

**MONTGOMERY COUNTY REGIONAL WATER & SEWER DISTRICT**  
**11/10/20 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 Tuesday, November 10th, 2020 at 3:05pm. 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, Joe McCutchan, Brad Monts, Secretary/Treasurer, and Lori Dossett, Co-Treasurer. Mark Davidson and Don Mills were absent.

Also present: District Attorney Stu Weliever- Henthorn Harris Weliever & Petrie P.C.; Tom Astbury- Astbury Water Technologies; Tom Klein- County Administrator; Lana Beregszazi and Grant Schouweiler- BCS Management; Amy Moore and Kenny Birk- VS Engineering; and Shannon Killion- GAI Consultants.

**I. Call to Order** – Chairman Dan Guard called the meeting to order at 3:17pm.

**II. Management & Administration:**

**A. Minutes & Board Meeting Schedule**

Minutes for 10/14/2020 were provided by BCS Management for board approval. *Brad Monts motioned to approve the minutes from 10/14/2020. Dan Guard seconded. Motion passed 3-0.*

**B. Maintenance Report- Astbury Water Technology**

Tom Astbury, Astbury Water technologies, submitted Astbury's Maintenance Report for the Nucor Rd. WWTP & Collection System for board review. Mr. Astbury stated that the plant continues to operate in compliance.

Dan Guard informed the board that the roof repair at the plant has been delayed, due to the contractor having difficulty manning a full crew in the current public health situation. The repair should be completed in the next couple weeks.

**C. Updates & Adoption of Standard Operating Procedures- BCS Management**

Grant Schouweiler from BCS Management provided an update of the status for the District's Standard Operating Procedures. The District now has an active contract with Mason Private Locating as the District's locating service. Procedures for Locates Management and Website Maintenance are ready for adoption and were provided to the board for review. *Brad Monts motioned to adopt SOP 3: Locates Management and SOP 5: Website Maintenance as presented by BCS. Joe McCutchan Seconded. Motion Passed 3-0.*

Grant Schouweiler also stated that the Connection Inspections and Permits SOPs are ready, pending the finalizing of the Use Ordinance and Interlocal Agreement with the Building Department. Both documents will need to be integrated into the procedures, once approved.

#### **D. Interlocal Agreement with Montgomery County**

Stu Weliever, Henthorn Harris Weliever & Petrie P.C., provided the board with the revised draft of the Interlocal Agreement between the District and the County. The Interlocal Agreement appoints the County Engineer to conduct connection inspections on behalf of the District. *Brad Monts motioned to approve the current draft Interlocal Agreement, contingent upon approval by the County Commissioners. Joe McCutchan seconded. Motion passed 3-0.*

#### **E. Revised Sewer Connections & Use Ordinance**

Stu Weliever, Henthorn Harris Weliever & Petrie P.C., provided the board with the revised draft of the Sewer Connection & Use Ordinance, currently Ordinance 2011-02. The revision includes updating the District's name to include "Water and Sewer District", as well as removing reference to the Building Department with "the District or appointed designee" so that the District has control of its own processes and permitting.

Grant Schouweiler reiterated that this revision allows for the District to take ultimate responsibility for the management of its processes and that the new Interlocal Agreement will serve as the designating document for the County Engineer as the "appointed designee" for inspection services on behalf of the District.

Brad Monts noted that the District has not updated its bank information with the revised name and asked Mr. Weliever if that needed to be done. Mr. Weliever advised that it would be standard practice to update the bank information. Mr. Monts replied that he will draft a new Corporate Resolution for the District, which will include the president's signature as well.

### **III. Project Updates:**

#### **WWTP Expansion- 60% Design Phase**

Shannon Killion of GAI Consultants provided the board with an update on the 60% Design Phase. The design is moving along according to schedule. GAI is coordinating with IDEM as to how to proceed with the system's cloth filter.

### **IV. New Business**

#### **Signatory Authority for Permit Applications**

Lana Beregszazi of BCS Management advised the board that the District should appoint designees with the authority to calculate Equivalent Dwelling Units and sign Sewer Connection Permits on behalf of the District. Grant Schouweiler of BCS stated that this will streamline the permitting process that he has been developing. Mr. Schouweiler explained that new users need to go through the District Administrator in order to process their application so that applications are approved prior to invoicing and a tangible record is archived. Mr. Schouweiler recommended that the District authorize the District Administrator, which is currently contracted as BCS, to process and sign permit applications on behalf of the District. Dan Guard recommended a motion to give the District Administrator signatory authority for permit applications. *Brad Monts motioned to give the District Administrator signatory authority for permit applications. Joe McCutchan seconded. Motion passed 3-0.*

Grant Schouweiler pointed out that a new potential user, Mr. John Kelsey, had paid his Capacity Fee of \$1500 to connect his mobile home under a temporary permit. The District rejected the temporary permit request in the October board meeting. Mr. Kelsey is now asking for a refund of his Capacity Fee. Mr. Schouweiler advised that the Capacity Fee payment should not have been authorized because the permit was never approved. Mr. Schouweiler advised that the District authorize a refund to the customer. Once he is ready to connect his new build, he can restart the permitting process to connect and be properly invoiced. Stu Weliever recommended that the District make a motion to issue a refund to the customer with the understanding that he will have to restart the permitting process. *Dan Guard motioned to approve of the customer's Capacity Fee refund, understanding that the permitting process will be redone. Brad Monts seconded. Motion passed 3-0.*

## **V. Treasurer's Report**

### **Accounts Payable Claims = \$44,291.74**

*Brad Monts motioned to approve claims, as presented, for \$44,291.74. Joe McCutchan seconded. Motion passed 3-0.*

## **VI. Adjournment**

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

Meeting adjourned at 3:53pm.

Respectfully Submitted by Grant Schouweiler - Program Manager - BCS Management

Approved this \_\_\_ day of December, 2020.

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Dan Guard, President