the April operations report. Motion approved unanimously.*

- b. **Operation and Maintenance (O&M) Manuals:** Steve reminded Bob Woosley that he still is awaiting copies of the official O&M Manuals from Mitchel & Stark (WWTP Contractor). Bob will follow up with the Contractor and submit these to Steve as soon as possible.
- c. **Auto Dialers:** Steve reported that all four (4) dialers are now in service.
- d. **Security System:** The Board asked Steve to follow up with Herb Schneider to determine what type of Security Monitoring System is needed at the WWTP. Steve was also asked to approach the vendor a quote was secured from last year to determine if their pricing was still valid. This information will be brought back to the Board at a future meeting.
- e. **Generator Repairs:** Steve reported additional damage to the generator that required mechanical work to be performed. He stated this work is currently being completed and hopes to have the generator in service within the next several days.
- f. **Lift Stations:** Steve informed the Board that he has changed out all locks at the lift stations. Steve can provide a key to any Board member wishing to gain access.

4. Stormwater:

- a. **Oversight:** George Ethridge spoke regarding this matter. He felt having a shared responsibility with the County was a good option. Further discussion regarding this matter will need to be held in the future.
- b. **MS4 Response:** Rob Huckaby presented a draft letter he prepared on behalf of the Board to present to the Commissioners. George Ethridge felt the draft letter was a good start to the Commissioner's response to IDEM. George suggested the following edits:
 - i. Change signature line to Kenny Saulman.
 - ii. Add more details on the specific amounts of money contributed by the County over the years to the Farm and Agricultural endeavors as it relates to erosion prevention and stormwater runoff control.

These changes will be made and a draft emailed to the Commissioners. The Commissioners can then decide which direction they would like to take in responding to IDEM. All agreed that being proactive in responding to IDEM is the best approach. Neither the Board nor Commissioners wish to see Harrison County designated as an MS4 Community.

- c. **Lanesville School and South Harrison School Demonstration Projects:**
 - i. **Signage:** Rob Huckaby reported that the signs have been made and will be installed in the coming weeks.
 - ii. **South Harrison Rain Garden:** Work will begin in June after school has dismissed for the summer. It is expected that this project will take 2 days to complete.

5. New Salisbury Project Update:

- a. **Pay Requests:** Jill Saegesser presented Mitchell & Stark Pay Request No. 7 (\$29,578.38) and Dan Cristiani Pay Request No. 8 (\$31,183.28). Jill stated that she is still awaiting follow up documentation from Mitchell & Stark on a few items. She recommended approval of their Pay App No. 7 but recommended holding on the release of retainage until all outstanding items have been addressed. The amount of retainage outstanding for Mitchell & Stark is \$27,860.
- b. **Project Updates:** Bob Woosley provided a brief update on the construction progress made to date. All work is complete. A few remaining punch list items are yet to be completed. All items remaining are minor.
- c. **Certificates of Substantial Completion:** Bob Woosley presented Certificates of Substantial Completion for both Contracts. Bob recommended the Board approved both. *A motion was made by Bill Byrd seconded by Jim Klintstiver to approve both certificates and allow the Board President to sign. Motion approved unanimously.*
- d. **Final Completion Checklist:** Jill reminded the Board that the Certificates of Substantial Completion do not replace the Final Completion Checklist required by EDA. Jill will follow up with Bob to ensure the checklist is completed and submitted to EDA.
- e. **Change Orders:**
 - i. **Change Order No. 2 – Dan Cristiani:** Jill reported she is still awaiting official approval from EDA. She will follow up with them after today's meeting.
 - ii. **Change Order No. 1 & 2 – Mitchell & Stark:** Jill reported she is still awaiting official approval from EDA. She will follow up with them after today's meeting.
 - iii. **Change Order No. 3 – Mitchell & Stark and Change Order No. 3 – Dan Cristiani:** These change orders extended the time of completion for each Contract by 29 calendar days. The new date of completion will change to April 11, 2014. *Motion made by Gary Davis seconded by Dan Lee to approve both Change Orders. Motion approved unanimously.*
 - iv. **Change Order No. 4 – Dan Cristiani (\$3,250):** This change order is a result of the relocation of a portion of water line along SR 64 that was in conflict with the proposed force main. This was an unforeseen condition. Relocation of the force main would have been more costly than the relocation of the water line. *A motion was made by Bill Byrd seconded by Dan Lee to approve Change Order No. 4 in the amount of \$3,250. Motion approved unanimously.*

