

**Helmsburg Regional Sewer District      Meeting Minutes**  
**MARCH 18, 2019**  
Brown County Public Library

ATTENDING: Denise Broussard, Harrietta Weddle, Jenny Austin, Frank Muzzillo

Denise Broussard called the meeting to order at 5:35 pm. Denise announced that this would not be a "regular meeting", but rather a meeting to deal with invoices, etc., because Attorney John Young could not be here this evening.

**Special Meeting:**

There will be a Special Meeting held next Monday, March 25, 2019, at the BC Public Library, when either John, or his father, Roger, can be here to discuss the necessary amendments to the rate increase and billing procedures.

**Billing Envelopes:**

There was discussion of the price quote for billing envelopes that Denise obtained from Printing Partners, in Indianapolis. The envelopes are to be the window style, with Frank Muzzillo's return address printed on them. The price quoted is \$117.46 for 1000 envelopes, but that price does not include the return envelope. Denise will check on that additional cost. We feel that to include the return envelope is important due to the change in billing procedure from having the BCWU doing the billing, to now having Frank handling this task.

**Minutes:**

Jenny Austin presented the minutes from the January Special Meeting on January 25, as well as the minutes from the February HRSD, and the joint meeting with Gnow Bone RSD on February 18, 2019. Harrietta Weddle moved to accept, with a second from Denise. Passed 3-0. (Jenny took minutes in John's absence for those three meetings.)

**Invoices:**

Claims #3382 – #3386 all total: \$2,392.87.

Denise moved to accept claims, Harrietta seconded. Passed 3-0

**New Account:**

Harrietta reported that she opened a new account at Mutual Savings Bank, in Trafalgar to prepare for the new billing. There is also a branch of this bank in Franklin, which will be convenient for Frank to make deposits. The bank has provided envelopes for our loan payments to go directly to Mutual Savings Bank, and Frank will send the loan payments. Harrietta has ordered new checks for this account, and awaits their arrival.

**State Audit Update:**

The State Board of Accounts has finished the 5-Year Audit of HRSD. There is an invoice for this being done. At a total of \$5743, and is yet to be paid. We do not currently have enough cash on hand to pay this bill, and a proposed payment plan from the State was suggested, at \$478.53/month for twelve months. Harrietta says that's not doable for us, and will contact the State Auditor to discuss a lower monthly payment.

**Repairs to Equipment:**

Denise reported that EMF had to have a new pump, and Robin installed an in-stock pump.

Robin also had to come for 2 other repairs, besides the pump replacement for EMF. Robin will bill HRSD for this repair amount. Harrietta reported that IDEM inspected our plant today, and everything was found to be in good condition. Harrietta thinks that Robin keeps records of the repairs he has made to HRSD equipment, and Jenny stated that it would be good to maintain a list of repairs already made, age of equipment so as to anticipate when repairs or replacements might be necessary.

**Special Guests:**

Commissioner Jerry Pittman attended, and spoke about the possibility of a merger with BCRSD. He said he would like to help facilitate a merger, if possible.

County Council President Dave Redding also attended and said he would like to assemble all members of the sewer boards in Brown County to talk about working together. He pointed out that he would like to see our base grow, and that it's in the county's best interest to be good stewards, and to keep things moving forward.

There was discussion of ways to cut users' costs, and whether the HRSD could approach the County Council to request financial assistance. Denise stated that John Young has advised that HRSD is not eligible for funding from the Council, and that the reason that the BCRSD received funding was because their group has "Brown County" in the name. This is something that needs to be clarified. Neither Jerry nor Dave appeared to think that was an issue. Frank stated that Vi Simpson had been instrumental in helping Gnaw Bone get their sewer district set up. The suggestion was made to go ahead and meet with the other sewer boards, and to prepare a written statement from HRSD on the terms that we would find acceptable in a partnership with BCRSD. Harrietta said that John Young had already mailed a letter of this nature to the BCRSD members, however, none of the HRSD members have a copy of this document, if it exists. Jenny made the point that board members should receive a hard copy of any correspondence distributed on our behalf.

Tim Clark suggested that to prepare the written opinion/proposal would be beneficial for the records, and that he felt it was more cost effective to allow BCRSD to send their flow to Helmsburg's plant, rather than building a new plant.

Denise asked Jenny to take notes, should a meeting be arranged between all the sewer boards, and to notify Jerry Pittman to go ahead and set up a meeting, if the other boards would agree to meet. Denise suggested that all board members sign the document so that everyone is on the same page and has the same information. It is apparent from reports by different folks attending the various sewer board meetings, that there are frequent misquotes and unclear information circulated. Hopefully, a joint meeting with a document as described would alleviate the miscommunication.

**Contracts & Rate Study:**

Denise hopes to have the Keystone contracts ready for the March 25 Special Meeting. Dave Hess said he will be on hand to represent Gnaw Bone at that time, perhaps the other GBRSD members will also be in attendance.

We don't have to do a rate study for the HRSD commercial accounts. We will only need to keep the rate figured as: 0 – 2000 gal. = \$70, then \$20 per 1000 gal (or any part of 1000 gal) in excess of 2000 gal. Our only change will be to change the \$70 to \$92

Adjourned at 6:29

Minutes taken by Jenny Austin in John Young's absence.