

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF TRUSTEES OF
TURKEY CREEK REGIONAL SEWER DISTRICT**

The Board of Trustees of the Turkey Creek Regional Sewer District met in the Office of the said District, 4852 North 1200 West, Cromwell, Indiana, on the 16th of January 2023. Such meeting pursuant to annual notice in accordance with the rules of the Board of Trustees and I.C. 5-14-1.5.

President Boone read the following: Public comments or questions will be addressed during the "General Public Business" section of tonight's agenda. Therefore if anyone has a comment to present which has not already been presented, or a question to ask which has not previously been asked please do so when acknowledged by the Board. State your name and you will be allowed 2 minutes for your comment or discussion of your question.

The meeting opened with the election of officers for the year 2023. Trustee Fishburn made the motion to maintain and keep the officers in the same position in 2023 that served in 2022. The motion was seconded by Trustee Herdrich and carried. The officers for 2023 are President-James Boone, Vice President-Robert Dumford and Secretary/Treasurer-Donald Dewitt.

President Boone called for the roll of members of the Board shown to be present or absent is as follows:

PRESENT

Robert Dumford
James Boone
Jeff Herdrich
Brad Fishburn

ABSENT

Donald Dewitt
James Young
Dan Mikolajczak

Also present were Andy Boxberger of Carson LLP, John Magsam and Jeff Hersha of Jones and Henry Engineering, Jane Bauer Assistant Office Manager, Karen and Michael Williams of Microbyte, Pam Johns-Office Manager and Timothy Woodward, District Superintendent. There was also a reporter from The Paper present.

President Boone verified that each Board Member had a copy of the minutes from December 19, 2022 regular meeting. Trustee Mikolajczak reported that there were two corrections to be made. The motion for the 2023 personnel recommendations was made by Trustee Mikolajczak and seconded by Trustee Fishburn and the motion to adjourn was made by Trustee Fishburn and seconded by Trustee Dewitt. The motion was made by Trustee Fishburn to approve the minutes as amended. The motion was seconded by Trustee Herdrich and carried.

After reviewing the claims (including explanation of the monthly charges from Ace Hardware and the R&R Visual invoice for checking the line at the Crow's Nest) Trustee Dumford made the motion to pay claim #'s 4268-70 from the Water Fund, plus claim # 4224, 4238-67 and 4271-72 from the Sewer O & M Fund. Also approved were check #'s 2429, 34 and 2437 from the Water Fund and check #'s 19826, 34,41, 43-47 and 19855-61 from the O & M Fund. The motion was seconded by Trustee Herdrich and carried.

Attorney Boxberger reported on a conversation he had with Brad Jackson a Kosciusko County Commissioner regarding the Porta a Potty changes the District made to its Use Ordinance. Commissioner Jackson thinks that the changes the District made including having to get permits are too cumbersome for the porta pot companies. Commissioner Jackson asked that the District consider going to a licensing system. During discussion regarding the regulations Attorney Boxberger did state that it would be possible to list all regulation and requirements on the license. The porta potty company would have to indemnify the District so that they would be responsible for taking care of and cleaning up any spills. Trustee Dumford stated that companies name would all have to be clearly visible on each porta potty. This could be a requirement stated on the license. Tim also suggested that we still use the TCRSD stickers that were purchased when the permit system was passed. Tim had also talked to Commissioner Jackson about the possibility of the porta pot companies emailing a list, perhaps monthly of the porta potties they have placed within the TCRSD boundaries. After discussion it was decided that an annual license fee of \$100.00 would replace the permit fee passed at the last meeting. Since any spill in the District must be reported to IDEM and cleaned up, the porta potty license must state the company is responsible for all cost related to the cleanup from a spill. It was decided that any license should state the porta pot company has 24 hours to report it to the District and clean it up making sure the porta potty company knows that the District is required to report any spills to IDEM. Pam asked if it would be possible to put the companies name on the sticker so when driving around make the TCRSD employees would know who owned them. Tim will review options and also check to make sure that the stickers would both adhere to the porta potty and be able to be easily removed when they are returned to the company. President Boone asked Attorney Boxberger to let Commissioner Jackson know what the District is planning and also have the changes written up for the Use Ordinance so the Board can vote on the final changes at the next meeting.

