HRSD
March 2, 2023 @ 5:33 PM
BC Community Church

Brian Webb called the meeting to order at 5:42 PM;
In attendance: Brian Webb, Kyle Myers, Sandy Higgins, Beth Stover, Erica Bryenton, and Clint Studebaker;

Minutes: Sandy read the minutes to the February 1, 2023 mtg. to be approved and signed off, after correction of next BCRSD mtg. date. **Brian made a motion to accept said minutes and Kyle 2nd motion, all voted in acceptance of said minutes as read with date correction**;

Brian did not get January 4, 2023, minutes typed and will have them at the April, 2023 Mtg. and they will be approved and signed off at that time.

Treasurer: Kyle reviewed Claims and Deposits made in February. Total Claims were $8,539.03 and Deposits were $5,797.67. **Brian made motion to accept said Claims and Deposit report, and Sandy 2nd motion, all voted to accept February Account Summary;**

Kyle distributed update for the Target Funds; Target 1 being money spent for the land for the new station and adding the two houses to the systems; Target 1 is completed, working on Target 2 & 3. There was discussion of calls that Brian has received of outstanding invoices, where payments come from the BC Auditor's office. Kyle has spoken to Julia Reeves, Brown County Auditor, and will be speaking with her again as to how they keep track of when those payments will be made and the time it takes to make said payments;

Beth presented:
1.) Profit and Loss Accounting Summary as of year to date, all reconciliation reports were and do balance;
2.) She fixed ACH deposits that were incorrect in October, 2022, and fixed the individual's accounts with a credit of said 4 months penalties to bring their billing statements up to date;
3.) She noted that account 14 had the damage fees for the replaced pump, applied to the statement and added to the full amount to be collected from that client; and,
4.) She then reviewed the penalties list for those accounts that are behind in payments, with an observation list of properties.

Old Business:

Discussion was had re: Treatment Improvements Plan/PER: Board met with Todd 2/28/23 before Joint Sewer Boards Mtg. and Kyle spoke to Todd afterwards, about adding Admin/Maintenance Building, in the plans at a reasonable cost, much lower than spoken about at the joint mtg. Only plan is to possible make it so it can be added onto if and when both districts merge.

2nd PER is 75% done and they are trying to have it finalized by our next Joint Mtg. on the 28th of March. Deadline at this time is April 1st, 2023. Kyle will be working on Easements between now and then. With focus on the #7 properties that have expressed interest in adding on to HRSD and having them sign just paperwork to be added on to HRSD, then after deadline date Kyle will speak with properties that might want to be added on that will be in line to do so, due to easements being available, if they want too.

Clint Studebaker asked about Camille, at SRF and had Kyle spoken to her as to what are they going to accept for number of easements to complete the project. He knows they want 80 – 85% of said properties in proposed area, of the total property count. Kyle knows there are #23 already tied on that are not accounted for on the original hook-ups going to Helmsburg Elementary School. Kyle will be working on this and feels we will be pretty close to the 85% number.

Clint presented the signed request letter to the BCRSD, from HRSD, for the expansion of HRSD territory, for the PER, along with the response letter from HRSD to be signed by our Board.
Brian made a motion was made to accept our response letter to BCRSD's letter for the addition of said territory and following parcels as stated in said response letter, Sandy 2nd said motion and all voted to accept.

When Sandy gets minutes for this meeting completed she will get to Kyle and he will submit them along with the signed letters to Lochmueller to proceed with the Grant.

New Business:

Jenny Austin's number and e-mail needs to be taken off for Customer Service ties with all clients.

2022 Audit "exit interview" with SBOA. We have to put together the corrective action statement and since this is all new to Kyle, Sandy will review and guide him as to what he needs to do in order to interact with SBOA and make life easier with State Audits.

Erica Bryenton, asked that when the property they are purchasing is closed and in their name, can they get on the 50.00 charge, since no one will be living there until updates to property are complete. Brian stated that after a statement from BC Utilities is submitted to HRSD, that the water meter has been "pinned" then a $50.00 rate will be accepted until the property has tenants. If it used, even for construction, and not pinned then the water is going somewhere and therefore there is a charge for all usage. All customers have to have the same policies rate formulas.

Kyle got a call from a property owner who has not had anyone using the home for many years and the water meter was still active. Kyle said he had to bring a request for the 50.00 reduced rate to the board and they will vote to get it lowered. But, Brian asked if we get a statement from the Water Co. that the water has been off all this time, can we just vote to reduce the rate? Kyle said he would call the water company to verify that water has been turned off. **Brian made a motion to, pending a statement from BC Utilities, that the water has been turned off we vote to reduce the billing rate to $50.00, Sandy 2nd said motion and all voted to accept.**

Kyle presented a Municipal Advisor Engagement Letter from the Reedy Financial Group that needed to be signed and returned. Kyle reviewed and It is the same letter BCRSD has signed and Brian signed for HRSD.

Robin will be ordering control panels, and getting a cost estimate from Dewy Sizemore to replace the pump station at Sandy's house. Line is crushed somewhere and needs to be replaced. Owner has been contacted, but his request is to send pictures before and after project is done.

Brian made a Motion to adjourn @ 6:28 PM and it was 2nd by Kyle, all in favor.
Meeting was Adjourned

Upcoming Meeting Dates:
Joint Meeting with BCRSD: Tuesday, March 28, 2023 @ 6:00 PM, @ BC Community Foundation Building
HRSD Board Meeting: Wednesday, April 5, 2023 @ 5:30 PM.

Submitted:

Sandy Higgins, Secretary

Sandra K Higgins, Date: March 1, 2023

_____, Date: _____