



Manager's Agenda

Board Meeting

August 17, 2009

DOCUMENTS ATTACHED

- Agenda
- Meeting Minutes
 - July 20, 2009.....(Board Agenda)
- Claims & Transfers
 - July 2009.....(Board Agenda)
- Monthly Financial Planning Charts
 - July 2009
- Documents; H.J. Umbaugh
 - Invoice No. 118904; Sewage Works Improvement Project(Board Agenda)
- Documents; Commonwealth Engineers. Inc. (CEI)
 - Invoice No. 24929; Master Pressure Control Valve Station design.....(Board Agenda)
 - Invoice No. 24930; WWTP (Final).....(Board Agenda)
 - Invoice No. 24931; Soil Exploration(Board Agenda)
 - Invoice No. 24932; WWTP (Financial/Legal Assistance).....(Board Agenda)
- Document; Utility Manager
 - List of Right-of-Way Issues to address for Sewer Improvement Project
- Document; Utility Manager
 - Website Outline for the Sewer Improvement Project
- Document; From the Manager...
 - CSL Newsletter Article
- Document; Umbaugh Water Utility Rate Study
 - Proposed Capital Improvement Plan (1 page)

DEPARTMENTAL INFORMATION

- Sewer Department
 - **Wastewater Treatment Plant (WWTP)**
 - No Violations in July: No treatment plant discharge violations, but the collection system had three (3) separate overflow events due to equipment failure.



3847 Country Manor West - P.O. Box 18 - North Vernon, Indiana 47265

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- **Sewer Improvement Project Update;** the JNRU field, office and plant staff members are heavily involved in the sewer collection system and treatment plant improvements project. Their lot-to-lot survey of the community's sewer system has identified numerous right-of-way issues that need addressed before contractors arrive to complete the work. The JNRU board is also considering several alternative bid items in an effort to complete a better project with additional safeguards and cost-saving measures. Those alternate bid items are listed below:
 - **Alternate Bid No.1**
 - **Backwater valves w/ isolation gates:** backwater valves will protect every home from sewer backups 365 days a year and will be owned and maintained by the utility; isolation gates on *every disconnected service lateral* will prevent storm water from entering the sewage collection system from rain events, whether the home owner maintains their sewer service lateral properly or not.
 - **Alternate Bid No.2;**
 - **Vacuum Pit alarm System:** history has shown that identifying vacuum leaks can be extremely costly, not only to repair, but simply to locate. The alarm system will identify vacuum leaks and failing vacuum pits and send messages to the 24-hour on-call utility staff so that we can respond before the homeowner even realizes there is a problem. This would provide a truly trouble-free system for the residents of Country Squire Lakes. Otherwise, we will continue to be dependent on the customer to report service outages before we're able to respond.
 - **Alternate Bid No.3;**
 - **WWTP>Poured-in-Place Concrete Dividing Walls:** the MSABP treatment process uses *diffused aeration* and *attached growth media*, both of which are submerged under approximately fifteen-feet (15') of wastewater. Both will require attention in time, whether due to routine maintenance or an unexpected repair. Poured in place walls will allow for making repairs, inspections, etc... by draining two cells rather than all ten (10) in a train (*one-half the treatment process*).
 - **Alternate Bid No.4;**
 - **Pole-style Building:** a garage and work shop for storing pipe, fittings, tools, test benches for vacuum equipment and water meters, and housing for work trucks and excavating equipment, etc... Space in the existing vacuum stations will be consumed by additional pumping equipment, controls, tanks, and piping.



- **Sewer Improvement Project Schedule;** *Schedule still holding, although the first few months will probably consist of contractors preparing material submittals for engineering review and approval, acquiring materials for the project and coordinating staff and equipment for mobilization to job sites.*

- *JNRU Submits Pre-Engineering Report (PER) March 2009*
- *ISFA Authorizes Plans & Specifications March 2009*
- *IDEM Approves SRF PER..... (1st week) July 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*

- **Sewer Improvement Project Website;** www.JNRUProjects.com
 - “Website Outline” (attached); Information including construction schedules and work locations, right-of-ways issues, frequently asked questions, etc... will be on the website in narrative and graphical formats for quick and easy access to project information.

- Water Department

- **Capital Improvement Projects;** (See: “Proposed Capital Improvement Plans”)

**Per utility management the funds for these improvements are assumed to be borrowed from the sewer utility and completed in the near term.*

- *Office entrance/breezeway with handicap accessibility (50%)
 - Construction in progress...
- *Keystone Software implementation (50%)
 - Implementation schedule; anticipating first billing on October 1, 2009
 - New features and benefits... (*i.e. full-size statements, bill stuffers, 12-month usage graph, etc...*)
- *Radio-read meters (50%)...additional discussion needed
 - **New features and cost-saving benefits...**
 - Decrease in water loss by replacing over 1,000 old water meters
 - Decrease in work orders for re-reads and errors
 - Decrease in staff [one (1) full-time this year, three (3) part-time in 2011]



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- No more meter reading for billing; nearly eliminates re-reads and reading errors.
 - Better customer service with daily/hourly meter readings to assist in leak detection, water theft, meter tampering, etc...
 - *Antenna towers; (50%)...additional discussion needed
 - Two (2) towers are necessary for the radio-read meter system.
 - *Pressure Reducing Valves (100%)
 - Plans & Specifications Complete
 - Purchase materials and install before year's end.
- **Water Loss**
 - January-July water loss average is 13%.
- **Installation of Flush Hydrants (still delayed...)**
 - JNRU purchased fourteen (14) flush hydrants in 2008 and they are still on schedule for installation beginning this summer.
- Common Water/Sewer Department Information:
 - **CSL Newsletter Article** (*attached*)
 - ..., I am offering to meet with members of the community at ...times that are more convenient and more frequent during the project.
 - **Tap Fee Ordinance**...*more discussion needed*
 - Water Tap Fee; Based on two meters per pit and radio-read meters.
 - Sewer Tap Fee; Based on three (3) homes per valve pit
 - **Credit Card Payments**...*Six-month evaluation*
 - The payment option of using credit/debit cards is growing more popular as customer become aware of the option. On average it costs JNRU \$2.20 per transaction, but in many cases saves time on collecting payments and helps some accounts to be able to pay on time.
 - Dan has provided an outline showing monthly credit card transaction activity and costs (*outline provided at meeting*).
 - **Ongoing Topics, cont...**
 - De-annexation of District area outside of CSL (*need to begin soliciting CSL board members prior to de-annexation*)
 - 2009-2012 Budgets; changes for 2009 and beyond
 - Other Capital Purchases