

Harrison County Regional Sewer District

November 19, 2021

Meeting Minutes

Meeting Date: November 19, 2021

8:30 am

Harrison County Community Foundation building
Corydon, IN 47112

In Attendance:

Tom Tucker	Board Member (President)
Charlie Crawford	Board Member
Tony Combs	Board Member (Secretary)
Dan Lee, P.E.	Board Member
Scott Flickner	Board Member (Town of Corydon)
Bill Byrd	Board Member (Town of Milltown)
Terry Schmelz	Board Member (Town of Lanesville)*
Steve Tolliver	Aqua Utility Services (System Operator)
Bob Woosley, P.E.	Heritage Engineering
Chris Byrd	Board Attorney
Eric Brady	Aqua Utility Services (System Operator)

Absent:

Gary Davis	Board Member (VP/Treasurer)
Darin Duncan, P.E.	Board Member

Guests:

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

Action Items:

- 1. October 15, 2021 HCRSD Board Meeting Minutes:** *Motion made by Tony Combs, second by Charlie Crawford, to approve the meeting minutes. Motion approved unanimously.*
- 2. Berkshire WWTP Effluent FM Replacement Project:**
 - a. IDEM Construction Permit:** Bob Woosley reported the District received the IDEM Construction Permit for this project on November 5, 2021. Construction can now officially begin at any time (funding is still needed and selection of a contractor still needs to be made).
 - b. Funding Request (County):** The County Council will be voting on the District request for \$250,000 (to be made via a grant or a loan) at their upcoming meeting on November 22, 2021.

- c. Contractor Selection:** Bids were opened on September 17, 2021 and will expire on December 16, 2021. The low bidder on the project was Loves Excavating (\$223,717.00) followed by Cornell Harbison (\$238,410.00). Due to the District having never worked with Loves Excavating the Board asked District Engineer (Bob Woosley) to reach out to those entities listed in their bid submitted to provide reference checks. Bob Woosley reported his findings on checking the references of the low bidder, Love Excavating. References were checked with Watson Water Company, City of Petersburg, and the City of Jasper. None of these references were satisfied with how their projects went. None provided positive feedback. When asked if they would utilize them again the answer was no, they would look to use another contractor. Additionally, none of the past projects listed by Loves were for sanitary sewer improvements. Given the feedback obtained and the fact that they did not show past work on sanitary sewer projects, it was recommended by Bob Woosley the District award to the second lowest bidder, Cornell Harbison. The District has a history of working with Cornell Harbison and they have performed numerous wastewater projects in the region. Chris Byrd (District attorney) confirmed the Board has the legal right to select the next lowest bidder if deemed the low bid did not meet all criteria of lowest responsive responsible bidder. The Board agreed with the Engineer's recommendation that the low bidder did not appear to meet all criteria. *A motion was made by Tony Combs, second by Terry Schmelz, to accept the District Engineer's recommendation to award to the contract to Cornell Harbison contingent on funding begin secured for the project. Motion passed unanimously.*

3. Berkshire WWTP:

a. Operations Report (October):

- 1) Report:** Eric Brady presented the October operations report. The plant met all permit requirements during the month of October. *A motion was made by Dan Lee, second by Terry Schmelz, to accept the October operations report. Motion approved unanimously.*
- 2) Generator:** Steve Tolliver reminded the Board the back up generator is still out of service. He reported the generator can be fixed and placed back into service for approximately \$8,500. He also reported that he has secured guarantees from Evapar that they will make an emergency generator available to the District (for a fee) when needed until such time the generator have been fixed or replaced. Note: The proposed WWTP Replacement Project includes a new generator as part of the project. It was discussed the District may want to considered having the existing generator repaired since it is on a trailer and can be used at multiple locations if needed. No action was taken. This will be discussed further at future meetings.
- 3) Lab Certification:** Steve Tolliver reported his lab that performs all wastewater testing has been re-certified (this is an annual certification). The lab is located at the Town of Georgetown's WWTP facility.

