

MONTGOMERY COUNTY REGIONAL WATER & SEWER DISTRICT
4/14/21 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, April 14th, 2021 at 3:10pm. The meeting was conducted via Zoom Meeting and was organized at the South Boulevard County Building, 110 W South Boulevard, Crawfordsville, Indiana. Board members present were: Chairman Dan Guard, Brad Monts, Mark Davidson, 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 3:10 pm.

I. Management & Administration:

A. Minutes & Board Meeting Schedule

Minutes for 3/10/2021 were provided by BCS Management for board approval. *Brad Monts motioned to approve the minutes from 3/10/2021. Mark Davidson 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 per February’s IDEM report. Referring to Astbury’s maintenance report, Mr. Astbury reported that the plant is operating at half capacity and there have been no new influent issues.

Mr. Astbury and Dan Guard have not heard back from the roofing contractors regarding the scheduling of repairs for this spring.

Mr. Astbury summarized the status of the ongoing projects at the Nucor Road WWTP: Astbury is in the process of completing the installation of the new telemetry unit, obtaining a quote for a new digester level transducer, and completing software maintenance on the generators.

C. Standard Operating Procedures - BCS Management

BCS Management and Astbury Water are collaborating on the rolling inventory SOP. Ms. Beregszazi reported that the revised SOP will be introduced at a later meeting. BCS and Astbury are working to figure out what parts need to be procured at extended intervals/

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

BCS Management continues to monitor and update the website. The most recent major addition to the site is a reCAPTCHA function to prevent spam message submissions to the RSD email.

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. An updated project construction cost memo has been shared with the Board. It shows the areas where Bowen has identified to save money via value engineering. Also, GAI has worked with the plant equipment manufacturer to eliminate extraneous equipment and lower the cost of the expansion. Ms. Killion noted that the changes to the shoring and tank depth require additional engineering costs.

Ms. Bereszazi reported that the net savings would be \$75,000 if the project was completed under the current material and labor market conditions.

Ms. Killion requested approval from the board for an amendment to proceed. Board President Dan Guard said he was concerned about making changes this late in the process and would like to wait before making any additional expenditures. Brad Monts concurred with Mr. Guard, since the construction schedule is unknown and therefore future market conditions might mitigate any savings.

Per the advice of Board attorney Stu Weliever, Mr. Monts and Mr. Guard agreed to table the issue and defer to the RDC's judgement.

Brad Monts motioned to table the discussion of an amendment to approve changes to the Nucor Road WWTP expansion plans. Dan Guard seconded. Motion passed 4-0.

III. New Business

A. No new business

IV. Old Business

A. Munn connection installation issue

Mr. Weliever reported that a letter was sent to Dutcher Trenching per board's instruction to require them to re-do the Munn property connection. Amy Moore from VS Engineering reported that Dutcher requested standards for installing laterals on April 13. Mr. Weliever will require compliance with the letter before the new board meeting.

V. Treasurer's Report

A. Accounts Payable Claims = \$45,635.65

Brad Monts motioned to approve a claim for \$45,635.65 as presented. Greg Morrison seconded. Motion passed 4-0.

B. Claims to be approved by RSD to be paid by the RDC = \$12,332.13

Brad Monts motioned to approve claims of \$11,495.07 from GAI Consultants and \$347.50 from BCS Management 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 3:58pm.

Submitted by Davis Lamm - Program Manager - BCS Management

Approved this ____ day of May, 2021.

Dan Guard, President

Website Activity Report

Reporting Period: March 1st-31st, 2021

Client: Montgomery County RSD

1.0 Activity Summary

In the month of March, 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

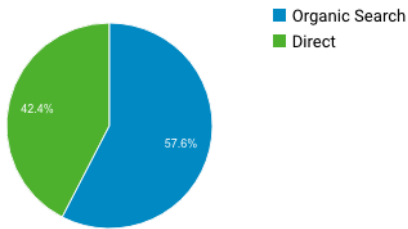
3.0 Web Activity and Analytics

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.

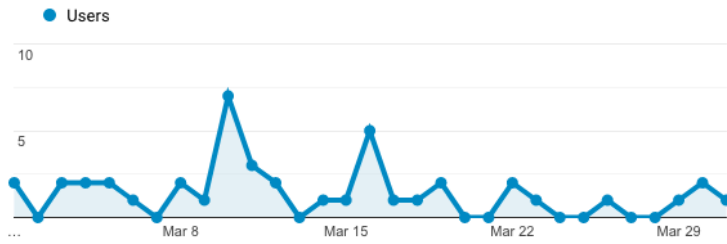
The Acquisition report highlights where website traffic comes from. Traffic shows 57.6% of visitors found the site organically through Google with a 216.67% increase from February, meaning that the site is scoring well for search engines and is now highly visible. The remainder of visitors came from direct search with a drop in visitors through direct click in March.

