

Manager's Agenda

Board Meeting

October 17, 2005

➤ **DOCUMENTS ATTACHED**

- Agenda
- Meeting Minutes
 - *September 19, 2005* (Agenda Item)
- Claim Dockets
 - *Month of September claims and transfers* (Agenda Item)
- Information Packet; Indiana Rural Community Assistance Program (RCAP)
 - *Packet of information about RCAP; a potential source of funding assistance for sewer projects.*
- Documents; Waterworks Refunding Revenue Bonds of 2005
 - *Letters, Bond Ordinance 2005-3, Purchase Contract, etc... related to the refinancing of the 1997 Waterworks Bonds* (Agenda Item)
- Document; Office
 - *3rd Quarter Financial Report*
- Notice; Public Sale
 - *Sewer pipe bid notice and bid form* (Agenda Item)
- Documents; Commonwealth
 - *WWTP and Phase I alternative estimates*
- Documents; H.J. Umbaugh
 - *WWTP and Phase I alternatives applied to Sewer Rate Study*

➤ **GENERAL INFORMATION**

- Common Water/Sewer Department Issues:
 - **Rate Study Group;** *the sixth meeting focused on review and discussion of the "Water Utility Rate Analysis" & "Sewer District-Financial Analysis" prepared by H.J. Umbaugh & Associates and the "WWTP Improvement Project PER" prepared by Commonwealth Engineers. Again, the group members expressed their thoughts and concerns, and were invited to attend upcoming board meetings and to prepare written and/or oral recommendations for the board.*
 - **Budget Committee Meeting;** *the Budget & Personnel Committees need to schedule meetings in order to prepare the 2006 Preliminary Budget for presentation at the November 2005 board meeting; I'm still recommending Tuesday, October 25, 2005 and/or Thursday, October 27, 2005 at 1:30PM; an*

additional meeting should be scheduled for both committees during the week prior to the November board meeting.

- **Public Sale;** *bids were received at the utility office until last Friday at 3:00PM. Bids are to be opened during tonight's meeting and the highest bidder(s) will be announced during the meeting or notified tomorrow if they're not present. The highest bidder per pipe size will receive as much of each specific size pipe as he/she wishes and the remaining pipe will go to the next highest bidder and so on...*
- Water Department
 - **1997 Waterworks Revenue Bonds; Refinancing:**
 - *Scheduled for tonight's board meeting agenda.*
- Sewer Department
 - **Wastewater Treatment Plant (WWTP)**
 - No violations in September:
 - **IDEM Agreed Order; WWTP:** *Both of the plan documents listed below are very important and were possibly overlooked until recently; I am currently working with Commonwealth to address both with IDEM.*
 - *"Reporting Plan"* due within 30-days after the Effective Date of the Agreed Order; currently working with Commonwealth to complete.
 - *"Compliance Plan"* due within 60-days after the Effective Date of the Agreed Order; the WWTP PER was expected to suffice for this requirement (*per Ed Tinkle's review of the Agreed Order*), however, the WWTP PER is still under Board review and has not been submitted to IDEM.
 - **IDEM; "National Pollution Discharge Elimination System" (NPDES) Permit Renewal Application**
 - Must be completed and returned to the Municipal NPDES Permits Section **no later than November 4, 2005**; I plan to coordinate a final review with Commonwealth this week and collect signatures by the end of next week.
 - **IDEM Agreed Order; CSL Sewer Collection System:**
 - *"Collection System Evaluation and Rehabilitation Plan" (CSERP)* due within one (1) year of the Effective Date of the Agreed Order; that due date is February 8, 2006.
 - Commonwealth submitted an Engineering Agreement to begin the collection system study in July 2005; this study will take several months to complete and weather tends to be a major factor in normal sewer collection system analysis. *"This project needs to begin*

immediately if there is any hope of meeting the Agreed Order deadline.”

- **Vacuum Station No.4;** *an overheating vacuum pump caught the building on fire, which caused significant pump, piping, electrical and structural damage to the station. Field staff were able to quickly make temporary repairs with the assistance of Hoosier Electric, Inc. without putting customers out of service. An insurance claim was initiated and contractors are currently preparing quotes for repairing the damage.*

- **Friends of Muskatatuck Meeting;** *the Friends of Muskatatuck expressed their concern about the failing septic systems throughout Jennings County and plan to attend tonight’s meeting to request support for sewerage the Delmar Subdivision.*

➤ **DOCUMENTS TO REMEMBER**

- Board Meeting minutes approval
 - **September 19, 2005: (Monthly meeting)**

- Claim Dockets
 - **September 2005**

- DMR/MRO signatures
 - **September 2005 reports**