4. Berkshire WWTP Replacement Project:

a. **Preliminary Engineering Report (PER):** The PER was approved by the Indiana Finance Authority (IFA) on November 16, 2021. We are now approved to proceed with securing a loan via the State Revolving Fund Loan Program. The approval includes both the Effluent FM Replacement Project and WWTP Replacement Project. Bob Woosley reminded the Board that once design and bidding is complete the SRF loan closing will be held. The District will have 24 months to complete construction of the project upon closing of the SRF loan. In an effort to begin work immediately the design took the following actions:

- 1) **Engineering Design Services:** *A motion was made by Dan Lee, second by Tony Combs, to approve a contract with Heritage Engineering in the amount of \$180,000 (\$125,000 design services and \$55,000 construction administration services) for the professional design services required on the design of the WWTP Replacement Project. Motion approved unanimously.*
- 2) **Bond Council:** *A motion was made by Dan Lee, second by Tony Combs, to approve a contract in the amount of \$18,000 with Barnes and Thornburg to provide the required bond council services for the project. Motion approved unanimously.*
- 3) **Rate Consultant and Financial Assistance:** The Board discussed utilizing Bakertilly to provide these required services for the project. Bob Woosley will reach out to them to secure an agreement that will be brought before the Board at the next meeting for approval.
- 4) **Legal Assistance:** The Board will utilize Chris Byrd to provide these services for the project. Chris will prepare an agreement and bring before the Board at the next meeting for approval.

5. Lanesville Interchange:

a. **Project Pioneer (aka Amazon) – Capacity Fee:** Bob Woosley reported the Developer of the Amazon facility has asked the Board consider honoring the capacity fees that were in effect prior to the increase that went into effect on October 15, 2021. The capacity fee prior to the increase was \$2,040. The new capacity fee is \$2,500 (this fee will automatically increase by 2% on January 1, 2022). It was explained to the Developer at the time the initial fees were provided to them (July 2021) those were the fees in effect at that time and the fees are always subject to change until such time they are paid. If they choose to wait until after December 31, 2021 to pay the fees they will increase again by 2%. After discussion the Board decided to not grant the Developer's request. The capacity fees will not be reduced.

6. Treasurers Report:

a. **Treasurers Report:** Due to Gary Davis' medical emergency a Treasurers Report was not presented this month. Tom Tucker stated he would follow up with Gary to

have the report prepared to present at the December meeting. Not action was taken.

- b. Sewer Connection Fees:** Tom Tucker presented the connection fee summary for the month of October. Collections of \$10,950.00 were shown to have been deposited on September 15, 2021 from Apple Orchard. This was incorrect. These fees were actually for:

i. Poplar Trace (Lots 5 & 6):	\$4,380.00
ii. Kopley Fields (Lots 24, 50, & 51):	<u>\$6,570.00</u>
	\$10,950.00

Tom will make the necessary correction on the report.

- c. Motion made by Charlie Crawford, second by Tony Combs, to pay the following claims. Motion approved unanimously.**

District Checking Account:

i. Harrison REMC-WWTP electric service	\$1,482.14
ii. Duke Energy – lift station electric service	\$33.90
iii. Town of Corydon – October sewer bills	\$11,248.92
iv. Lanesville Utilities – October sewer bills	\$631.50
v. Aqua Utility Services – WWTP Op., LS Maint., Misc. Maint.	\$5,955.74
vi. Heritage Eng. – Retainer/web site/NS Support/PER	\$3,353.71

- 7. Audit:** Tom Tucker informed the Board the State Board of Account (SBOA) auditors have completed their audit. The SBOA found not significant issues and were satisfied with all financial reporting of the District. Tom stated the cost of the audit is anticipated to be approximately \$10,000.
- 8. Aqua Utility Services Operations Contract Renewal (2022):** Steve Tolliver presented his renewal contract which would provide for a slight modification to his existing contract and would be valid from January 1, 2022 to December 31, 2027. Steve stated that the terms and fee associated with his contract will not change when the newly expanded and improvement Berkshire WWTP is brought on line. It will have no impact to his fee. *A motion was made by Tony Combs, second by Dan Lee, to approval the contract renewal with Aqua Utility Services. Motion approved unanimously.*
- 9. Board Appointments and Terms (County Council appointments):** Bob Woosley and Tom Tucker reported to the Board the Council voiced a desire to have the Council's two Board appointments be reduced from the current 4 year term to a 1 year term. The Council made this request during the November 8, 2021 presentation for funding on the Berkshire WWTP Effluent FM Replacement Project. Bob Woosley immediately followed up with Angela Bottom of IDEM to ask if this were allowed and what steps are needed for this to occur. Bob has followed up with Angela multiple times but has not yet been given an answer. Angela has stated she has submitted the request to legal for review and will advise us of their answer when it has been given. The County Council will be updated with this information at their upcoming meeting on November 22, 2021.

Next Meeting:

Regular Board Meeting: **Friday December 17, 2021 at 8:30 am** at the Harrison County Community Foundation.

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