**LIBERTY REGIONAL WASTE DISTRICT BOARD MEETING MINUTES FEBRUARY 21, 2019**

The LRWD board meeting was called to order by President Steve Knote@ 7:00 p.m. Members in attendance were James Cook, Brent Devine, Steve Knote and Bruce Reinke.

Member Steve Graves was absent.

Others in attendance were: Office Manager Kathy May, Superintendent Jerry Zearbaugh, Bookkeeper Peg Selvey, Attorney Mark Abrell, Engineer Rick Miller, Al Stong from Commonwealth Engineering, Mark Hass from Watch Communications, Mike Jacobs a new board member for Delaware Regional Waste District arid customer Kenneth Byrd.

Mr. Knote opened the floor for new business.

New Business

Mr. Knote recognized Mark Hass from Watch Communications. Mr. Hass had contacted Jerry earlier in the month and wanted to know ifLRWD would want to let his company have access to our tower on the south side of our building. His company is a "for profit company" and approved by the FCC and is a county wide network for business and residential use. Watch connecter is a provider of the service and he can rent, lease or share services for the use of our tower.

Mr. Hass just does the preliminary visit and an engineer will follow up with details if LRWD is interested. The Board would like to know more about the company and would like to meet with an engineer.

Mr. Knote recognized Joe Alberson from the Selma Athletic League. Mr. Alberson is one of the new managers of the ball diamonds and wanted to discuss the past due sewage bill for the diamonds. He wanted to know if we could adjust the penalties on the bill, but LRWD doesn't charge a penalty for their billing. He said they would pay the bill as soon as possible.

The Board told him they would like to help with the bill so that the kids could still have a place to play. The Board agreed to do a one (1) time adjustment on the past due bill from last year's ball season.

Mr. Cook made a motion to adjust the Selma Athletic League's bill one (1) time by charging them the rate that is charged to LRWD by Muncie Sanitary District, in the amount of$378.12. Mr. Reinke seconded the motion, all ayes, no nays, motion carried.

Mr. Knote recognized Al Stong from Commonwealth Engineering. Mr. Stong told the Board that the anti-degradation study will cost $25,000.00 and the environmental study rep01t and submittal will cost $7,500.00. These reports are for financing and funding for

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the proposed joint treatment plant with Delaware Regional Waste District and LRWD's share is half, $16,250.00, if we want to continue.

Mr. Devine made a motion to pay half of the studies in the amount of$16,250.00. Mr.

Cook seconded the motion, all ayes, no nays, motion carried.

Mr. Knote recognized Kenneth Byrd. Mr. Byrd wanted to know if the Board had heard from any of the people that LRWD sent letters to pertaining to whether Mr. Byrd's neighbors would be interested in connecting to the sewage system and sharing the cost with him so he could connect 5321 E Centennial Ave. LRWD didn't receive or hear from any of the people that letters were sent to.

Claims totaling $158,875.51 were viewed and signed.

Mr. Devine made a motion to accept the claims as written. Mr. Cook seconded the motion, all ayes, no nays, motion carried. . . . .

Mr. Knote recognized Peg Selvey, Bookkeeper for the financial rep011. Peg reported receipts for January 2019 were $135,265.26 with disbursements of$138,933.03 leaving

$3,667.77 in the red.

As of today, 2-21-19 the billing office has collected $118,601.59 with disbursements of

$128,029.85, leaving $9,428.26 in the red. The Muncie Sanitary bill is included in this in

the amount of $83,098.73 for February 2019.

Peg told the Board that the debt rep011 was sent to the state 2-5-19. It was due 3-1-19. The annual report is due by 3-1-19.

The 1099 & W-2 reports were received by the state on 1-30-19 & 2-14-19 respectively and on time.

Peg told the Board that she received another bill for the 2017 Audit in the amount of

$4,761.00. That would make the total charge for the audit $7,454.00. Peg called SBA & they said they allowed 75 hours for the audit, but it took 83 hours. Peg had already been billed for and paid $2,693.00.

Peg told the Board that the next sewage bill to MSD is $76,454.43 that is due 3-13-19.

Mr. Devine made a motion to approve the financial report. Mr. Reinke seconded the motion, all ayes, no nays, motion carried.

Mr. Knote recognized Attorney Mark Abrell. Mark told the Board that the IURC asked for an extension for MSD. It was extended from 2-18-19 to 2-25-19. LRWD is changed from 3 25-19 to 4-15-19.

Mark told the Board that he talked to 11 sewage districts to see how they operate and what their rates are and how many employees.

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Mr. Knote recognized Engineer Rick Miller. Rick told the Board he is working on the best way to help cut down I & I. Rick is looking at relocating the main from Glenn Hills, also checking bad laterals, broken pipes, clay tiles and clay laterals. Rick will report back next month with more information.

Mr. Knote recognized Superintendent Jerry Zearbaugh. Jerry's minutes are attached. Mr. Devine made a motion to do all the repairs on Jerry's list, except number 7 or (g) as it appears on the list, for a cost of approximately $25,000.00 for the items in A through F and Hand I. Mr. Cook seconded the motion, all ayes, no nays, motion carried.

Mr. Knote recognized Office Manager Kathy May. Kathy asked the Board if we could write off a bad debt for property located at 8001 E Gloucester Rd in Hyde Park. The house was sold in a tax sale. The amount to write off is $7,135.04.