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John Magsam reported that construction on Northshore/Eastshore is complete and start up for the pump stations will be this week. There is a temporary control panel and generator at pump station #1 and NIPSCO said the gas lines should be hooked up by the end of the month.

John presented pay request # 11 from Selge. Trustee Herdrich make the motion to pay Selge pay request # 11 in the amount of \$262,290.91. The motion was seconded by Trustee Dumford and passed.

John also stated that all the gravity lines are in and the District should be ready for Andy to send out the notices to all the Northshore/Eastshore property owners. This letter will include the notice that service is now available, charges will start with the March 1, 2023 bill and will include all specs and material options for hooking in. The new rate as of February service (3-1-2023 bill) for all sewer customers will be \$71.85/edu. John also recommended that all information that is included in the letter also be put on the web site.

Jeff stated that he had spoken with SRF to verify the Districts construction numbers and he is comfortable that even though with all the material delays we are over budget but are well within the contingency numbers. After reviewing charges still to come he is comfortable that the District is in good shape. He will continue to keep the Board updated. Jeff also requested that Andy verify the legal project cost numbers and get back to him with the current Carson's LLP totals. Jeff also verified that Pam had included in this month's packet a summary of pay requests that had been sent to the SRF. Jeff reminded the Board that the Asset Management Plan required by SRF is being worked on. This includes operational information, financial and management information, capital assets and investments. It includes an organizational report listing requirements for each District employee's job. Also included are standards used for estimating staffing needs based on size and type of plant the District has. This does take into account any contract labor the District uses.

Tim stated that this report when submitted to SRF will also be submitted to Jeff Rowe at Baker Tilly.

Tim reported he has hired Steve Bean part time. Steve is an experienced electrician and mechanic and Tim is currently working with and training him as a possible addition to the District. Tim also reviewed with the Board the current staff and their experience at the District. Tim is training people to do more of the work in house as outside labor is getting very expensive and hard to find. An example Tim gave was the fact that the District was able to haul out 300,000 gal of liquid sludge and 65 ton of dry at a cost of \$1200.00 which is just a fraction of what it would have cost to contract it out. Also District employees are doing more mechanical and electric work in house.

Jeff reminded the Board of how different this plant is than most others in that it "lives and dies" by the July 4th holiday. Jeff did point out that the plant operates well above the "ten state standard" which plants are judged by.

Jeff then reviewed the plant capacity and pointed out with the District's growth the capacity will need to be increased. He feels the best way would be to increase the aeration capacity in the oxidation ditch. Jeff is working with Tim to find the best way to increase capacity. They are looking at ways to improve capacity in order to have IDEM rerate the plant from 3.7 to 6. After reviewing four options with the Sewer Committee and due to the fact that whatever system was recommended it would only be needed during the 1-2 months of the busy summer season. The decision was made that the best option would be the Oxystar Aspirating Aerator and would probably be used with a floating pontoon base. Jeff has spoken with Brian Houghton of Jones and Henry checking equipment availability since the Board has indicated a desire to fast track improvements in time for this summer season. Attorney Boxberger reminded the Board of the bid threshold of \$50,000.00 that would have to be taken into account with any options picked. Trustee Dumford had the Board look at the recent oxygen demand and pointed out the numbers for July 2021. President Boone pointed out that in order to add any more customers the plant capacity would have to be increased. Jeff stated he did have a design contract if the board decided to immediately go ahead with a plan to increase capacity. In order to go out for bid, designs for the plan would have to be finalized in order to have specs. Trustee Herdrich made the motion to go ahead with a design contract not to exceed of \$54000.00 for the aerator system. The motion was seconded by Trustee Fishburn and passed. Attorney Boxberger was asked to prepare the bid request.

Jeff also had new on call contracts for both water and sewer that needed to be approved and signed. The sewer on call contract amount is up to \$35,000.00. Trustee Dumford made the motion to approve the new sewer on call contract not to exceed \$35000.00. The motion was seconded by Trustee Herdrick and carried.

