

MONTGOMERY COUNTY REGIONAL WATER & SEWER DISTRICT
12/16/20 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, December 16th, 2020 at 3:01pm. 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, Brad Monts, Secretary/Treasurer, Don Mills, Mark Davidson, and Lori Dossett, Co-Treasurer. Joe McCutchan was 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 Davis Lamm - 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 3:06pm.

II. Management & Administration:

A. Minutes & Board Meeting Schedule

Minutes for 11/10/2020 were provided by BCS Management for board approval. *Brad Monts motioned to approve the minutes from 11/10/2020. Dan Guard seconded. Motion passed 4-0. Don Mills abstained.*

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. Referring to Astbury's extensive maintenance report, Mr. Astbury highlighted that the plant received high strength influent on November 25 that exceeded the TSS, was nearly 100 ppm oil / grease, but did not upset the system. The Astbury team is looking into the source of the high strength influent.

Mr. Astbury is requesting board approval of expenditures, including a new OmniSite telemetry unit (\$4400) and replacement of worn out DO probe calibration screens (\$7400).

Dan Guard motioned to approve \$11,882.54. Brad Monts seconded. Motion Passed 5-0.

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

Lana Beregszazi from BCS Management provided an update of the status for the District's Standard Operating Procedures. SOPs 4 (Connection Inspections) and 7 (Connection Permits) are ready for approval. *Brad Monts motioned to adopt SOP 4: Connection Inspections and SOP 7: Connection Permits as presented by BCS. Don Mills seconded. Motion passed 5-0.*

Mr. Guard voiced concerns that there have been issues with invoices and claims, specifically those from Mason. Ms. Beregszazi requested that all invoices be sent to BCS first, then a report and tabulation of said invoices be sent by BCS to In The Black. BCS and In The Black will finalize a plan for handling claims and invoices.

Mr. Guard requested that BCS Management and In The Black Bookkeeping define a process for management of Accounts Payable for the District.

D. Revisions to Ordinance 2011-2

Adoption of ordinance 2020-03: Legal Counsel Stu Weliever presented ordinance 2020-03 for adoption. This ordinance includes changes and revisions to Ordinance 2011-2 including the changing of the District's name to Montgomery County Regional Sewer and Water District and revising details that apply to permitting and inspections including the District Representative or Designee for inspections.

Don Miller motions to approve Ordinance 2020-03 Brad Monts seconded. Motion passes 5-0.

E. Approval of Dan Guard to the Hoosier Heartland Bank account

This would allow Dan Guard, Brad Monts, and Lori Dossett to spend funds on behalf of the District.

Don Miller motions to approve Dan Guard on the bank account. Mark Davidson seconded. Motion passes 5-0.

III. Project Updates:

WWTP Expansion- 60% Design Phase

Shannon Killion of GAI Consultants provided an update on the Wastewater Treatment Plant expansion design project. The GAI team anticipates a submittal of 60% Design Phase recommendations from the working group at the January board meeting. GAI met with IDEM regarding the cloth filter and both determined it not advantageous to continue its use. A memo proving IDEM's agreement to discontinue use of the cloth filter will be included in the submittal for permit approval.

IV. New Business

No New Business

V. Treasurer's Report

Accounts Payable Claims = \$35,088.13

Brad Monts motioned to approve a claim for \$35,088.13 as presented. Dan Guard seconded. Motion passed 5-0.

Dan Guard motions for the approval of two claims separately to be approved at once. The first is to GAI for \$51,173.85 and will be paid by the RDC. The second is \$2,187.50 to Mason, and is contingent upon Mason emailing an invoice to Amy Cating on 12/17 and following up with a call to her. Brad Monts seconded. Motion passes 5-0.

Per Ms. Beregszazi and Ms. Cating, there are two separate batches of claims with overlap between them. Overlapping claims will be rectified and presented to the board by BCS and In The Black in January.

VI. Adjournment

Having no other business to come before the Board, *Dan Guard moved to adjourn. Brad Monts seconded. Motion passed 5-0.*

Meeting adjourned at 3:58pm.

Respectfully Submitted by Davis Lamm - Program Manager - BCS Management

Approved this ____ day of December, 2020.



Dan Guard, President



SOP 04: CONNECTION INSPECTIONS

Inspections of new and existing connection of the Montgomery County Regional Sewer District sanitary sewer system are to ensure proper installment and function of the sanitary system.

The following information regarding connection permitting is per Rate Ordinance #2020-3, provided in **Attachment C**.

A Connection Inspection is required in conjunction with the connection of any new customer to the Montgomery County Regional Sewer District's sanitary sewer system.

