

**BROWN COUNTY REGIONAL SEWER DISTRICT**  
**Minutes of Board Meeting: December 13, 2022**

**Meeting Location:** 4-H Office – Fairgrounds.

**Call to Order:** President Mike Leggins called the meeting to order at approximately 6:05 p.m. All Board members, namely: Mike Leggins, Phil LeBlanc, Clint Studabaker, and Matt Hanlon were present, along with other interested persons. Board Member Richard Hall was not in attendance.

**Review of Prior Minutes:** After brief discussion, a motion (Clint) and second (Phil), the Minutes of the Board's meeting held on November 17, 2022 were unanimously approved.

**Treasurer's Report:** Treasurer Phil LeBlanc gave the Treasurer's Report based upon the November 2022 bank statement. The starting balance was \$57,058.55 and the ending balance was \$56,438.61.

- Phil presented the post office invoice for PO box renewal totaling \$52.00 was motioned for approval and approved unanimously.
- Phil presented the outstanding Lochmueller invoice. The firm had completed their final actions of generating the strategic plan and watershed study informational videos. BCRSD has posted them on the website completed their action item. Their invoice for \$2,180.00 was approved unanimously.
- BLN Invoice was then presented for discussion. This is the first invoice using ARPA funding and it was for \$10,140.00. This invoice will be sent to the Auditors Office for invoice payment. The treasurer Phil will create a spreadsheet to track all ARPA funded invoices. Matt suggested the generation of an email between contracted firms (in this case BLN), BCRSD, and the Auditors office of when the invoice was delivered to help track payments to these organizations.

**Current Matters:**

- BLN Engineering PER
  - BLN has initial layout for Lift stations, approximate number, and sizes.
  - Clint will meet with the Lake Monroe Conservancy to present BCRSD progress and obtain conservancy support with the long-term goal being a cross-county agreement to collect wastewater for the west end of Lake Lemon.
- SRF Meeting
  - Clint met with Camille Meiners. SRF has changed the deliverables to include asset management plans. BCRSD will need to update deliverables with BLN to expand scope for this requirement. Items to include but not limited to: emergency management, count of units, critical failure points, life cycle management.
  - Hope to have updated BLN terms for asset management plan in January meeting.
- Reedy Financial Rate Study
  - Reedy needs to approve contract after Richard finalized updates. A motion to sign the contract was motioned by Clint, seconded by Matt, and unanimously approved.
- Website Update
  - Facebook page now live and will direct all information to the website. This includes meeting notes, and Lochmueller videos. Matt confirmed others have been able to view the videos and the links are properly working.
- Joint BCRSD and HRSD update
  - Need to meet with Rural Development and SRF quickly prior to PER submittal for buy-in / engagement of government entities. Goal is to meet after a draft plan is ready so plan can be better understood by RD/SRF.
- SAM Registration
  - Need to renew our registration for 2023. Will reach out to Ladd for help executing as they previously represented BCRSD in this renewal. USFCR SAM = US Federal Contractor Registration, System for Award Management.
- Legal Consultant
  - Reedy and BLN have submitted suggestions. Need to solidify before January meeting. No RFP required but may want to interview.

**Adjournment:** Upon a motion to adjourn made and seconded, President Mike Leggins adjourned the Board meeting at approximately 7:00 p.m.