Mr. Cook made a motion to write-off the bad debt on 8001 E Gloucester Rd, in the amount of $7,135.04. Mr. Devine seconded the motion, all ayes, no nays, motion carried.

Kathy told the Board that she is having Attorney Mark Abrell to send out 17 shut-off letters. Most of the customers have been sued several times before so we decided to try shut-off letters to see if it is more effective.

Mr. Knote seeing no further business adjourned the meeting. Liberty Regional Waste District

Kathy May / Office Manager

February 21, 2019

Meeting adjourned @ 9:49 p.m.

# Notes for LRWD Board Meeting February 21, 2019

* 1. On January 10, we noticed the lid on manhole #220 was tilted and upon further investigation we discovered the upper cone of the manhole had been lifted off of the base. We took a picture and called Culy to apply new Kent­ seal and reset the upper cone section. We also notified GRW Engineering. Culy has reset the cone section with Kent seal at the joint.
	2. When we have a major rain event, we get high level warnings at our #1 Lift Station. In April 2018 we had an overflow incident at manhole 219, which we filed a report with IDEM. In January 2019 we have and issue with manhole 220 that actually raised the cone section of the manhole. thus, breaking the .

seal at the joint. On January 24th

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we called our local IDEM rep to report this

issue. On February, we had an overflow incident at manhole 220 due to an extended rain event. **We filed a Bypass Overflow report** with IDEM and talked with Andy Schmidt, our local IDEM representative. We have shared this information with GRW Engineering for assistance in solving this issue by re-routing the flow from Hyde Park, Whitney Road, and Frank's addition away from Lift Station #1 which would lighten the load there.

* 1. On January 19th we lost power to (4) lift stations due to freezing rain. When the power was restored, the Smithfield Lift Station did not work because both motor starters developed faulty Motor Logic overload blocks. We did not have any spare parts for the type of motor starters. These motor starters were listed as **OBSOLETE** on the Square D web site. The replacement cost was

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$1643.75 each. We then discovered that these motor starters were actually for 30 horsepower motors and the Smithfield Lift Station uses 10 horsepower motors. We then installed two Allen Bradley IEC 100-C43 motor starters for 10-horsepower motors at a cost of $365.97 each, **thus saving us $2555.56 for the repair cost.**

* 1. We need to get our parking lot and maintenance areas paved as soon as possible due to the slick icy spots left on the gravel. This is a **safety issue** and needs addressed as soon as possible. Does the board want quotes? If so, from who? **Brooks Paving** - **Dirt Works** - **American Asphalt**

If we pave the parking lot, we should contact the Selma storm water personnel to have a collection box installed to accept the run-off water form out parking lot.

* 1. We have received the final telespection report from Culy Contracting concerning all of the manholes and pipes that contribute to the Truitt Road Lift Station. Several issues have been reported that include tree roots, separated

## pipes, holes in pipes, a ruptured gasket that is spraying ground water, mineral deposits, and constant flow in several laterals. All of these items generate severe infiltration issues that need to be addressed as soon as possible. We have requested quotes for the repairs and they are as follows:

* + 1. Ruptured tap at 1809 N. CR 397 E Culy Contracting $3750 Crossroads Excavating $7353
		2. Seal Manhole 116 at 305 Lafayette Due to leaks at the joints

Culy Contracting $1120

* + 1. Point repair at 6800 Fisher Lane

Due to tree roots and severe infiltration Culy Contracting $3140

* + 1. Point repair at 6800 E. Centennial Due to pipe separation and infiltration Culy Contracting $2450
		2. Point repair at 313 Lafayette for Hole In the pipe and infiltration Culy Contracting $2964
		3. Point repair at 6804 Fisher Lane due Tree roots and severe infiltration Culy Contracting $3460
		4. Lateral launch of camera to find infiltration and suggestions for repairs

Culy Contracting $5424

**This is to be re-introduced in July**

* + 1. Pipe patch for a rolled gasket

111' from manhole 139 on Truitt Road Culy Contracting $2800

* + 1. Pipe Patch at 300 Cook Road

Due to a hole in the pipe and infiltration Culy Contracting $2800

**Board Approval**

Yes X No Yes No X

**Board Approval**

Yes X No

**Board Approval**

Yes X No

**Board Approval**

Yes X No

**Board Approval**

Yes X No

**Board Approval**

Yes X No

**Board Approval**

Yes No X

**Board Approval**

Yes X No

**Board Approval**

Yes X No

Submitted,

Jerry D. Zearbaugh, Supt

**Table ES-16**

**Project Schedule and Milestone Dates** - **DCRWD and LRWD**

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| --- | --- |
| **Item** | **Date to be Completed** |
| District Authorizes Environmental Report/ Antidegradation Demonstration | February 2019 |
| Submit Completed Application to Funding Agency | June 2019 |
| District Receives Funding Agency Approval | August 2019 /May 2020 |
| District Authorizes Preliminary Design Phase | September 2019 |
| District Authorizes Final Design Phase | February 2020 |
| Submit Design to IDEM for Construction Authorization | June 2020 |
| District Receives IDEM Construction Authorization | August 2020 |
| Construction Bidding Phase | October 2020 |
| Close on Construction Loan | December 2020 |
| Award Contract and Issue Notice to Proceed | December 2020 |
| Construction Substantially Complete | November 2021 |
| 11-Month Warranty Inspection | October 2022 |