Septic Decommissioning

For units that are switching from on-site septic to sanitary sewer service, proper decommissioning of the on-site septic system is also required. Following the connection and inspection of a new User, the District will notify the Montgomery County Department of Health to conduct an on-site inspection and verify proper decommissioning of the septic system in accordance with Indiana State Code 410 IAC 6-8.3-90, provided in **Attachment A**. Commercial systems are to be decommissioned in accordance with Indiana State Code 410 IAC 6-10.1-98, provided in **Attachment B**.

Note 1: Decommissioning of On-Site Septic

To decommission an on-site septic system in conjunction with connection to the MCRSD Sewer main, the District has provided a list of contractors, located in **Attachment D**, that meet the certification requirements for both sewer connections and decommissioning of on-site septic systems. Users may choose to use a contractor not listed but must be able to provide credentials to ensure the contractor is qualified for the specific job order they are performing.

Inspection Process & Criteria:

- Upon permit approval, per **SOP 07: Connection Permits**, the new user may schedule with a certified contractor to perform the sewer connection and decommissioning of on-site septic system, if applicable.
- The District will not be a party to agreements between the Certified and Registered Contractor and the property owner but will require inspection and/or certification of completed connection.
- The User shall notify the District Administrator of the date scheduled for connection to have the connection inspected by the District Engineer or appointed representative. The District Administrator will initiate the Inspection Form by filling out the User Information and forward to the District Engineer to conduct the inspection.
- Connection inspection and testing shall be made under the supervision of the District Engineer or appointed representative. Inspections are to be based on the District's Standard Construction Details & Specifications, provided in **Attachment F**.

❖ **Note:** The inspector must be able to physically see the connection. Connection construction and refilling of the excavated area cannot be completed until after the inspection is satisfactory.

- To ensure inspection consistency and have record of completed inspections, the inspector will fill out the Sewer Connection Inspection Form, provided in **Attachment E**, and submit the completed form to the District Administrator to archive in the county database.
- Completed Inspections Forms are to be submitted to the District Administrator to be archived electronically in the county IT database. The District Administrator shall provide the new user with a copy of their Inspection Form for their personal record.
- Upon completion of connecting to the Montgomery County Regional Sewer District sewer main and inspection by the District Engineer, the new User will be actively connected and receiving sewer service from the District.



Attachments:

ATCH A- Indiana State Code 410 IAC 6-8.3-90

ATCH B- Indiana State Code 410 IAC 6-10.1-98

ATCH C- Rate Ordinance No. 2020-3

ATCH D- MCRSD List of Certified Contractors

ATCH E- Sewer Connection Inspection Form

ATCH F- Montgomery County Regional Sewer District Standard Construction Details & Specifications

Date Adopted: 1/13/21 Signed: 





SOP 07: CONNECTION PERMITS

Any and all residents or businesses requesting to connect to the Montgomery County Regional Sewer District sanitary sewer service must be approved to connect by the District and issued a Connection Permit to do so.

The following information regarding connection permitting is per Rate Ordinance #2020-3, provided in **Attachment C**.

01_Permit Application

Request for a Connection Permit is accomplished by filling out The Connection Permit Application Form, provided in **Attachment A**.

Permitting Fees

Per Rate Ordinance No. 2020-3, provided in **Attachment C**, at the time the application is filed, permit and inspection fees shall be paid to the Montgomery County Regional Sewer District as follows:

Single-family Residential:	\$50.00
Multi-family Residential:	\$75.00
Commercial/Industrial:	\$125.00

Completed inquiry, application and permitting fee payment are to be mailed to:

Montgomery County Regional Sewer District
110 W South Boulevard
Crawfordsville, IN 47933

Applications can also be submitted via email to info@montgomeryrsd.com.

Capacity Fee

Per Ordinance No. 2017-01, provided in **Attachment E**, prior to connecting, applicants shall pay a Capacity of \$1,500 per EDU for each connection. The Capacity Fee payment shall be paid following issuance of the Connection Permit to the Montgomery County Regional Sewer District.

Note 1: No Capacity Fee will be required of any Residential User connecting to a local or lateral sewer within 365 days of the date on which such sewer first becomes available for connection and use.

02_Application Review

Once received, the District Administrator or appointed representative will take the application under review to evaluate total EDUs, permitting fee, and to determine if any other factors require further investigation. The District Administrator will coordinate with the District Engineer and notify the applicant if any further investigation is required or an on-site assessment of the property is necessary.

Calculation of EDUs shall be completed by the District Administrator, or appointed representative, using the Schedule of Estimated Equivalent Dwelling Unit Factors from Rate Ordinance 2017-1, provided in **Attachment E**. EDU calculation and final approval must be signed and verified by a member of the Montgomery County Regional Sewer District or appointed representative.

Once approved to proceed, the District Administrator shall notify the applicant and provide a signed copy of their approved permit for personal record. The District Administrator shall also forward the approved permit to the District Accountant to process the invoice for the applicant's calculated Capacity and Permitting Fees. Once the invoice is paid, the District Administrator shall notify the applicant to proceed with scheduling a connection to sewer service with a qualified contractor.



