

MONTGOMERY COUNTY REGIONAL WATER & SEWER DISTRICT
3/10/21 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, March 10th, 2021 at 3:04pm. The meeting was conducted via Zoom Meeting, due to the Governor's continued COVID-19 restrictions from March of 2020. 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, Jake Bohlander, and Greg Morrison.

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- VS Engineering; Amy Cating, In the Black; Greg Martz; Shannon Killion- GAI Consultants, Brittany McCloud – Dutcher Trenching.

I. Call to Order – Chairman Dan Guard called the meeting to order at 3:04 pm.

I. Management & Administration:

A. Minutes & Board Meeting Schedule

Minutes for 2/16/2021 were provided by BCS Management for board approval. *Brad Monts motioned to approve the minutes from 2/16/2021. Greg Morrison seconded. Motion passed 4-0.*

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. Referring to Astbury's extensive maintenance report, Mr. Astbury reported that the plant is operating at half capacity and there have been no new influent issues. Dan Guard is contacting the roofing contractors to make sure roof repairs can be scheduled for the spring of 2021.

C. Standard Operating Procedures - BCS Management

Lana Beregszazi introduced SOP 13: Rolling Inventory of Grinder Pump Units. This SOP will govern how the district manages its supply of GPS units to balance the need to keep units on hand to limit delays for new connections with the costs of storing them and limiting excessive depreciation. BCS Management and Astbury Water are collaborating on this SOP.

Ms. Beregszazi introduced a revised version of SOP 12 (accounts receivable) and a new rolling inventory SOP.

Brad Monts motioned to adopt Standard Operating Procedure 12: Accounts Receivable. Greg Morrison seconded. Motion passed 4-0.

D. Website Report – BCS Management – See Exhibit A below

BCS Management continues to monitor and update the RSD website. The most recent major addition to the site is a page that details maintenance frequently asked questions and provides the emergency maintenance number for Astbury Water.

II. Project Updates:

A. WWTP Expansion- 90% Design Phase

Shannon Killion of GAI Consultants reported that Bowen and GAI are currently working with the equipment vendor to ensure that plant equipment function will be unaffected by construction cost saving measures. The project “working group” will meet again on the 16th of March to review cost impact of value engineering measures and report to the RSD board in the April 2021 meeting.

III. New Business

A. Protection of lift station near 425 and 32

After seeing an accident earlier this week at the intersection of CR 425 and State Highway 32, Dan Guard noted that the lift station at the bottom of the hill is unprotected from vehicles that can slide off and impact the lift station. Further investigation may be required.

IV. Old Business

A. Munn connection installation issue

William and Sandra Munn’s connection to the MCRWSD line in Chigger Hollow has been under review by management representatives. In late 2020, the board was made aware that the Munn’s connection was not inspected nor was a proper application made to the district for approval. In February 2021, the board tasked Amy Moore from VS Engineering with reviewing photos of the connection and making recommendations for further action by the board.

Ms. Moore reports that the Munn connection was not installed properly. The pipe used was 4” in diameter, but needs to be 6” with a 1/8” per foot of slope since it is a gravity sewer pipe. The photos taken by Dutcher Trenching show that the connection is not deep enough and lacks the required bedding. She recommends that the board order the connection excavated, re-installed, and inspected. The district will need to send the homeowner and Dutcher a formal letter.

Brad Monts motioned to approve Stu Weliever to send a letter to Sandy Munn and Dutcher Trenching informing them that Dutcher will be required to excavate and modify the connection per the district’s standards within the next 30 days. Jake Bohlander seconded. Motion passed 4-0.

V. Treasurer’s Report

A. Accounts Payable Claims = \$35,889.11

Brad Monts motioned to approve a claim for \$35,889.11 as presented. Jake Bohlander seconded. Motion passed 4-0.

B. Claims to be approved by RSD to be paid by the RDC = \$45,507.42

Brad Monts motioned to approve a claim for \$45,507.42 as presented. Dan Guard seconded. Motion passed 4-0.

VI. Adjournment

Having no other business to come before the Board, *Brad Monts moved to adjourn. Dan Guard seconded. Motion passed 4-0.*

Meeting adjourned at 3:31pm.

Respectfully Submitted by Davis Lamm - Program Manager - BCS Management

Approved this ___ day of April, 2021.

Dan Guard, President

Website Activity Report

Reporting Period: February 1st-28th, 2020

Client: Montgomery County RSD

1.0 Activity Summary

In the month of February, the BCS Management team spent time reviewing and implementing maintenance updates and content updates including agendas and minutes.

