

Harrison County Regional Sewer District

December 18, 2013

Meeting Minutes

Meeting Date: December 18, 2013
8:30 am
Harrison County Community Foundation
Corydon, IN 47112

In Attendance:

Tom Tucker	Board Member (President)
Gary Davis	Board Member (VP/Treasurer)
J.R. Eckart	Board Member
Tony Combs	Board Member (Secretary)
Bill Byrd	Board Member (Town of Milltown)
Herb Schneider	Town of Lanesville (Town Board President) – Present for a portion of the meeting. Voting went to Bill Byrd when not in attendance.
Steve Tolliver	Aqua Utility Services (Berkshire WWTP Operator)
Rob Huckaby	Stantec
Chris Byrd	Board Attorney
Bob Woosley	Heritage Engineering

Absent:

Fred Cammack	Board Member (Town of Corydon)
Jim Klintstiver	Board Member
Dan Lee	Board Member
Rusty Sizemore	Board Member (Town of Lanesville)*

Guests:

Jill Saegesser	River Hills Development
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**Town voting member.*

Action Items:

- 1. November 20, 2013 HCRSD Board Meeting Minutes:** *Motion made by Bill Byrd seconded by Gary Davis to approve the minutes. Motion approved unanimously.*
- 2. Berkshire WWTP Operations Report (November):** Steve Tolliver stated the new plant is now in operation and the old plant has been temporarily taken out of service for repairs. The new plant is meeting all permit requirements and functioning well. Steve noted a few issues with lines freezing, pumps tripping, and the auto dialer being non-functional that have resulted in increased labor effort by his staff. Bob Woosley advised the Board that all of these issues are currently being resolved by the Contractor as part of the WWTP project. *Motion made by Gary Davis, seconded by JR Eckart to approve the November operations report. Motion approved unanimously.*
- 3. Berkshire WWTP – Operations Contract:** Gary Davis presented the renewal of the District's contract with Aqua Utility Services (AUS) for the year 2014. AUS has proposed an increase in their monthly operational charge of 1% per the Consumer Price Index increases allowed for in their existing contract (current monthly fee is \$2,400.60). The new fee would be \$2,424.61 per month. *Motion made by Bill Byrd, seconded by Tony*

Coombs to approve the 1% increase in their monthly operations fee and to re-hire AUS as the District's operator. Motion approved unanimously.

- 4. Berkshire WWTP – Phosphorus Testing:** Steve Tolliver made the Board aware that the new permit for the WWTP will have a phosphorus limit that must be met. The current permit does not have a phosphorus limit therefore testing is not required. As a result of this new testing parameter he will now have to begin feeding Ferric Chloride to the plant. In addition he will also begin performing a required weekly test on both the influent and effluent. Steve stated the District will be the first of any of his clients that are required to perform this test. His company does not own the necessary equipment to perform this testing. Steve offered two options: 1) District purchases testing equipment for a cost of approximately \$4,000 and pays Steve's company \$65/month for testing; 2) Steve's company will purchase equipment and charge District \$45/test (there will be 2 tests each week) until such time that Steve has recouped the money on his investment at which time the testing cost shall be reduced to \$65/month (regardless of how many tests are performed). A lengthy discussion was held regarding the merits of both options. Option 2 may require an amortization schedule to be developed to determine when the testing fee would officially be reduced (it is anticipated an approximately 2 year payoff period at which time the fee would be reduced to \$65/month in lieu of \$45/test). *Motion made by JR Eckart, seconded by Tony Coombs to pay AUS \$45 per test until such time AUS has recovered their investment. A schedule of when the rate is to be reduced shall be developed and agreed upon prior to the rate being charged by AUS. Motion approved unanimously.*

5. New Salisbury Project Update:

- a. Jill Saegesser presented **EDA Pay Request No. 6** to the Board for approval. This request covers Dan Cristiani (\$112,590.05), Mitchell & Stark (\$68,806.22), Norfolk Southern Railroad Flagmen (\$2,042.69) and Heritage Engineering (\$8,855.07). Total reimbursement due to the District from this request is \$96,147. Jill advised the Board that as of this reimbursement request the District is approximately \$69,000 away from hitting the 90% threshold with EDA. EDA will hold the remaining 10% of their funds until the project is 100% complete and closed out.
- b. **Line of Credit:** Chris Byrd informed the Board that after today's meeting the District will be officially closing on the \$400,000 Line of Credit with First Harrison Bank.
- c. **Railroad Permit Fees:** Jill advised the Board the EDA has instructed the District to pay the Railroad flagman fee (\$2,042.69) out of the District's grant funds.
- d. Bob Woosley provided a brief update on the construction progress made to date. The following items are underway:

Sewer Installation (Dan Cristiani):

- All gravity sewer installation is complete.
- Approximately 320 ft of 6" force main awaiting installation. Waiting on Ramsey Water to relocate a water line prior to installation of force main.
- Remaining work to complete:
 1. Child Craft lift station. Meter vault and other miscellaneous items awaiting completion.
 2. Star Gas lift station. Substantially complete. Need to install additional stone for site, rip rap protection outside of fence

along drainage channel, and pave driveway entrance (this will be performed in the spring due to weather).