Note 2: For new builds or construction projects, the District Administrator shall provide a copy of the approved permit application to the County Building Administrator in order to issue the applicant's building permit.

03_Connection Process

Upon approval, the applicant may schedule with a certified contractor to perform the sewer connection and decommissioning of on-site septic system, if applicable.

Note 2: Decommissioning of On-Site Septic

To decommission an on-site septic system in conjunction with connection to the MCRSD Sewer main, the District has provided a list of contractors, located in **Attachment D**, that meet the certification requirements for both sewer connections and decommissioning of on-site septic systems. Users may choose to use a contractor not listed, but must be able to provide credentials to ensure the contractor is qualified for the specific job order they are performing.

The applicant shall notify the District Administrator the date and time of the scheduled connection to coordinate the on-site inspection. The Connection Inspection will be performed on-site by the District Engineer, or appointed representative, prior to re-filling the excavated site. Inspections are to be performed in accordance with **SOP 04: Connection Inspections**.

Sewer service will not be authorized until the applicant's Permitting and Capacity Fee, calculated by the District Administrator, has been paid in full.

Upon completion of connection, inspection and fee payment, the new user will be connected and begin receiving service from the Montgomery County Regional Sewer District.



Attachments:

ATCH A- Permit Application Form

ATCH B- Rate Ordinance No. 2011-2

ATCH C- Ordinance No. 2017-1

ATCH D- MCRSD List of Certified Contractors

Date Adopted: 1/13/24 Signed: 



MONTGOMERY COUNTY REGIONAL WATER & SEWER DISTRICT
01/15/20 Board Meeting Minutes
South Boulevard County Building
110 W South Boulevard
Crawfordsville, IN 47933

The Montgomery County Regional Water & Sewer District met in regular session on Monday, January 15th, 2020 at 4:00pm at the South Boulevard County Building, 110 W South Boulevard, Crawfordsville, Indiana. Present were Board members: Chairman Dan Guard, Vice Chairman Terry Hockersmith, Mark Davidson, and Joe McCutchan. Brad Monts, Secretary/Treasurer, was absent.

Also present: District Attorney Stu Weliever- Weliever, Henthorn, Harris, & Petrie, LLC.; Ron Dickerson- Redevelopment Commission; Lana Beregszazi- BCS Management; Marlie Reed- BCS Management; Amy Moore- VS Engineering; Shannon Killion- GAI; Charity Dudley- GAI; Tom Astbury- Astbury Technologies; and Laura Dossett Co-Treasurer.

- I. **Call to Order** – Chairman Dan Guard called the meeting to order at 4:00pm.
- II. **Minutes & Board Meeting Schedule**

Dan Guard stated December minutes will be considered at the February 12th, 2020 Board Meeting. The 2020 Montgomery County RSD Board Meeting Schedule was considered. Mr. Guard recommended the meeting time be changed to 3:00pm. The Board agreed. *Terry Hockersmith moved to approve. Mark Davidson seconded. Motion passed.*
- III. **VS Engineering**

Amy Moore, VS Engineering, stated the final as-built drawings and GPS locations are in process. The final change order will be distributed for the Board at the February meeting.
- IV. **WWTP Expansion**
 - A. **BCS Management - Financing Options**

Lana Beregszazi, BCS Management, stated the RDC can finance a portion of the project, but not the entire project. Ron Dickerson, RDC, confirmed RDC does not have the funds to finance the full project. Ms. Beregszazi requested consideration of alternative project financing - Private Public Partnership or State Revolving Fund.
 - B. **GAI - Work Order #4**

Shannon Killion, GAI, stated all work under Work Order #3 is complete. Ms. Killion shared Work Order #4 which details what would be required to reach capacity of 600,000gal/day. Ms. Killion shared another financing option- the Guaranteed Savings Approach, allowed by Indiana Administrative Code.

Mr. Guard requested a timeline report for the various financing options.
- V. **BCS Management- Draft Baseline Operations Budget**
 - A. Ms. Beregszazi shared and reviewed the Draft Baseline Operations Budget Spreadsheet.
- VI. **Elections of Officers & Oaths of Office**
 - A. **Oaths of Office**

Stu Weliever, Weliever, Henthorn, Harris, & Petrie, LLC., distributed Oaths of Offices.

B. Elections of Officers

- Dan Guard for President. *Terry Hockersmith moved to approve. Mark Davidson seconded. Motion passed.*
- Terry Hockersmith for Vice President. *Joe moved to approve. Mark Davidson seconded. Motion passed.*
- Brad Monts for Treasurer and Lori Dossett for Co-Treasurer. *Terry Hockersmith moved to approve. Joe McCutchan seconded. Motion passed.*

VII. Treasurer's Report

A. RSD Accounts Payable Claims - \$43,127.32

Mark Davidson moved to approve claims as presented. Joe McCutchan seconded. Motion passed.