Tim pointed out that the District has not had a permit violation in over eight years and also reviewed the "Statement of Value" he included in the packet this month which includes replacement costs.

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Tim reviewed the information he has found as far as the sewer line in the Buttermilk area which are now under concrete and buildings. When reviewing the maps from 1988 when the District was formed Tim believes these lines had already been installed as part of the old Buttermilk System which the District inherited when TCRSD was formed. Neither Tim nor Attorney Boxberger have been able to find any easement documentation. Tim feels that we should require home owners to install check valves but due to the fact that most of them are under concrete he is not sure what the best way to proceed is. The District also needs easements done if they are ever to work on any of the lines. They requested that Attorney Boxberger send the affected home owners a letter stating that a check valve has to be installed and an easement obtained.

Tim stated that he has had calls regarding hooking up to the new line on Memorial Parkway. This is a private line that was put in on an emergency basis due to septic failure on one of the properties and then three properties requested to tie in. The owners had discussed doing a recapture agreement but since Tim has had inquiries from other owners about hooking up he is wondering if the District should purchase the line. There would be 24 properties that could be tied in. Tim also discussed the options of bringing the flow up thru King Arthur Lift Station and keeping it off of A1A Lift Station. After discussion the motion was made by Trustee Dumford to purchase the Memorial Parkway sewer line. The motion was seconded by Trustee Fishburn and carried.

Tim reported on the questions and delays with the improvements the District has required in the Sunset Condo area. He is working on options that would eliminate the lift station that he feels is currently too close to the lake (25').

One option he mentioned is a lift station across the road by the gas station.

President Boone asked regarding the multi user letter that was sent out by Attorney Boxberger. Tim and Andy will follow up and see what changes may have to be done.

Tim reported on the water plant and explained that a "soft" spot was found in one of the tanks. Tim had a band put around it and it appears to be ok for now but a long term repair has to be planned. The District as part of the original grant money to take over the existing water plant. Tim spoke with "Ortman" and they recommended a company in Ohio who coats tanks. The quote for coating came in at \$19,000.00. Tim reported that he is working with Ortman on a short and long term plan. The short term plan would be installing VFD drives but it could cause stagnate water in the 6 miles of lines.

Depending on the adjustments made the chlorine system currently used may have to be changed from a vacuum system to a signal system. Tim and John Magsam are getting information and quotes for new tanks from a company in Kendallville that has been recommended. Tim reported on a study that was done in 2013 for a new water system. The cost came in at 6 million dollars for less than 250 customers. The water fund has under \$50,000.00 dollars in it and Tim asked Attorney Boxberger if the water utility could borrow from the sewer utility in order to make the necessary improvements. Attorney Boxberger said with SRF approval the water plant could borrow from the sewer plant. Tim would like to have everything in place in order to do the repairs in April or May. As far as the long term plan it would be contingent on grants available for small water systems. Tim asked Jeff to look into any funds that may be available. Tim stated he had ordered two relief valves that can be put on the hydrants in case there is a problem with all the tanks.

The motion was made by Trustee Dumford to spend up to \$30,000.00 for VFD's and a chlorinator system for emergency repairs at the water plant. The motion was seconded by Trustee Fishburn and carried.

After discussion Trustee Dumford made the motion for approval for the water plant to borrow \$50,000.00 from the sewer plant for emergency repairs. The motion was seconded by Trustee Fishburn and carried.

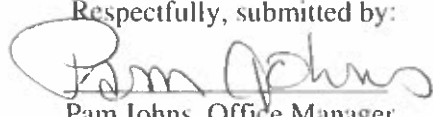
Tim presented the on call contract for the water plant. Trustee Dumford made the motion to approve a new on call agreement with Jones and Henry for the water plant in the amount of \$25,000.00. The motion was seconded by Trustee Fishburn and carried.

There being no further business to bring before the Board, Trustee Dumford made the motion to adjourn. Trustee Fishburn seconded the motion and the motion carried. The meeting adjourned at 9:20 p.m.

February 20, 2022


James Boone, President

Respectfully, submitted by:


Pam Johns, Office Manager