



## Manager's Agenda

### **Board Meeting**

October 19, 2009

#### **DOCUMENTS ATTACHED**

- Agenda
- Meeting Minutes
  - *September 21, 2009*.....(*Board Agenda*)
- Claims & Transfers
  - *September 2009*.....(*Board Agenda*)
- Monthly Financial Planning Charts
  - *September 2009*
- Documents; Commonwealth Engineers. Inc. (CEI)
  - *Invoice No. 25262; WWTP (Final)*.....(*Board Agenda*)
  - *Invoice No. 25263; WWTP (Financial/Legal Assistance)*.....(*Board Agenda*)
- Letter; Utility Manager
  - *Division "C" Utility Easements; Pipe Relocation*

#### **DEPARTMENTAL INFORMATION**

- Sewer Department
  - **Wastewater Treatment Plant (WWTP)**
    - No Violations in September: No treatment plant discharge violations, but the collection system had three (2) separate overflow events due to equipment failure.
  - **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. Items of particular interest are listed below:
    - **Letter; Potential Sewer line Relocation**: *Given the poor condition and location of the original sewer lines installed in the 1970s, our engineers have found that some sewer lines need relocated to either avoid obstacles, like garages and homes, or in some cases to reduce hills and valleys in the new sewer lines. The first meeting with affected customers, scheduled for Wednesday, October 28, 2009 at 6:00p.m., will take place at the CSL Clubhouse and will address Division "C" utility easement issues.*



- **Sewer Improvement Project Schedule;** *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. Schedule changes are shown below:*

- *JNRU Submits Pre-Engineering Report (PER) ..... March 2009*
- *ISFA Authorizes Plans & Specifications ..... March 2009*
- *IDEM Approves SRF PER..... (1<sup>st</sup> week) July 2009*
- *JNRU Submits Plans & Specifications to IDEM ..... Ongoing 2009*
- *IDEM Issues Construction Permit..... Ongoing 2009*
- *JNRU Advertises for Construction Bids ..... November 16, 2009*
- *Pre-Bid Meetings..... December 1, 2009*
- *Bid Date..... December 14, 2009*
- *JNRU Opens Construction Bids ..... December 21 2009*
- *JNRU Closes on SRF Financing..... December 2009*
- *Construction Begins ..... December 2009*
- *Construction Substantially Complete ..... February 2011*
- *Initiation of Operation..... March 2011*

- **Sewer Improvement Project Website;** [www.JNRUProjects.com](http://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.
  - **The project website is still under construction**

- 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%)
    - Waiting on Handicap accessible doors to be delivered...
  - \*Keystone Software implementation (50%)
    - Implementation schedule; anticipating first billing changed to on November 1, 2009
    - New features and benefits... (*i.e. full-size statements, bill stuffers, 12-month usage graph, etc...*)
  - \*Pressure Reducing Valves (100%)
    - Plans & Specifications Complete
    - Purchase materials and install before year’s end.



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- \*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]
    - 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.
- **Water Loss**
  - January-July water loss average is 12%.
- **Installation of Flush Hydrants (still delayed...)**
  - Field crews installed four (4) out of fourteen (14) flush hydrants in September/October; the other ten (10) hydrants will be installed in 2010.
- Common Water/Sewer Department Information:
  - **CSL Newsletter Article**
    - CSL will not be producing its newsletter until they can find someone to do the publishing.
  - **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
    - 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
    - Other Capital Purchases