VIII. Astbury Water Technologies – Tom Astbury

A. Maintenance Report

Tom Astbury shared and reviewed the Astbury Maintenance Report. The WWTP continues to be in compliance. On 12/15/19 an additional total suspended solids (TSS) sample was taken, per GAI's request. The sample demonstrated that the disc filter is not needed in the event of a plant expansion. Service on a malfunctioning heater and preventative maintenance has been completed for under \$500.

Mark Davidson moved to approve. Terry Hockersmith seconded. Motion passed.

B. Proposal for Expanded Services

Tom Astbury provided a copy of the Astbury Agreement to be signed, which was approved at the 12/9/19 Board meeting. *Mark Davidson moved to approve. Terry Hockersmith seconded. Motion passed.*

IX. Adjournment

Having no other business to come before the Board, *Mark Davidson moved to adjourn. Terry Hockersmith seconded. Motion passed.*

The meeting adjourned @ 5:13pm.

Respectfully Submitted by Marlie Reed - Program Manager - BCS Management

Approved this ____ day of February, 2020.


Dan Guard, Chairman

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 Killian- 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

MONTGOMERY COUNTY REGIONAL WATER & SEWER DISTRICT
04/08/2020 Board Meeting Minutes
South Boulevard County Building
110 W South Boulevard
Crawfordsville, IN 47933

NOTE: Meeting conducted virtually via Zoom Meeting/Conference call due to public health emergency. Agenda Items kept to essential business only.

The Montgomery County Regional Water & Sewer District met in regular session on Wednesday, April 8th, 2020 at 3:00pm via Zoom Meeting/Conference call. Present were Board members: Chairman Dan Guard, Joe McCutchan via conference call, and Secretary/Treasurer Brad Monts via Zoom video conference. Vice Chairman Terry Hockersmith and Mark Davidson were absent.

Also present: District Attorney Stu Weliever- Weliever, Henthorn, Harris, & Petrie, LLC.; Lana Beregszazi- BCS Management; Marlie Reed- BCS Management; Amy Moore- VS Engineering; Shannon Killion- GAL; Tom Astbury- Astbury Water Technology; Mark Casteel County Administrator; and Laura Dossett Co-Treasurer.

- I. Call to Order** – Chairman Dan Guard called the meeting to order at 3:07pm.
- II. Consideration of Minutes**
Brad Monts moved to approve minutes of the March 12th, 2020 Board Meeting. Dan Guard seconded. Motion passed.
- III. Resolution 2020-1**
Stu Weliever presented Resolution 2020-1 which appoints Board President Dan Guard to approve actions without a meeting due to COVID 19 conditions. Board president is authorized to approve operational items such as claims and the Board will ratify at the next meeting. All information presented for approval will be circulated for review and questions before approved. This will allow for operations to continue if emergency action is required.
Brad Monts motioned to approve Resolution 2020-1. Dan Guard seconded. Motion passed.
- IV. RSD Accounts Payable Claims**
Brad monts moved to approve claims, as presented, for \$22,860.89. Joe seconded. Motion passed.
- V. DLZ Construction Observation Supplemental No. 1**
Included in April's Payable Claims is an additional \$26,571.26 for the additional effort required due to the extended contract time for the SR32/Nucor Rd project. Not to exceed amount increased from \$318,780.75 to \$345,352.01. The RSD approved the supplement to receive RDC authorization.
Brad Monts motioned to approve. Dan Guard seconded. Motion passed
- VI. Exhibit C Affidavit** - Disbursement of funds from RDA Construction Fund Account
In the amount of \$136,696.70 to close out SR32/Nucor Rd Project.
Brad Monts motioned to approve, Dan Guard seconded. Motion passed.
- VII. WTPP Expansion P3/BOT** - On hold due to essential business only.

VIII. Astbury Water Technology Maintenance Report

Tom Astbury, Astbury Water Technology, presented monthly Sewer Operations Report. The Wastewater Treatment Plant is operating in compliance.

IX. SOP Development Update- *Discussion on hold due to essential business only.*

Email update on RSD Standard Operating Procedures provided by Marlie Reed, BCS Management.

X. Adjournment

Having no other business to come before the Board, *Brad Monts moved to adjourn. Dan Guard seconded. Motion passed.*
The meeting adjourned at 3:37pm.

Next meeting is tentatively scheduled for May 13th, 2020 at 3pm.

Respectfully Submitted by Marlie Reed - Project Administrator - BCS Management

Approved this ____ day of May, 2020.



