

MONTGOMERY COUNTY REGIONAL WATER & SEWER DISTRICT
08/12/20 Board Meeting Minutes
South Boulevard County Building
110 W South Boulevard
Crawfordsville, IN 47933

The Montgomery County Regional Water & Sewer District met in session via virtual meeting platform on Wednesday, August 12th, 2020 at 3:00pm. The meeting was conducted via Zoom Meeting, due to the current public health emergency from COVID-19. The meeting was organized at the South Boulevard County Building, 110 W South Boulevard, Crawfordsville, Indiana. Board members present were: Chairman Dan Guard, Mark Davidson and Brad Monts, Secretary/Treasurer. Don Mills and Joe McCutchan were absent

Also present: District Attorney Stu Weliever- Weliever, Henthorn, Harris, & Petrie, LLC.; Ron Dickerson- Redevelopment Commission; Jim Peck- ; Lana Beregszazi and Grant Schouweiler- BCS Management; Amy Moore- VS Engineering; and Shannon Killion- GAI.

I. Call to Order – Chairman Dan Guard called the meeting to order at 3:01pm.

II. Management & Administration:

A. Minutes & Board Meeting Schedule

The minutes from 4/8/2020 were not provided for approval at last month's meeting. Both minutes for 4/8/2020 and 7/15/2020 were provided by BCS Management for board approval. *Brad Monts motioned to approve both minutes from 4/8/2020 and 7/15/2020. Dan Guard seconded. Motion passed 3-0.*

B. Maintenance Report- Astbury Water Technology

Tom Astbury was unable to attend this month's meeting, due to travel. Astbury Water Technologies provided the Maintenance Report for the Nucor Road Wastewater Treatment Plant for the board's review. Brad Monts questioned why flows this month showed a lower influent than effluent. Amy Moore and Shannon Killian both agreed that the loss could be from the Sequence Batch Reactor operations or the dewatering of solids. Amy Moore also recommended that Astbury be inquired on the matter.

Dan Guard recommended a motion to approve \$1200.00 to repair roof damage of the plant. *Brad Monts motioned to approve the \$1200.00 roof repair for the Nucor Rd. WWTP. Mark Davidson seconded. Motion passed 3-0.*

C. Update Development of Standard Operating Procedures- BCS Management

Grant Schouweiler from BCS Management provided an update of the status for the District's Standard Operating Procedures. Procedures for Charges & Billing, Maintenance Program, Locates Management, Connection Inspections and Permitting, and Board Meetings have been provided to the District for review.

Lana Beregszazi asked whether or not it was required for the SOPs to be adopted. Stu Weliever recommended that they be adopted as such documents have been in the past.

D. Charges, 2017-2020- VS Engineering

Amy Moore provided multiple outstanding invoices from VS Engineering from 2017-2020 for a total of \$32,999.62. Dan Guard referred to Brad Monts for his recommendations. Brad Monts recommended a motion to pre-approve the total amount outstanding with VS Engineering. *Mark Davidson motioned to approve the total payment of \$32,999.62 to VS Engineering. Brad Monts seconded. Motion passed 3-0.* Lori Dossett asked whether this could be paid as emergency payoff. Dan Guard recommended the payment to be processed now. *Mark Davidson motioned to pay the outstanding total with Vs Engineering immediately with emergency payoff. Brad Monts seconded. Motion passed 3-0.*

E. Ordinance 2020-01 Rates

Stu Weliever stated that Ordinance 2020-01 for secondary dwellings was formally introduced in the board's last meeting. Stu Weliever recommended a motion to adopt the ordinance. *Brad Monts motioned to adopt Ordinance 2020-01. Mark Davidson seconded. Motion passed 3-0.*

F. Materiality Resolution

Stu Weliever stated that the board decided on value amounts for the Materiality Resolution in last month's meeting. Section 2 cash value is valued at \$100. Section 3 non-cash value is valued at \$500. *Brad Monts motioned to approve and adopt the amounts stated for Resolution 2020-02. Dan Guard seconded. Motion passed 3-0.*

G. Regional Sewer District Website

Lana Beregszazi pointed out that the Regional Sewer District is an independent public agency, separate from the county. Lana Beregszazi proposed a statement of work for BCS Management to build and manage a website for the District to provide ease of access for administrators, provide efficient public access and a convenient platform that provides information to users and people interested in moving to Montgomery County. Dan Guard stated that the website would be good to have. The county needs to be aware of ghost employment and using county employees and resources.

Lana Beregszazi also mentioned that an e-billing platform could be integrated into the website, providing convenient bill pay for users. Brad Monts asked whether the e-billing feature could be added without too much additional cost to the proposed statement of work. Ms. Beregszazi answered that the current Quickbooks software being used could be integrated in order to forward billing to In the Black Bookkeeping through the website.

