



Manager's Agenda

Board Meeting

May 18, 2009

DOCUMENTS ATTACHED

- Agenda
- Meeting Minutes
 - April 20, 2009(Board Agenda)
- Claims & Transfers
 - April 2009(Board Agenda)
- Monthly Financial Planning Charts
 - April 2009
- Documents; Commonwealth Engineers. Inc. (CEI)
 - Invoice No. 24449; WWTP(Board Agenda)
 - SRF Project Financing Information
- Documents; H.J. Umbaugh & Associates.....(Board Agenda)
 - Invoice No. 117856; Sewage Works Preliminary Financial Analysis
- Documents; Manager's notes.....(Board Agenda)
 - Letter; Dave Cheatham addressing Mrs. Allen's drainage pipe concerns.
 - Ref. Jeanette Allen; chronological outline of notes from 2001 to 2009, etc....
- Documents; Fire Hydrant Flushing
 - Notice to all customers

DEPARTMENTAL INFORMATION

- Sewer Department
 - **Wastewater Treatment Plant (WWTP)**
 - SSO violations in April: the plant met all NPDES permit limits, but the sewer collection system didn't fare so well with four (4) separate Sanitary Sewer Overflows (SSOs). May has also seen multiple SSOs and is experiencing WWTP problems due to rain events.
 - **Sewer Project Update**
 - Trip No.2: On May 7, 2009, Mike Ruby and I, along with Jeff Ponist from Commonwealth, and two representatives from B.L. Anderson, Inc. traveled to Carol Stream, Illinois to visit their WWTP to see their one-millimeter (1mm) sewage screens and grit removal equipment. The screening and grit removal



processes are crucial pre-treatment steps prior to sewage entering the Multi Stage Activated Biological Process (MSABP) treatment process. The screening and grit removal equipment seen at the Carol Stream WWTP is representative of the screening and grit removal equipment JNRU will be specifying in the design of the new WWTP.

- **Field Work**; the JNRU field crew will *continue* working on the sewer collection system as listed below:
 - **Plans & Specifications**: Preliminary work to verify existing sewer system locations and best placement for new installations, relocation, and special circumstances is essentially complete. Commonwealth will prepare design drawings based on the preliminary information and we will review their design drawings prior to finalizing for construction drawings.
 - **Lot-To-Lot Survey**: Ongoing lot-to-lot survey looking for inflow/infiltration (I/I) into the gravity sewer system; repairing problems as they find them throughout CSL. This task will require additional time and manpower to complete prior to the beginning of construction. I propose that the board authorize additional funds to pay for additional overtime for the full-time and part-time field employees that would allow for an additional eight hours of overtime per employee per week for approximately sixteen (16) weeks. This would cost approximately \$20,000-\$25,000. Any extension of this additional work effort would require additional board consideration.

○ **Sewer Improvement Project Schedule** (*Updated May 18, 2009*)

▪ JNRU Submits Pre-Engineering Report (PER).....	March 2009
▪ ISFA Authorizes Plans & Specifications.....	March 2009
▪ IDEM Approves SRF PER	May 2009
▪ JNRU Submits Plans & Specifications to IDEM.....	August 2009
▪ IDEM Issues Construction Permit	September 2009
▪ JNRU Advertises for Construction Bids.....	September 2009
▪ JNRU Opens Construction Bids.....	September 2009
▪ JNRU Closes on SRF Financing.....	October 2009
▪ Construction Begins.....	October 2009
▪ Construction Substantially Complete.....	February 2011
▪ Initiation of Operation	March 2011

- **Income Survey; Sewer Project Grant Application**; the income survey is necessary to qualify for a Community Development Block Grant, administered by the Indiana Office of Community and Rural Affairs (OCRA).

- **PUBLIC HEARING** scheduled for June 8, 2009 at the County Commissioners meeting in Vernon, IN. Mary McCarty, with the Southeaster Indiana Regional



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Planning Commission (SIRPC) is preparing public advertisements and coordination with the Commissioners. JNRU needs the County Commissioners to sponsor a Community Development Block Grant Program's (CDBG) Disaster Recovery Appropriation No.2 grant application.