Dan Guard, Chairman

MONTGOMERY COUNTY REGIONAL WATER & SEWER DISTRICT
07/15/20 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, July 15th, 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, Don Mills, Mark Davidson, Joe McCutchan and Brad Monts, Secretary/Treasurer.

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; Shannon Killion- GAI; and Tom Astbury- Astbury Technologies.

I. Call to Order – Chairman Dan Guard called the meeting to order at 3:02pm.

II. Management & Administration:

A. Minutes & Board Meeting Schedule

Minutes were not provided to the board from April 8th, 2020. *Dan Guard motioned to review the minutes with the July 15th minutes at the next meeting, August 12th, 2020. Brad Monts seconded. Motion passed.*

B. Maintenance Report- Astbury Water Technology

Maintenance Report for the Nucor Rd. Wastewater Treatment Plant will be provided this evening by Astbury Water Technologies. Tom Astbury of Astbury Water Technologies stated that the plant is currently maintaining 58% capacity. Dan Guard noted that the capacity has increased since last month from 40% to 58%. Tom Astbury advised that there are lots of contributing factors. It may be due to manufacturing furloughs during the public health emergency. Dan Guard asked if the Equivalent Dwelling Units are still the same. Tom Astbury confirmed that they are.

Tom Astbury also noted that the plant has been maintaining excellent compliance and that the plant has never exceeded its limitations outlined in the permit. Astbury reported a response to a homeowner's call regarding an issue with the lift station on site. After diagnostics were performed by Astbury, the corrective action was to replace the internal switch of the grinder pump. Response time to the call was less than an hour. Tom Astbury noted that the homeowner was pleased with how the response was handled.

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 have been provided to the District for review. Lana Beregszazi, BCS Management, emphasized the importance of identifying who would fill the role of conducting Connection Inspections on behalf of the District. Dan Guard responded that the board

needs to identify the appropriate qualifications for such a role before designating personnel.

D. Charges, 2017-2020- VS Engineering

Lana Beregszazi noted multiple outstanding invoices that have not been paid to VS Engineering and asked for the statements of work and invoice prices. Amy Moore, VS Engineering, responded that outstanding invoices from the previous on-call contract totalled \$26,700.00 and \$1,800.00 from the current on-call contract. Amy also stated that she will report back to accounting for more detail on the outstanding invoices and organize them by statements prior to 2020 and within 2020.

Brad Monts asked how invoices were currently being processed, as the District has been paying invoices routinely, to try and correct the issue of outstanding invoices.

Jim Peck, County Engineer, requested that Amy Moore verify locations for Eagle Valley in order to confirm the as-built drawings.

E. Ordinance 2020-01 Rates

Stu Weleiver recommended that Ordinance 2020-01 for secondary dwellings be formally introduced so that it may be implemented into the District's codes.

Lana Beregszazi asked for the Capacity Fee price in the existing Ordinances and if that is currently being waived to Chigger Hollow residents. Amy Moore referenced the Capacity Fee, found in Ordinance 2011-01, Exhibit A. The fee is \$1,500.00 per EDU. Brad Monts stated that he believed the Chigger Hollow residents are now past their 365 day waiver and that the connections along SR 32 still fall within the time window for partial discount.

Dan Guard noted that \$1,500.00 seems high for this market and asked Amy Moore to advise if that price is reasonable. Amy Moore responded that the price is very low, compared to Capacity Fees of other utilities. Tom Astbury pointed out that Palestine's Capacity Fee is \$1,400.00 and Floyds Knobs is \$2,300.00. Montgomery's Capacity Fee is reasonable. Mark Davidson also stated that, compared to the cost of replacing an on-site septic, the Capacity Fee is a fair deal.

Lana Beregszazi asked to confirm that Chigger Hollow residents now pay the full Capacity Fee, due to multiple residents calling and asking for price information. Stu Weleiver mentioned another residence that called in with a failing septic and wishing to connect. Dan Guard confirmed that Chigger Hollow residents now need to pay the full Capacity Fee and that the fee will remain the same price.

F. Materiality Resolution

Stu Weleiver stated that the board needs to decide on a cash value amount for the Materiality Resolution. In addition, a non-cash value must be decided. This is typically the same as the cash value or higher. From experience, Stu stated that non-cash values are arbitrary and typically higher. Brad Monts recommended a cash value of \$100.00 and non-cash value of \$500.00 to be implemented into the resolution.

III. Project Updates:

Lana Beregszazi reintroduced the discussion for a potential Economic Development site-selection for a large industrial user. The sewer capacity needs of the user are 260,000 GPD, which would use all of the capacity from the WWTP expansion. The board needs to have a plan in place if the potential site is selected as to how the board would finance for the expansion and perhaps additional capacity. Jim Peck also noted that the agreement with Indiana American Water has the water supply reaching the site on time for the inquirer's needs. Dan Guard stated that it is important for the District to understand that we have a plan in place. The District needs to be ready to take action quickly when the time comes.