Dan Guard asked how much the website would cost and how that compares to competitors. Lana Beregszazi answered that the cost would be \$5000.00 or less. Stu Weliever stated the importance of keeping the website maintained and up to date so as not to fall into disrepair. Ms. Beregszazi stated the importance of ongoing maintenance and that BCS Management includes ongoing maintenance in their proposals. Brad Monts requested the price of the maintenance fee. Ms. Beregszazi answered that a change order can be made with an annual not-to-exceed of \$3,600.00 per month, which would include updates and checking security plug-ins. Mark Davidson stated the importance of accounting for maintenance and security. Brad Monts agreed. *Brad Monts motioned to approve of BCS Managements proposal to build a website for the Regional Sewer District for \$5000.00 with an annual NTE of \$3600.00. Mark Davidson seconded. Motion passed 3-0.*

III. Project Updates:

WWTP Expansion- Design Phase

Lana Beregszazi stated that the current capacity of the Nucor Rd. WWTP is 100,000 gpd. The Redevelopment Commission is actively pursuing large-scale industrial end users in their Development Focus Areas that would put sewer needs far beyond current capacity. Available sewer capacity for such end users is paramount for site-readiness to promote Economic Development in the county. GAI has drafted a proposal for the design of the treatment plan expansion. Ron Dickerson pointed out that the Redevelopment Commission allotted funds to support such efforts. The Redevelopment Commission has also recently circulated a Request for Proposal to development firms to increase their efforts in attracting site-selection. Mr. Dickerson stated that, if the District wants to support the Economic Development efforts of the Redevelopment Commission, the District needs to move forward and commit to utilizing the allotted funds. Dan Guard asked what all is included in the proposal and whether the \$400,000.00 allotted by the RDC would cover the cost. Shannon Killian, GAI, answered that the proposal includes the design and IDEM permit in hand upon completion. Dan Guard confirmed with Ron Dickerson that the RDC has the funds ready and available now. Dan Guard stated that the District does not want to be in a position where the county is unprepared to accept inquiries for site selection. Ms. Killian also pointed out that the expansion designs account for lots of flexibility, depending on what capacity needs come to fruition. Ms. Beregszazi also pointed out that the District needs to be sure that financing is in place for construction, following the design phase. She recommended a Public Private Partnership as the best option.

Dan Guard asked what the next step in the process would be. Stu Weliever stated that, if the District wishes to proceed, the GAI work order would need to be signed to initiate the design phase. *Brad Monts motioned to approve GAI's work order for the design phase of the Nucor Rd. WWTP expansion. Mark Davidson seconded.* Dan Guard voiced his concern that the design needs to be flexible and account for various capacity sizes, depending on which Economic Development projects come to fruition. Ms. Killian responded that the design is planned to be very flexible and built for a range of capacities. Space would account for additional equipment to support additional capacity, which would be added as needed. The current proposal ranges from 0.3MGD up to 0.6MGD. The design could even go up to 1.2MGD if the District requires. Amy Moore, VS Engineering, confirmed that the proposed GAI work order accounts for flexibility and a capacity range up to six times the plant's current capacity. *Motion passed 3-0.*

IV. New Business

Connection Inspector Appointment

Lana Beregszazi, BCS Management, pointed out that a designated inspector needs to be appointed for the District's connection inspections per their rate ordinance and SOP. Ms. Beregszazi stated the importance of having an affordable means of conducting inspections so that they are covered by the associated permitting fees. Jim Peck stated that the Building Department is required to physically inspect the lateral connection to sewer. Dan Guard asked if the Building Department representative and appointed inspector can be the same person. Grant Schouweiler answered that, per the District's ordinance, the inspector would be from the Building Department or an appointed representative. Grant Schouweiler stated that the inspection criteria for the inspector to follow needs to be provided to standardize the inspection process. VS Engineering will

provide the connection specifications and criteria. Stu Weliever stated that an interlocal agreement with the Building Department needs to be drafted in order to pay the connection inspections.

V. Treasurer's Report

Accounts Payable Claims = \$26,759.39.

Mark Davidson motioned to approve claims, as presented, for \$26,759.39. Brad Monts seconded. Motion passed 3-0.

VI. Adjournment

Having no other business to come before the Board, *Brad Monts moved to adjourn. Mark Davidson seconded. Motion passed 3-0.*

Meeting adjourned @ 4:32pm.

Respectfully Submitted by Grant Schouweiler - Program Manager - BCS Management

Approved this ___ day of September, 2020.

Dan Guard, Chairman