2.0 Web Development and Design Activity

- Installed Themify Updater plugin
- Added Themify License
- Updated theme (v5.1.9)
- Updated theme (v5.2.0)
- Responsive Design Testing
- Browser Compatibility Testing
- UI Improvements
- reCAPTCHA integration to protect website from spam and other types of automated abuse
- Publications page:
 - Posted February Board Meeting Agenda
 - Added "2021 Meeting Minutes" tab
 - Posted January Board Meeting Minutes
- Events:
 - Posted February Board Meeting Agenda

3.0 Web Activity and Analytics

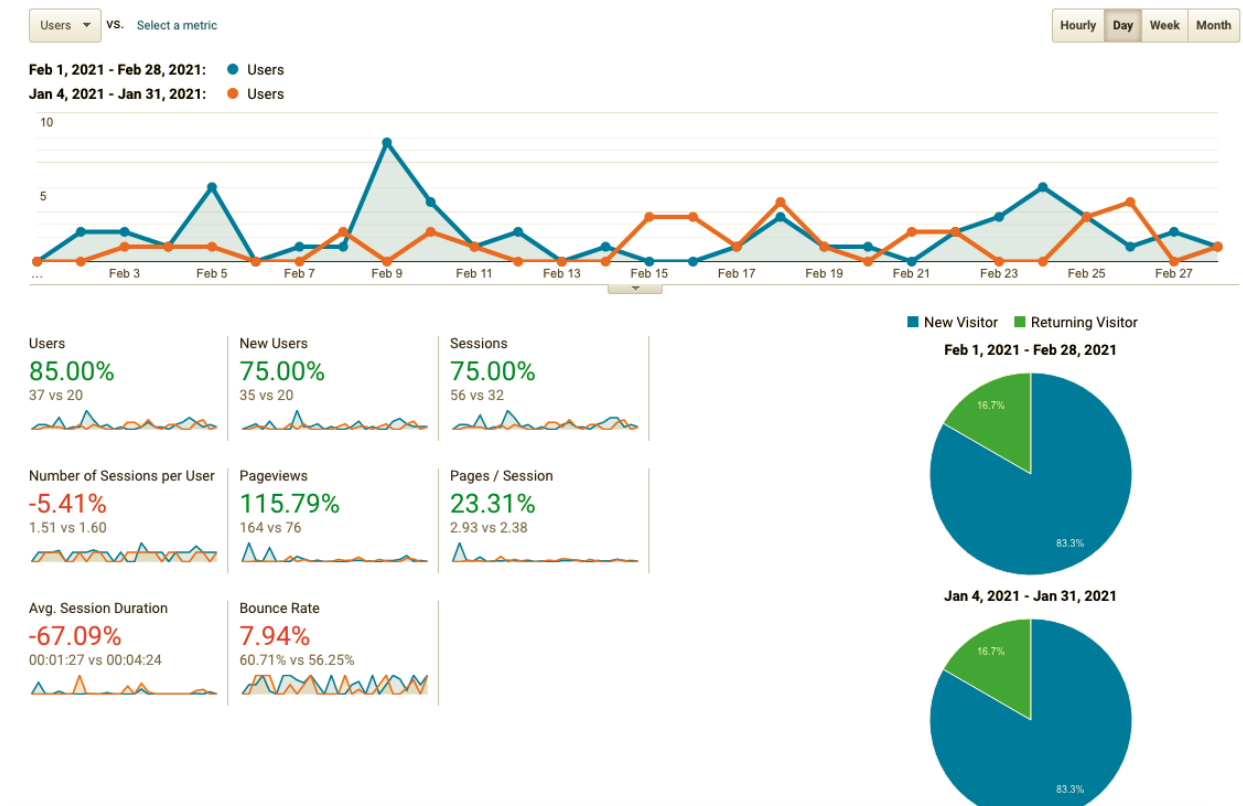
The analytics reports are integrated into this document. Google Analytics for Montgomery RSD began tracking on December 26th of 2020. Reports highlight February 1st-28th and are compared to the previous period data.

The Acquisition report highlights where website traffic comes from. Traffic shows 16.2% of visitors found the site organically through Google. The



















majority of visitors came from direct search, with a small remainder coming from social media channels.

	Acquisition			Behavior		
	Users ↓	New Users ↓	Sessions ↓	Bounce Rate ↓	Pages / Session ↓	Avg. Session Duration ↓
	85.00% ↑	75.00% ↑	75.00% ↑	7.94% ↑	23.31% ↑	67.09% ↓
1 Direct	121.43% ↑			15.38% ↑		
2 Organic Search	20.00% ↑			20.00% ↓		
3 Social	100.00% ↓			100.00% ↓		

The Audience overview shows a breakdown of all users and performance.



The following is information highlighting top page views:

Page	Pageviews	% Pageviews
1. / 		
Feb 1, 2021 - Feb 28, 2021	75	 45.73%
Jan 4, 2021 - Jan 31, 2021	38	 50.00%
% Change	97.37%	-8.54%
2. /publications/ 		
Feb 1, 2021 - Feb 28, 2021	24	 14.63%
Jan 4, 2021 - Jan 31, 2021	8	 10.53%
% Change	200.00%	39.02%
3. /forms-and-resources/ 		
Feb 1, 2021 - Feb 28, 2021	16	 9.76%
Jan 4, 2021 - Jan 31, 2021	9	 11.84%
% Change	77.78%	-17.62%
4. /payment/ 		
Feb 1, 2021 - Feb 28, 2021	13	 7.93%
Jan 4, 2021 - Jan 31, 2021	4	 5.26%
% Change	225.00%	50.61%
5. /events/ 		
Feb 1, 2021 - Feb 28, 2021	8	 4.88%
Jan 4, 2021 - Jan 31, 2021	5	 6.58%
% Change	60.00%	-25.85%
6. /event/february-board-meeting-2/ 		
Feb 1, 2021 - Feb 28, 2021	7	 4.27%
Jan 4, 2021 - Jan 31, 2021	2	 2.63%
% Change	250.00%	62.20%