Shannon Killion pointed out that the construction timeline needs to be considered with meeting the timeline for the inquirer. Depending on when they finalize their site selection, snow and undesirable weather could affect the completion of the project on time.

IV. New Business

Lana Beregszazi brought up that there are multiple failed septic in the Mace and Linnsburg communities. A drainage project is already planned. It would be beneficial to incorporate the Septic Elimination and Drainage Projects together, as they go hand-in-hand. Both projects would need to be financed through the District. Mark Casteel stated that a feasibility study and cost estimate are required in order to factor the cost into the Drainage Project to be able to request assistance from the state and INDOT.

V. Treasurer's Report

Accounts Payable Claims = \$24,362.59.

Brad Monts moved to approve claims, as presented, for \$24,362.59. Dan Guard seconded. Motion passed.

VI. Adjournment

Dan Guard notified the District that Terry Hockersmith has resigned, due to health issues. Don Mills will be taking his stead on the board.

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

Meeting adjourned @ 4:27pm.

Respectfully Submitted by Grant Schouweiler - Program Manager - BCS Management

Approved this ___ day of August, 2020.


Dan Guard, Chairman

MONTGOMERY COUNTY REGIONAL WATER & SEWER DISTRICT
03/12/2020 Board Meeting Minutes
South Boulevard County Building
110 W South Boulevard
Crawfordsville, IN 47933

The Montgomery County Regional Water & Sewer District met in regular session on Thursday, March 12th, 2020 at 3:00pm at the South Boulevard County Building, 110 W South Boulevard, Crawfordsville, Indiana. Present were Board members: Chairman Dan Guard, Vice Chairman Terry Hockersmith, and Mark Davidson. Joe McCutchan and Brad Monts, Secretary/Treasurer were absent.

Also present: District Attorney Stu Weliever- Weliever, Henthorn, Harris, & Petrie, LLC.; Ron Dickerson- Redevelopment Commission; Lana Beregszazi- BCS Management; Grant Schouweiler- BCS Management; Amy Moore- VS Engineering; Shannon Killian- GAI; Tom Astbury- Astbury Water Technology; Jim Peck- County Engineer; and Laura Dossett Co-Treasurer.

I. Call to Order – Chairman Dan Guard called the meeting to order at 3:02pm.

II. Consideration of Minutes

Dan Guard moved to approve minutes of February 12th, 2020. Terry Hockersmith seconded. Motion passed.

III. Update-Baseline Operations Budget and Planning

Lana Beregszazi, BCS Management, presented forecasts of the Sewer Operations Budget to show how economic development in the County's Development Focus Areas will impact operational costs and financial independence.

Ms. Beregszazi also discussed the proposed septic elimination project for Mace & Linnsburg and how some level of enforcing connections are essential to the long term budget. Ms. Beregszazi noted that septic elimination projects are likely candidates for SRF financing, due to their environmental nature. Grants through the Office of Community and Rural Affairs are another possibility.

Review of the three year Sewer Operations Budget forecast showed positive effects from the County's economic development trajectory. Additional equivalent dwelling units from economic development will allow the Regional Sewer District to be financially self-sustaining.

IV. Astbury Water Technology

Tom Astbury, Astbury Water Technology, presented the monthly Sewer Operations Report. The Wastewater Treatment Plant is operating in compliance and performing exceptionally well. Nutrient removal has been excellent and above average.

V. WWTP Expansion

Lana Beregszazi, BCS Management, confirmed that she has issued the Request for Qualifications and briefed the scope of the document. The deadline for applications will be March 20th, 2020, by noon local time.

Shannon Killian, GAI Consultants, commented that the RSD selected GAI for initial design of the project and that the P3 partner does not have to have authority to select a designer. Ms. Killian noted that the RSD can keep the right to choose a designer if they choose to make it a contract parameter.

Ms. Killian also advised that there are SRF rates available to municipalities with insufficient revenue. Ms. Beregszazi responded that SRF rates are not possible with the RSD's current revenue.

Ron Dickerson voiced the importance of establishing a timeline and flowchart in order to appropriately finance the project. Ms. Beregszazi responded that BCS can provide such a timeline, if desired.

Dan Guard advised that, while it is important not to procrastinate on an expansion, it is equally important to be wise with the timing, so as not to spend dollars too early on expansion when we have adequate capacity. Make sure that we are monitoring capacity and have the expansion plan ready for when the time comes. Amy Moore, VS Engineering, advised that additional connections from development will be gradual and that there will be time before flow will be affected by new connections.

VI. Determination of limits on EDU Definition Policy

Amy Moore, VS Engineering, discussed a home business that has multiple secondary dwellings on the property that are not accounted for in calculating EDUs for a property. Ms. Moore advised the RSD to come to an agreement on how to proceed. Lana Beregszazi, BCS Management, recommended that secondary dwellings with full bath be assigned 0.75 EDU each.