Top Channels

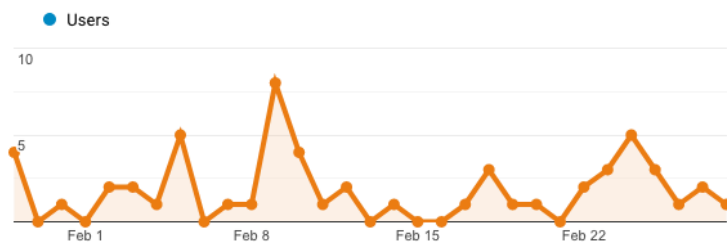
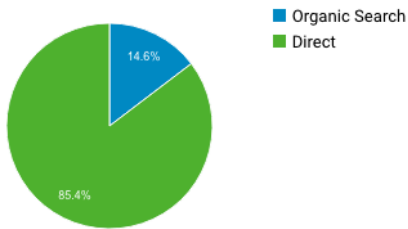
Mar 1, 2021 - Mar 31, 2021



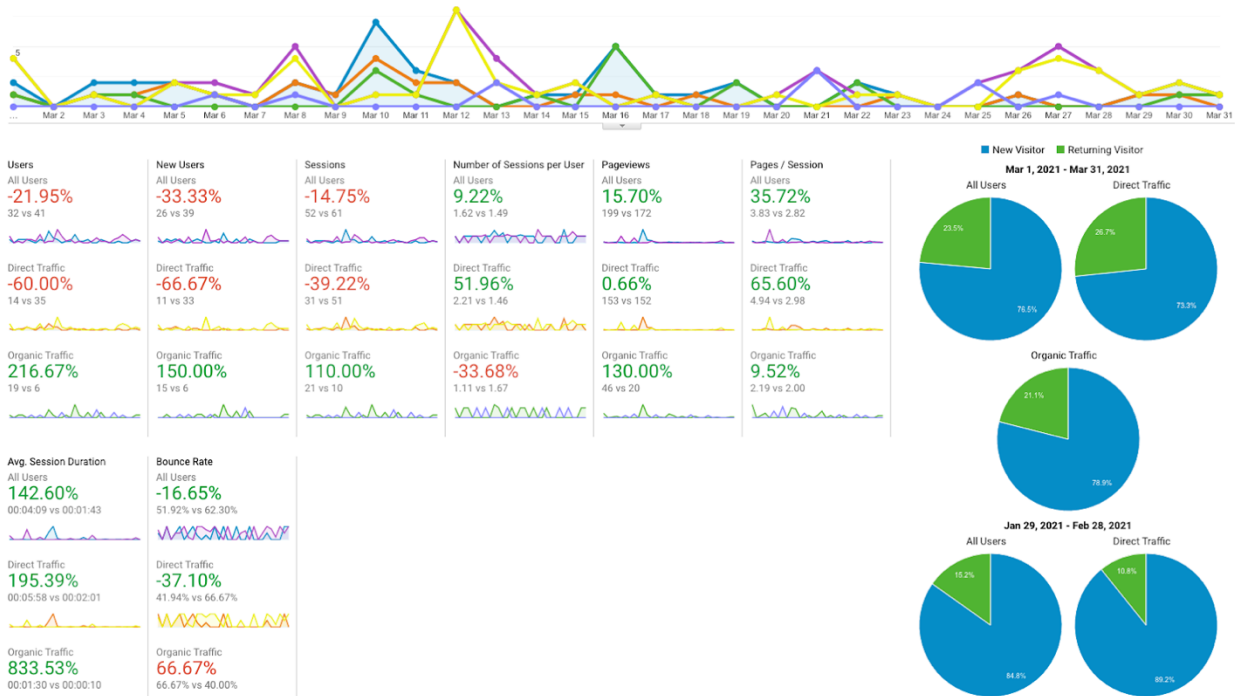
Users



Jan 29, 2021 - Feb 28, 2021







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



The following is information highlighting top page views:

Page ?	Pageviews ? ↓	Unique Pageviews ?	Avg. Time on Page ?	Entrances ?	Bounce Rate ?	% Exit ?	Page Value ?
	15.70% ↑ 199 vs 172	1.69% ↑ 120 vs 118	56.12% ↑ 00:01:28 vs 00:00:57	14.75% ↓ 52 vs 61	16.65% ↓ 51.92% vs 62.30%	26.32% ↓ 26.13% vs 35.47%	0.00% \$0.00 vs \$0.00
1. /							
Mar 1, 2021 - Mar 31, 2021	71 (35.68%)	50 (41.67%)	00:01:50	50 (96.15%)	52.00%	43.66%	\$0.00 (0.00%)
Jan 29, 2021 - Feb 28, 2021	80 (46.51%)	54 (45.76%)	00:01:30	54 (88.52%)	59.26%	48.75%	\$0.00 (0.00%)
% Change	-11.25%	-7.41%	21.44%	-7.41%	-12.25%	-10.44%	0.00%
2. /publications/							
Mar 1, 2021 - Mar 31, 2021	28 (14.07%)	17 (14.17%)	00:01:06	0 (0.00%)	0.00%	21.43%	\$0.00 (0.00%)
Jan 29, 2021 - Feb 28, 2021	25 (14.53%)	18 (15.25%)	00:00:35	1 (1.64%)	100.00%	44.00%	\$0.00 (0.00%)
% Change	12.00%	-5.56%	87.68%	-100.00%	-100.00%	-51.30%	0.00%
3. /payment/							
Mar 1, 2021 - Mar 31, 2021	19 (9.55%)	9 (7.50%)	00:03:17	1 (1.92%)	100.00%	21.05%	\$0.00 (0.00%)
Jan 29, 2021 - Feb 28, 2021	13 (7.56%)	8 (6.78%)	00:01:04	1 (1.64%)	100.00%	23.08%	\$0.00 (0.00%)
% Change	46.15%	12.50%	209.50%	0.00%	0.00%	-8.77%	0.00%
4. /forms-and-resources/							
Mar 1, 2021 - Mar 31, 2021	18 (9.05%)	11 (9.17%)	00:00:42	1 (1.92%)	0.00%	27.78%	\$0.00 (0.00%)
Jan 29, 2021 - Feb 28, 2021	17 (9.88%)	10 (8.47%)	00:00:21	2 (3.28%)	50.00%	17.65%	\$0.00 (0.00%)
% Change	5.88%	10.00%	100.90%	-50.00%	-100.00%	57.41%	0.00%
5. /?page_id=1139&preview=true							
Mar 1, 2021 - Mar 31, 2021	15 (7.54%)	4 (3.33%)	00:01:16	0 (0.00%)	0.00%	0.00%	\$0.00 (0.00%)
Jan 29, 2021 - Feb 28, 2021	0 (0.00%)	0 (0.00%)	00:00:00	0 (0.00%)	0.00%	0.00%	\$0.00 (0.00%)
% Change	∞%	∞%	∞%	0.00%	0.00%	0.00%	0.00%

6. /event/march-board-meeting-2/ 							
Mar 1, 2021 - Mar 31, 2021	10 (5.03%)	2 (1.67%)	00:01:10	0 (0.00%)	0.00%	0.00%	\$0.00 (0.00%)
Jan 29, 2021 - Feb 28, 2021	0 (0.00%)	0 (0.00%)	00:00:00	0 (0.00%)	0.00%	0.00%	\$0.00 (0.00%)
% Change	∞%	∞%	∞%	0.00%	0.00%	0.00%	0.00%
7. /events/ 							
Mar 1, 2021 - Mar 31, 2021	10 (5.03%)	9 (7.50%)	00:00:13	0 (0.00%)	0.00%	20.00%	\$0.00 (0.00%)
Jan 29, 2021 - Feb 28, 2021	8 (4.65%)	6 (5.08%)	00:00:21	0 (0.00%)	0.00%	0.00%	\$0.00 (0.00%)
% Change	25.00%	50.00%	-40.48%	0.00%	0.00%	∞%	0.00%
8. /resources/ 							
Mar 1, 2021 - Mar 31, 2021	10 (5.03%)	7 (5.83%)	00:00:24	0 (0.00%)	0.00%	20.00%	\$0.00 (0.00%)
Jan 29, 2021 - Feb 28, 2021	0 (0.00%)	0 (0.00%)	00:00:00	0 (0.00%)	0.00%	0.00%	\$0.00 (0.00%)
% Change	∞%	∞%	∞%	0.00%	0.00%	∞%	0.00%
9. /maintenance-and-emergencies/ 							
Mar 1, 2021 - Mar 31, 2021	6 (3.02%)	3 (2.50%)	00:00:23	0 (0.00%)	0.00%	16.67%	\$0.00 (0.00%)
Jan 29, 2021 - Feb 28, 2021	0 (0.00%)	0 (0.00%)	00:00:00	0 (0.00%)	0.00%	0.00%	\$0.00 (0.00%)
% Change	∞%	∞%	∞%	0.00%	0.00%	∞%	0.00%
10. /event/february-board-meeting-2/ 							
Mar 1, 2021 - Mar 31, 2021	3 (1.51%)	1 (0.83%)	00:00:05	0 (0.00%)	0.00%	0.00%	\$0.00 (0.00%)
Jan 29, 2021 - Feb 28, 2021	7 (4.07%)	7 (5.93%)	00:00:09	2 (3.28%)	100.00%	42.86%	\$0.00 (0.00%)
% Change	-57.14%	-85.71%	-44.44%	-100.00%	-100.00%	-100.00%	0.00%