

MONTGOMERY COUNTY REGIONAL WATER & SEWER DISTRICT
09/09/20 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, September 9th, 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, Brad Monts, Secretary/Treasurer and Lori Dossett, Co-Treasurer. Mark Davidson and Joe McCutchan were absent.

Also present: District Attorney Stu Weliever- Henthorn Harris Weliever & Petrie P.C.; Tom Astbury- Astbury Water Technologies; Jim Peck- County Building Dept. ; Lana Beregszazi and Grant Schouweiler- BCS Management; Kenny Birk and Amy Moore- VS Engineering; Shannon Killion- GAI Consultants; and Greg Martz- GM Development

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

II. Management & Administration:

A. Minutes & Board Meeting Schedule

Minutes for 8/12/2020 were provided by BCS Management for board approval. *Brad Monts motioned to approve the minutes from 8/12/2020. 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.

Average Daily flows for the month of July were as follows:

Effluent- 46,420 gallons per day

Influent- 51,580 gallons per day

Percentage of influent pollutants were removed from the treatment process as follows:

Biochemical Oxygen Demand- 99%

Total Suspended Solids- 98%

Ammonia-Nitrogen- 100%

Mr. Astbury noted that higher influent from last month's report could be due to reading tolerance on the flow meters, as well as the amount of solids that were wasted from the system. Dan Guard requested that Astbury notify the board when roof repairs, approved at last month's meeting, are complete. The repairs are scheduled for September 14th. Mr. Astbury responded that he will be sure to notify the board when the work is completed.

Dan Guard addressed a request to approve Astbury's quote for generator maintenance from Cummins Crosspoint, totaling \$2,057.31. *Brad Monts motioned to approve the quote to perform generator maintenance service of \$2,057.31. Dan Guard seconded. Motion passed 3-0.*

Dan Guard asked if there was still a maintenance issue with the drum screen. Mr. Astbury responded that it required extensive troubleshooting, but is now functioning properly and screening grit and debris from the influent.

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 Board Meetings, Locates Management, Contractor Bid Management and Change of Ownership are ready for the board's final review and adoption. Charges & Billing, Maintenance Management, Connection Permits and Connection Inspections have been revised with input from counsel and are ready for board review. Dan Guard requested that the SOPs ready for review be sent to the board, along with a checklist to track progress of each SOP. Grant Schouweiler replied that he will send out the SOPs and checklist. SOPs will be provided in increments so that the board has appropriate time to review each procedure.

D. Interlocal Agreement with County Building Dept.

Stu Weliever, Henthorn Harris Weliever & Petrie P.C., submitted to the board the rough draft of the Interlocal Agreement with the County Building Department, delegating the responsibility of conducting Connection Inspections to the Building Department. Mr. Weliever is in the process of working with the county's attorney to further refine the agreement.

Lana Beregszazi, BCS Management, noted that the fee structure needs to account for single family, multi-family and commercial/industrial users. Amy Moore, VS Engineering, clarified the fee structure for permit applications per the Ordinance. Stu Weliever replied that the next draft will factor in the fee structure.

Brad Monts commented that the transition period of 180 days for termination of the agreement seems long and giving the Building Department exclusivity for inspections could cause a problem for the District, if they needed to terminate the contract and use another vendor for inspections. Mr. Weliever replied that this can be revised and will be accounted for in the next draft.

E. RSD Website Update- BCS Management

Mr. Schouweiler provided an update on the new RSD website being developed by BCS Management and presented a screen share of the home page. The new site will serve as a platform for users to easily access forms and documentation, as well as applicable information and the District's events calendar.

III. Project Updates:

WWTP Expansion- Design Phase

Lana Beregszazi stated, as a collaborative group, we are working together with GAI and Astbury to make sure the expansion process is as efficient as possible. GAI had a meeting with BCS and Astbury on Tuesday to establish roles each firm will serve in the expansion process and discuss bringing in a firm to start the budgeting process during the design phase to ensure accurate estimates and proper financing for the project.

Shannon Killion of GAI Consultants provided a summary of their status in the design phase. Since GAI has been approved to start design, they have been working closely with IDEM's municipal branch to approve construction permitting and keep IDEM informed of the District's user base. GAI has informed IDEM that the county may have new industrial users coming in. GAI has also been communicating with the industrial wastewater division to make sure all parties are aware moving forward. GAI is also working with Astbury Water Technologies to make sure the contracted plant operators are also aware and engaged in the design process.

GAI, BCS and Astbury will be meeting next week to discuss milestones for the design and expansion project overall.

IV. New Business

WWTP Expansion- Project Management & Financing

Lana Beregszazi stated that, prior to initiating design, BCS Management issued an SOQ and received responses from Kukosing and GM Development for financing the project and to share their financing approach. Ms. Beregszazi also stated that SRF financing is not feasible with the District's rate base and that a more strategic way of financing will be needed. The Public Private Partnership will probably be the way to proceed. Ms. Beregszazi introduced Greg Martz of GM Development to discuss their financing approach and that their involvement during the design phase will be at no cost to the District. Ms. Beregszazi finished with saying that it is important to establish how the project will be financed so that the District is ready to immediately start construction when the time comes.

Greg Martz stated that in their initial response to the SOQ in March, GAI was the partner engineer and Bowen was the contractor. It is appropriate that GAI work on the design independently thus far. Next steps will be at about 30% initial design (approximately 4-5 weeks) to start working with Shannon and GAI to begin cost accounting and budgeting in order to finance the project. The goal is, at 60% design complete, to already have a budget and financing strategy in place so that the project can move right into construction. This will also allow the District to have more control of the project budget, in case design changes cause changes in cost. If the District is ready to bring on GM Development, we are ready to provide these services. These services during the design phase would be at no charge to the District.

Dan Guard commented that the District will need financing options for each of the various capacity scales in the design because it is uncertain as to which capacity scale they will need when the time comes. Mr. Martz agreed and commented that bringing them in at the design phase will allow GM to have the financing ready to go as soon as

construction is ready to start. Brad Monts asked if GM would modify the budget for the various capacities as a certain phase is initiated. Mr. Martz confirmed that they would.

Ms. Beregszazi reiterated that the board needs to make a decision sooner than later to bring in a financing partner so there is not a lag in the construction timeline. Brad Monts commented that the SOQ information and responses from March should be resent so the board can make an informed decision at next month's meeting. Ms. Beregszazi replied that the information will be sent.

V. Treasurer's Report

Accounts Payable Claims = \$55,611.06

Brad Monts motioned to approve claims, as presented, for \$55,611.06. Dan Guard 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 @ 4:05pm.

Respectfully Submitted by Grant Schouweiler - Program Manager - BCS Management

Approved this ___ day of October, 2020.


Dan Guard, Chairman