Dan Guard moved to approve assigning 0.75 EDU per additional building with full bath. Mark Davidson seconded. Motion passed.

VII. In the Black-Bill Payment by Credit Card

Lana Beregszazi, BCS Management, recommended that an processing fee be applied when customers pay with a credit card. Dan Guard acknowledged the benefits of having the ability to accept credit card for bill pay.

Dan Guard moved to have the ability to accept credit card for bill pay with the processing fee applied to the customer's bill. Terry Hockersmith seconded. Motion passed.

VIII. BCS SOW 1-Task Order #2

Lana Beregszazi, BCS Management, acknowledged that invoices for Task Order #2 were higher than expected, due to additional work allocated to project based items. The work for Task Order #2 included Standard Operating Procedures, Connection Inspection & Permits, Easements Management and additional work outside of the scope. Stu Weliever advised that the RSD needs to make a decision on approving the task order.

Dan Guard moved to approve Task Order #2, not to exceed \$6,400.00. Terry Hockersmith seconded. Motion passed.

IX. BCS SOW 1-Task Order #3

Ms. Beregszazi briefed Task Order #3 and initiating a Septic Elimination Project for Mace and Linnsburg. Ms. Beregszazi explained the timeline and process in which BCS uses to conduct Septic Elimination Projects. Dan Guard requested that BCS forward information as it continues to assess the feasibility of septic elimination. Mr. Guard also cautioned that forced connections are not ideal.

X. Treasurer's Report

RSD Accounts Payable Claims

Dan Guard moved to approve claims, as presented, for \$27,538.91. Terry Hockersmith seconded. Motion passed.



XI. Adjournment

Having no other business to come before the Board, *Mark Davidson moved to adjourn. Terry Hockersmith seconded. Motion passed.*
The meeting adjourned at 4:20pm.

Next meeting is scheduled for April 8th, 2020 at 3pm.

Respectfully Submitted by Grant Schouweiler - Project Administrator - BCS Management

Approved this ____ day of March, 2020.



Dan Guard, Chairman

MONTGOMERY COUNTY REGIONAL WATER & SEWER DISTRICT
02/12/20 Board Meeting Minutes
South Boulevard County Building
110 W South Boulevard
Crawfordsville, IN 47933

The Montgomery County Regional Water & Sewer District met in regular session on Monday, February 12th, 2020 at 3:00pm at the South Boulevard County Building, 110 W South Boulevard, Crawfordsville, Indiana. Present were Board members: Chairman Dan Guard, Vice Chairman Terry Hockersmith, Mark Davidson, Joe McCutchan and Brad Monts, Secretary/Treasurer.

Also present: District Attorney Stu Weliever- Weliever, Henthorn, Harris, & Petrie, LLC.; Jeff Peters- Peters Municipal Consultants, Ltd.; Ron Dickerson- Redevelopment Commission; Lana Beregszazi- BCS Management; Grant Schouweiler- BCS Management; Amy Moore- VS Engineering; Samuel Weber- VS Engineering; Shannon Killion- GAI; Jim Peck- County Engineer; Don Orr- Department of Health; and Laura Dossett Co-Treasurer.

- I. **Call to Order** – Chairman Dan Guard called the meeting to order at 3:00pm.
- II. **Consideration of Minutes**
Dan Guard moved to approve minutes of December 9th, 2020. Brad Monts seconded. Motion passed.
Joe McCutchan moved to approve minutes of January 15th, 2020. Brad Monts seconded. Motion passed.
- III. **Astbury Water Technology**
No report at this time. No actions required.
- IV. **VS Engineering**
Sewer Connections Project for State Road 32 completed. Final change order completed. Original bid was 45 connections. Final project included an additional 16 connections. *Brad Monts moved to approve final change order. Joe McCutchan seconded. Motion passed.*
- V. **WWTP Expansion**

BCS Management - Financing Options & Request for Proposal

Lana Beregszazi, BCS Management, advised on traditional SRF bond financing vs. P3 Public-Private Partnership options. Ms. Beregszazi recommended moving forward with Request For Proposal and that the deadline for proposals be March 9th, 2020. *Dan Guard moved to authorize RFP approval. Joe McCutchan seconded. Motion passed.*

Brad Monts inquired on the timeline of the bidding process. Ms. Beregszazi replied with a 2-3 month scoping period. Amy Moore, VS Engineering, inquired on the WWTP's capacity after expansion. Ms. Beregszazi replied 300,000 GPD. Jim Peck questioned why additional connections have not increased WWTP flow rate. GAI explained that more time is needed for flow rate to reflect the additional connections. Ms. Beregszazi recommended SOQ by next meeting, March 11th, 2020.