WWTP Improvements (Mitchel & Stark):

- All work substantially complete per original contract.
- New pumps being installed to replace those currently on site. Contractor installed wrong size. Pumps to be installed are those as specified in the contract documents.
- Contractor submitted cost proposal to provide additional services based on list of items provided to them for improvements to the existing WWTP.

Change Order:

- Heritage shall prepare a change order covering the following items:
WWTP:
 - New concrete pad for control building. (\$1,400)
 - Removal of grating over bar screen, add plate. (\$2,675)
 - Various Fix Ups at Existing Plant. (\$20,681)
 - Heat trace wire at check valves. (\$400 est.)
 - Security system. (\$1,2229.25)Collection System:
 - Change pipe from SDR 26 to SDR 21 near car wash. (\$1,150)
 - Repair concrete trailer pads. (\$2,500 est.)
 - Add rip rap to protect bank at Star Gas lift station. (\$5,275)
 - Bore water service under SR 64. (\$3,800)
- Change Order amount shall include a 5% contingency to cover any overages that may occur.

- e. **Change Order No. 1 (Dan Cristiani):** Jill Saegesser informed the Board that Change Order No. 1 (\$8,106.34) was approved by EDA.

6. Stormwater Demonstration Project: Rob Huckaby provided an update and presented a sample model that could be utilized as an educational exhibit. Rob also distributed example educational materials that were included in binders that teachers could utilize. The binders were organized by grade level.

7. Lanesville Interchange Sewer Project:

- a. **Sub-committee Meeting:** Bob Woosley reported that he is meeting with Darrel Voelker (Economic Development Corporation) after today's meeting to discuss additional properties that may require sewer service. Everyone is invited to attend.
- b. **Town Update:** Herb Schneider stated that the Town has completed preparation of the five (5) easement plats needed and sent these to each property owner. The easements are located along the gravity portion of their sewer line. They are still awaiting the return of the signed easement documents from each owner. He is concerned they may have issues acquiring two (2) of these easements. They are now in the process of completing the design of the force main section of the line which runs along the right of way of Crandall Lanesville Road.

8. Treasurers Report:

- a. Gary Davis reported that SSK made two (2) payments and is now three (3) months behind on payments. The Board asked that Chris Byrd follow up with them immediately.

- b. *A motion was made by JR Eckart, seconded by Tony Combs to approve the November Treasurer's Report and the invoice payments in the Treasurer's report. Motion approved unanimously.*

EDA Funds:

i. Mitchell & Stark – Pay Application No.6	\$112,590.05
ii. Dan Cristiani Excavating – Pay Application No. 6	\$68,806.22
iii. Heritage Engineering – Construction Admin Services	\$8,855.07
iv. Norfolk Southern Corporation – flagging services	\$2,042.69

District Checking Account:

v. Harrison REMC – WWTP Electric Service	\$1,236.82
vi. Stantec Consulting Services – stormwater project	\$4,749.00
vii. Aqua Utility Service – Dec. WWTP Operation/Dialer	\$2,873.60
viii. Town of Corydon – Nov. sewer bills	\$3,723.06
ix. First Harrison Bank – Line of Credit loan fee	\$500.00

- c. *A motion was made by JR Eckart, seconded by Bill Byrd to approve the following invoice payments. Motion approved unanimously.*

i. Heritage Engineering – HCRSD Support (Nov.)	\$1,464.50
ii. Heritage Engineering – Projects Support (Nov.)	\$690.00

9. Other Items:

- a. **Regional Sewer District Plan:** IDEM has requested that all Districts submit a 20 year plan that addresses future work and needs of the District, as well as addressing existing work related to the District. Heritage Engineering will prepare a draft and submit to all Board members for review and approval. The plan is due to IDEM by January 15, 2014.

Next Meeting:

Regular Board Meeting: **Wed. January 15, 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

JR Eckart

Towns - Lanesville (Rusty Sizemore/Herb Schneider)