

Joint meeting HRSD/BCRSD
May 24, 2022
BC Community Church Pavilion
6:00

The joint meeting of the BCRSD and HRSD convened at 6:00 pm.

Attending: Clint Studebaker by phone, Richard Hall by phone; Phil LeBlanc, Mike Leggins; Brian Webb, Kyle Myers, Jenny Austin, Vickie Perry, and guests Suzannah Couch (BC Democrat), and Tim Clark.

Clint suggested that we sign the new agreement that was created by Richard Hall.

Rich thinks that either board alone cannot raise the funds to do the whole project. Kyle asked what's different than the agreement we signed last year, and why that document from 2021 wouldn't be sufficient. Rich responded that the new agreement covers more detail on the ARPA monies we've both received....that the new agreement is an updated version, and he's confident that we will need a signed agreement in order to proceed in the next phase of funding for the expansion projects.

Mike suggested that we table the signing of the document until the next meeting in June, to allow everyone to sufficiently review the document. Vickie talked about the need for a formal agreement, or at the least a memorandum of understanding, on the plans for the project.

Vickie says the funders will indeed want a formal agreement between the two boards.

We will have to decide jointly on how & who to hire for the engineering and rate consultants.

Clint can prepare an advertisement for the newspapers on hiring consultants.

BCRSD is ready to put the ads in the Democrat, Indpls. Star, HT, and Republic.

Vickie informed us that we have to send RFPs to a minimum of 5 firms...3 of which have to be women-owned & minority-owned firms. Clint said we have at least 10 firms, and some of those firms are women-owned. Vickie talked about the scoring of the proposals, we will receive, and she brought some sample questions to review. Clint asked Kyle about the engineering requirements for the project. Kyle said that HRSD doesn't have our RFQ ready yet. Vickie explained the process of requesting quotes for rate consultants, engineering firms.

Clint discussed the engineering & rate consultants, and that it might be beneficial to use the same rate consultant for both boards. Kyle said he agrees that using the same rate consultant might be good...and possibly the engineering firm. Vickie thinks we will need two separate contracts for the rate consultants...but the two contracts could possibly be from the same firm. Kyle commented that there may be advantages of having two firms for the building projects: one for the collection system, and one for the WWTP... Kyle said it would be important to see if an engineering firm has the manpower to do both projects...and there may be a firm that can do that...but it may require two separate firms. It might be that both boards will select the same firm, in the end.

Clint said we should have the ads in the newspapers by the next joint board meeting on June 28, and wants both boards to be ready with the SOQs and RFPs.

Jenny should look up the documents that Vickie has prepared for BCRSD and see if we can use those same documents with modifications for HRSD. The next HRSD board meeting is June 1 @ 5:30, and Vickie will attend to assist us with the documents necessary for our board.

Tim asked if its normal to have two separate entities to handle the collection and the treatment, and Vickie confirmed that it is common to have two entities involved and working together. Kyle explained that we are trying to take advantage of as much funding & grant money that might be available to us. There was lengthy discussion of the proposed procedure of one entity billing their respective customers: HRSD would bill BCRSD as one customer, as well as the HRSD current customer base. BCRSD would be responsible for billing their individual customers in their proposed area of service.

Kyle moved to have Brian be the designated signer for the line of credit loan with Peoples State Bank, which is to replace the loan we had with Mutual Savings bank. Jenny gave the second to the motion. Passed 3-0.

The meeting was adjourned at 6:50.

Next joint meeting of HRSD and BCRSD boards will be held in the pavilion at Brown County Community Church on June 28 @ 6:00.

Respectfully submitted,
Jenny Austin, Secretary, HRSD