VI. BCS Management- Draft Baseline Operations Budget

Ms. Beregszazi presented the Baseline Operations Budget that listed expected income and operating expenditures to identify net income and operational costs, as well as rate sustainability to support costs.

VII. Financial Consultant - Rate Study

Jeff Peters, Peters Municipal Consultants Ltd., addressed bonding options for WWTP expansion financing. Mr. Peters noted that the savings and assistance from SRF finance could outweigh the advantage of lower interest rates of a PP3.

Items B, C & D of New Business were moved to a future date, due to time constraint.

VIII. Treasurer's Report

A. RSD Accounts Payable Claims

Brad Monts moved to approve claims as presented. Terry Hockersmith seconded. Motion passed.

IX. Adjournment

Having no other business to come before the Board, *Mark Davidson moved to adjourn. Terry Hockersmith seconded. Motion passed.*

The meeting adjourned @ 4:00pm.

Next meeting is scheduled for March 11th, 2020 at 3pm.

Respectfully Submitted by Grant Schouweiler - Project Administrator - BCS Management

Approved this ___ day of February, 2020.


Dan Guard, Chairman



INVOICE

GAI Indiana offices located in:
Fishers, Fort Wayne, Indianapolis, and Vevay

Lori Dossett
Montgomery County
100 E Main St
Crawfordsville, IN 47933

December 31, 2020
Project No: D180748.04
Invoice No: 2158212

Project D180748.04 Montgomery Co - Nucor Rd WWTP Design & Construction Administration
WO#4 approved 8/12/20

Professional Services from November 15, 2020 to December 19, 2020

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Task 1 - 1.0 Project Management	39,305.00	63.4998	24,958.61	20,438.60	4,520.01
Task 2 - 2.0 Geotechnical Engineering	8,345.00	100.00	8,345.00	8,345.00	0.00
Task 3 - 3.0 30% Design	75,350.00	100.00	75,350.00	75,350.00	0.00
Task 4 - 4.0 60% Design	86,490.00	53.00	45,839.70	25,947.00	19,892.70
Task 5 - 5.0 90% Design	35,750.00	0.00	0.00	0.00	0.00
Task 6 - 6.0 Final Design	10,070.00	0.00	0.00	0.00	0.00
Task 7 - 7.0 Permitting	43,610.00	0.00	0.00	0.00	0.00
Task 8 - 8.0 Structural	34,000.00	40.00	13,600.00	10,200.00	3,400.00
Task 9 - 9.0 MEP	71,550.00	3.9441	2,822.00	0.00	2,822.00
Total Fee	404,470.00		170,915.31	140,280.60	30,634.71
Total Fee					30,634.71
Total this Invoice					\$30,634.71

Please Remit Payment To:
GAI Consultants, Inc. Attn: Accounts Receivable
385 East Waterfront Drive Homestead, PA 15120-5005

gaiconsultants.com

Montgomery County - Monthly Claims Tab
Invoices for Approval by RSD, to be paid by RDC
January 2021

1/13/2021

Vendor	Invoice #	Invoice Date	Invoice Amount	Description
GAI Consultants	2158212	12/31/2020	30,634.71	Nucor Road WWTP Design & Construction Admin


Total Due \$ 30,634.71

Montgomery County Regional

Board Meeting Agenda- January 13, 2021

South Boulevard
110 South Boulevard



Jake.Bohlender@montgomerycountymd.gov

NOTE: Meeting to be conducted via Zoom

I. Call to Order - Chairman Dan Guard

II. Management/Administration

www.actil.net

- A. Approval of December 16th, 2020 Board Meeting Minutes
- B. Appointment of Officers
- C. Maintenance Report – Astbury Water Technology
- D. Adoption of and update on Standard Operating Procedures – BCS Management

III. Project Updates

- A. Wastewater Treatment Plant Capacity Expansion – 60% Design Submittal Review BCS Management /GAI Consultants

IV. New Business

V. Treasurer's Report

- A. Claims

VI. Adjournment

Description:

Join Zoom Meeting

<https://us02web.zoom.us/j/82658706578?pwd=UkdUUGVKWlQwRWRzbndEOGVCYklHdz09>

Meeting ID: 826 5870 6578

Passcode: 443520

One tap mobile+16699006833,,82658706578#

Agenda subject to change

Montgomery County acknowledges its responsibility to comply with the Americans with Disabilities Act of 1990. In order to assist individuals with disabilities who require special services (i.e. sign interpretive services, alternative audio/visual devices, and amanuenses) for participation in or access to County sponsored public programs, services, and/or meetings, the County requests that individuals make requests for these services forty-eight (48) hours ahead of the scheduled program, service, and/or meeting. To arrange, contact ADA/Title VI Coordinator Lori Dossett @ 765-361-2623.