- f. **Connection of 7045 Corydon Junction Road:** The septic system for this property has failed. This property contains an apartment complex. The Health Department has requested that the District allow this property to connect to the newly constructed sewer line in Corydon Junction Road. The line in Corydon Junction Road is a force main. District policy prohibits connection to a force main unless there are conditions that warrant such a connection. The Board agreed that given the situation this is a special exception and will be allowed to connect directly to the force main. The property owner will be required to meet all District standards to make this connection.
6. **Sewer Use Ordinance:** *A motion was made by Gary Davis seconded by Bill Byrd to table this item. Motion approved unanimously. Chris Byrd and Bob Woosley will complete the fees section and distribute copies to all Board members for final review and comment. This item will be on the June agenda for discussion.*
7. **Stormwater Demonstration Project:**
- a. **South Central School Rain Garden Project:** Rob Huckaby was unable to attend the meeting. He provided copies to the Board of the negotiated cost with Fulkerson Contracting (FCI) to perform the rain garden work at South Harrison School. Efforts will be made to have plant materials donated to further reduce the cost. The original amount from the Commissioners for demonstration project work at the School's was \$89,500. All work at the Lanesville campus is complete. If FCI's bid is accepted there will be approximately \$2,280 remaining in the budget. *A motion was made by Gary Davis seconded by Dan Lee to approve a change order with Fulkerson Contracting in the amount not to exceed \$5,900 for the installation of the rain garden at South Central School in Elizabeth, IN. Motion passed unanimously.*
- b. **Support for South Central Atrium Project:** South Central has been working on a separate project in the atrium area of the school. Maribeth Kelly, an educator who works at the school is applying for a grant with Rotary Club. She is not asking the District for money. Ms. Kelly wants a letter of support for the project. Additionally, Ms. Kelly has taken ownership of the educational materials the District developed as part of the school projects. She is distributing the materials to educators. *A motion was made by Bill Byrd seconded by Gary Davis to allow the Board President to sign the letter of support presented. Motion passed unanimously.*
8. **Lanesville Interchange Sewer Project:**
- i. **IDEM Submittal:** IDEM comments have been received and are being addressed. Heritage is submitting the final piece of information needed to the Town's Engineer (Dave Derek) today. Per Herb Schneider the Town will be submitting revised plans today. The revised plans address all IDEM comments. We expect to receive approval on the plans and construction clearance within the coming weeks. Bob will follow up with the Town's Engineer to discuss setting advertise and bid dates.
- ii. **Town Easement Acquisition Status:** Herb reported that the Town still is working with property owners to acquire the final 2 remaining easements. Herb stated that the acquisition of these easements will not hold up the Town's construction efforts. He stated they can begin work without these easements in hand if necessary.

9. Treasurers Report:

- a. SSK is currently four (4) months behind on payments (February, March, April, and May). Chris Byrd will follow up with them to determine the status of payment.
- b. *A motion was made by Dan Lee seconded by Jim Klinstiver to approve the April Treasurer's Report. Motion approved unanimously.*
- c. *A motion was made by Bill Byrd seconded by Jim Klinstiver to approve all claims with the exception of Umbaugh (\$10,400). Request that Umbaugh submit a detailed breakdown of their invoice (current invoice lists a lump sum amount). Motion approved unanimously. The following claims were approved:*

EDA Funds:

- i. Dan Crisitani Excavating – Payment Request No.8 \$81,507.68
- ii. Mitchell & Stark – Payment Request No. 7 \$29,578.38

District Checking Account:

- iii. Harrison REMC – WWTP Electric Service \$1,382.78
- iv. Duke Energy – LS Electric Service (Star Gas) \$21.98
- v. Aqua Utility Services – May WWTP Operation \$2,570.41
- vi. Ramsey Water Company – 2nd Quarter Admin Fees \$28.50
- vii. Town of Corydon – April sewer bills \$3,510.29
- viii. Stantec Consulting – stormwater project \$2,374.50
- ix. Bennett & Bennett Insurance – 3 lift stations \$264.00

- d. *A motion was made by Gary Davis seconded by Dan Lee to approve the following invoice payments. Motion approved unanimously.*

- i. Heritage Engineering – HCRSD Support (April) \$3,442.20
- ii. Heritage Engineering – Projects Support (April) \$3,229.10
- iii. Heritage Engineering – Lanesville Interchange Sewer \$220.00

- e. *A motion was made by Gary Davis seconded by Dan Lee to approve the following invoice payments. Motion approved unanimously.*

- i. Dillman, Chastain, & Byrd – Meetings \$200.00

- f. *A motion was made by Gary Davis seconded by Bill Byrd to allow the release of retainage to be paid to Mitchell & Stark upon completion of all outstanding items requested by Jill Saegesser and Bob Woosley. Motion approved unanimously.*

10. Other Business

- a. **Potential Projects** – The Board discussed areas that have expressed interest in the possibility of receiving sanitary sewer service. The Board will compile preliminary information for the cost of providing service to the following areas:

- i. **South Harrison School Campus Area:** this area would include the school campus, South Harrison Park, and Chariot Run golf course.

South Harrison Park is currently reviewing options for installing a lake. The lake would sit in the area that currently contains the wastewater treatment lagoons for the park.

- ii. **North Harrison School Campus:** this area would provide service to the school campus and remove the school's existing WWTP from service.
- iii. **Remainder of New Salisbury Businesses:** the total service has yet to be defined.

Next Meeting:

Regular Board Meeting: **Wed. June 18, 2014 at 8:30 am** @ Harrison County Community Foundation Building.

Minutes prepared by: Heritage Engineering

End of Minutes

Approved By:

Tom Tucker, President

Tony Combs, Secretary

Jim Klinstiver

Daniel Lee

Gary Davis, V.P./Treasurer

Darin Duncan

Towns - Bill Byrd (Milltown)