

**MONTGOMERY COUNTY REGIONAL WATER & SEWER DISTRICT**  
**12/11/2024 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 13<sup>th</sup>, 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, Treasurer Joyce Grimble, David Reeves. (Absent - Greg Morrison)

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 4:00pm. Quorum present.

**I. Management & Administration:**

**A. Minutes & Board Meeting Schedule**

Minutes for 11/13/2024 were provided by BCS Management for Board approval. *David Reeves made the motion to approve the minutes. Joyce Grimble seconded. Motion passed 4-0.*

**B. Treasurer's Report:** Operating Fund Bank Balance = \$94,772.83 | Grinder Pump Maintenance Fund Balance = \$7,901.70 | Capital Fund Balance = \$42,002.73

**C. Administrative Report - BCS Management**

- i.** Kellner shared a copy of the monthly administration report. Total claims were \$36,927.85 (no pump & haul pass through received yet from Dutcher). Regular operating claims were up from last month mainly due to the RTS Insurance premium prepaid for the full year. A net operating deficit of (\$6,719.76) for the month was reported in large part due to the annual insurance payment.
- ii.** RDC loan repayment began in December at \$4,494.39 per month for 12 months.
- iii.** New connections: Nucor Towers and Structures - capacity fee paid to capital fund (see balance above) and permit issued. The monthly sewer bill begins now.
- iv.** Kellner noted that with the healthy operating fund at 3x regular operating claims and as the new rates are now in effect, surplus funds should be allocated to the Capital Fund to build that up to a healthy level for major asset replacements coming in the future.
- v.** Connection incentive program: BCS reports 3 connections in process. Last chance letters went out, working on getting all the signed agreements. We'll assess the results in January.
- vi.** Kellner active website users up 45%, new users up 65% last week probably from "last chance" letter mailing. David Reeves asked if that's up from only 5 or 6 users. Kellner noted the exact count was not the web report.

**D. Maintenance Report - Astbury Water Technologies**

- i. Tom Astbury reported the plant operated at an average flow of 50,200 gallons per day (GPD) (50% capacity) with max flow of 72k GPD and minimum flow of 32k GPD. Plant in full compliance.
- ii. Astbury stated the sinkhole investigation near SR 32 West Lift Station was conducted by Price Excavating on November 11. Additionally, the homeowner at 4105 E. SR 32 reported several softball-sized sinkholes on the north side of SR 32. Astbury is confident the District is not responsible. David Reeves suggested it may be a field drainage tile issue. Dan Taylor stated it should be determined if it is a legal drain / County issue or state (INDoT) issue. Dan Guard said he would follow up with Tom Klein and the other relevant County staff to investigate, pulling in INDoT as needed.
- iii. Indiana Pump Works (IPW) provided a quote to repair the pump pulled from the SR 32 West Lift Station. They quoted \$4,602 per the attached quotation to repair the pump, which is below 50% of the cost of a new unit. Astbury requested authorization to proceed with the fix.

*Motion to authorize Astbury to proceed with IPW pump repair at SR 32 lift station, not to exceed \$4,602 made by David Reeves. Second by Jake Bohlander. No further discussion. Motion passed 4-0.*

## **II. Project Updates:**

*None*

## **III. New Business**

### **A. Digital Forms Discussion - BCS Management, Inc.**

Following from the demonstration last month, Kellner shared a budget of hours to convert the forms on the website, while keeping the existing pdf/hardcopy choice available, to the Board. A few of the forms, such as the Permit Application, are not practical to digitize at this time as they would require a more advanced, premium form app (than Google Forms) to implement with automatic routing for signatures, etc. The total hours estimated are 6 - 8 hours (not to exceed \$1,320). At this time the Change of Ownership and Sewer Service Inquiry Form are the only two practical, one-step forms ideal for digitizing. Dan Guard asked Amy Moore to comment on how digitizing forms would impact their engineering work. Amy was supportive of it, citing how validating service addresses as they come in would be a benefit. Kellner added handwriting legibility is also solved with digitizing.

Kellner shared that other RSD clients are on fixed fee contracts where BCS would make similar operational improvements to gain efficiencies without any cost impact to the District; however, since the contract with the Montgomery County RSD is time & materials, these kinds of decisions require formal Board approval and funding.

*Motion to authorize BCS to proceed with digitizing these forms, not to exceed \$1,320 in effort made by Jake Bohlander. Second by Joyce Grumble. No further discussion. Motion passed 4-0.*

### **B. Uncollectible Account- Amy Cating, In The Black Bookkeeping**

*Motion to approve writing off uncollectible account of \$180.54 made by Jake Bohlander. Second by David Reeves. No further discussion. Motion passed 4-0.*

**C. 2025 Board Meeting Scheduling - Taylor, Minnette, Schneider & Clutter, P.C.**

Dan Taylor brought up the need to set the Board meeting schedule for next year. Dan Guard suggested moving them to 3pm, one hour earlier than usual. David Reeves said that would conflict with his work schedule; however, a 9am meeting would work as well as 4pm. Joyce Grimble preferred to keep it at the 4pm time. Jake Bohlander stated, as a new commissioner, he would be released from the RSD Board and this would be his last meeting.

*Motion to keep the Board meeting schedule as is for 2025 - held on the 2nd Wednesday at 4pm - made by David Reeves. Second by Joyce Grimble. No further discussion. Motion passed 4-0.*

**IV. Old Business**

*None*

**V. Approval of Claims**


**A. Account Payable Claims = \$36,927.85**

*Jake Bohlander motioned to approve claims payment as presented. Joyce Grimble seconded. No further discussion. Motion passed 4-0.*

**VI. Adjournment**

*Dan Guard moved to adjourn. Jake Bohlander seconded. Motion passed 4-0. The meeting adjourned at 4:24pm.*

Submitted by Chris Kellner - BCS Management

Approved  Dan <sup>1-8-</sup> 202<sup>5</sup>

  
Dan Guard, President