

MONTGOMERY COUNTY REGIONAL WATER & SEWER DISTRICT
11/13/2024 Board Meeting Minutes
Montgomery County Government Center
1580 Constitution Row - Suite E
Crawfordsville, IN 47933

The Montgomery County Regional Water & Sewer District met in session on Wednesday, November 13th, 2024 at 4:00pm. The meeting was conducted at the Montgomery County Government Center in Crawfordsville, Indiana.

Board members present were: Chairman Dan Guard, Jake Bohlander, Greg Morrison, Treasurer Joyce Grumble, David Reeves.

Also present: Chris Kellner - BCS Management, Dan Taylor - Taylor, Minnette, Schneider, and Clutter P.C., Amy Moore - VS Engineering, Tom Astbury - Astbury Water Technology

Call to Order - Chairman Dan Guard called the meeting to order at 4:01pm. Quorum present.

I. Management & Administration:

A. Minutes & Board Meeting Schedule

Minutes for 10/9/2024 were provided by BCS Management for Board approval. *Jake Bohlander made the motion to approve the minutes. Joyce Grumble seconded. Motion passed 5-0.*

B. Treasurer's Report: Operating Fund Bank Balance = \$102,705.95 | Grinder Pump Maintenance Fund Balance = \$6,747.76 | Capital Fund Balance = \$4,501.99

C. Administrative Report - BCS Management

- i. Kellner shared a copy of the monthly administration report. Total claims were \$41,649.23 with \$18,200.00 for pump & haul pass through. Regular operating claims were down from last month coming to \$23,449.23. A net operating surplus of \$6,765.49 for the month was reported.
- ii. Kellner noted RDC loan repayment begins in December at \$4,494.39 per month for 12 months.
- iii. New connections: Nucor Towers and Structures - permit to be issued soon, VS signing off.
- iv. Connection incentive program: BCS reports 3 connections in process, just below the 4-5 target. Making final push before year end.
- v. Kellner referenced a detailed website report showing 80% increased engagement measured by time spent by users.

D. Maintenance Report - Astbury Water Technologies

- i. Tom Astbury reported the plant operated at an average flow of 53,600 gallons per day (GPD) (54% capacity) with max flow of 78k GPD and minimum flow of 35k GPD. Plant in full compliance.
- ii. Astbury stated the sinkhole investigation near SR 32 W Lift Station found no issues related to the MCRSD system or facilities. VS Engineering suggested INDOT get invited to a meeting to see the sinkhole.

- iii. Effluent lift station operational issue resolved. Indiana Pump Works (IPW) replaced the power supply at the Effluent Lift Station on October 18th.

II. Project Updates:

None

III. New Business

A. Rate Increase Procedure Status - Taylor, Minnette, Schneider & Clutter, P.C.

Dan Taylor reported no petition was filed during the objection period. New rates go into effect December 1st, 2024 for Ordinance 2024-01.

B. Digital Forms Discussion - BCS Management, Inc.

Kellner demonstrated the existing process of using existing forms and a pilot digital version/process example. The linked pdf on the website is downloaded, signed (either manually or digitally), then emailed or mailed. Any hardcopy would be scanned and form a pdf repository in the District's digital filing system. For convenience to the users and improved record keeping for the District, a digital form, such as Google Forms (presented) - could be offered that automatically generates new records in a database (Google Sheet) in the District's files. Kellner stated that the BCS internal assessment identified the only drawback as potentially increased SPAM submissions. The benefits outweigh the small SPAM risk created.

Dan Guard stated concern for convenience and efficiency, asking for a budget/cost to the District to build and post the digital forms. Joyce Grimble said the pdf/hardcopy alternative should continue as an alternative to the digital form to give users choice. Kellner agreed to put together a budget of hours to convert the forms on the website, while keeping the existing pdf/hardcopy choice available, to present to the Board in the December meeting.

IV. Old Business

None

V. Approval of Claims

A. Account Payable Claims = \$41,649.23

Jake Bohlander motioned to approve claims payment as presented. Greg Morrison seconded. No further discussion. Motion passed 5-0.

VI. Adjournment

Dan Guard moved to adjourn. Jake Bohlander seconded. Motion passed 5-0. The meeting adjourned at 4:20pm.

Submitted by Chris Kellner - BCS Management

Approved 12-11-24 2024



Dan Guard, President