- Our portion of the application will be complete this week.
- **Jeanette Allen; 2490 W. CR 300 N.**
 - JNRU delivered pipe to the project site as agreed and waited for the County to complete their maintenance agreement letter to Mrs. Allen and, thereafter, anticipated the subsequently pipe installation. However, I spoke with Mrs. Allen this morning to inquire about her attendance at this month's Board meeting. Upon reaching Mrs. Allen by telephone, we began a discussion concerning a letter she had received from the County. She was very concerned about the letter's implications so I listened as she read the letter to me, since I hadn't seen the letter yet. When Mrs. Allen initially read the letter, she felt that she was responsible for a significant portion of the repair work (i.e. asphalt replacement, yard seeding, etc...) and that the letter took away her original contract/agreement rights, and she refuses to allow that to happen. We had a lengthy conversation about her concerns. I expressed my thoughts about the matter and invited her to attend tonight's Board meeting for further discussion and consideration by the Board.
- Water Department
 - **Water Rate Study (periodic rate review);** as directed in March, H.J. Umbaugh & Associates began reviewing water service rates. They presented their initial (draft) findings on May 11, 2009 and we are currently undergoing an internal technical review of those findings. Umbaugh's representative will present their final report in June and Mary Ann Gay will be preparing a Water Rate Ordinance for first reading during the June Board meeting.
 - **Capital Purchases**
 - Pressure Reducing Valves; I met with Pat Zaharako onsite to identify and address installation considerations. Thereafter, JNRU's field crew excavated both installation sites to verify pipe sizes and locations, then to measure and map their findings. Pat anticipates approximately thirty (30) days completing the design and preparing the permit application for Board approval.
 - **Water Loss**
 - January-April water loss average is 14%.



- **Flush Hydrants (Ongoing...)**
 - JNRU purchased fourteen (14) flush hydrants in 2008 and they are now on schedule for installation beginning this spring. This project will also take some dedicated staffing to complete prior to the sewer system construction. JNRU will need to purchase and install approximately fifty-three (53) hydrants to flush all of the dead end water lines.
 - Field crews began flushing water mains during the week of May 11-15, 2009. We posted notices on the CSL Marquee and Clubhouse, and at JNRU's office and website (attached).

- Common Water/Sewer Department Information:
 - **Country Squire Lakes (CSL) Home Owner's Association**
 - Dues & Assessments; Cadie and I attended the CSL Board's executive session on May 12, 2009 to discuss the Dues & Assessments billing dispute. The CSL board and staff members in attendance were very cordial and listened as well as participated in the discussion. Ultimately, they plan to discuss it further in private, but indicated that they would drop all of the penalties and service charges once the dispute was resolved and were entertaining the option proposed to JNRU in March (*JNRU doesn't bill CSL for availability fees and CSL doesn't bill JNRU for dues & assessments*). The JNRU board has already agreed to that option.

 - **Credit Card Payments**
 - Three months and still going strong. We'll compile the transaction data again at the six-month mark (August 2009).

- IMPROVEMENT PROJECTS/PURCHASES (Percent Water / Percent Sewer)
 - Pole Building: (0 / 100)
 - Pressure Reducing Valves: (100 / 0)
 - Entryway to Utility Office: (50 / 50)
 - Billing Software: (50 / 50)
 - Backhoe: (50 / 50)
 - Dump Truck: (50 / 50)
 - Antenna Tower (100-feet): (50 / 50)
 - Touch-Read meters: (100 / 0)
 - ADT Upgrade: (25 / 75)
 - GPS Locator: (50 / 50)
 - Snow Plows (2): (25 / 75)



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- **Ongoing Topics, cont...**
 - IDEM Agreed Orders
 - De-annexation of District area outside of CSL (*need to begin soliciting CSL board members prior to de-annexation*)
 - Sewer Project Financing (legal obligations)
 - Rate setting requirements
 - Impact on the customer
 - Sewage Works Bond Payments;
 - 2009-2012 Budgets; changes for 2009 and beyond
 - Other Capital Purchases