



Manager's Agenda

Board Meeting

November 16, 2009

DOCUMENTS ATTACHED

- Agenda
- Meeting Minutes
 - *October 19, 2009*(Board Agenda)
- Claims & Transfers
 - *October 2009*(Board Agenda)
- Monthly Financial Planning Charts
 - *October 2009*
- Documents; Commonwealth Engineers. Inc. (CEI)
 - *Invoice No. 25413; WWTP (Preliminary Design)*.....(Board Agenda)
 - *Invoice No. 25414; WWTP (Final Design)*.....(Board Agenda)
 - *Invoice No. 25415; WWTP (Easement Preparation)*.....(Board Agenda)
 - *Invoice No. 25416; WWTP (Financial/Legal)*
- Document; H.J. Umbaugh
 - *Invoice No.119881;Sewer Works Improvements Project*
- Documents; T&S Farms
 - *Five-year Farm Lease (proposed)*(Board Agenda)
- Letters; IDEM / Utility Manager
 - *Lead & Copper Monitoring Violation and Public Notice*
- Document; Planning
 - *2010 Preliminary Budget*

DEPARTMENTAL INFORMATION

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



- **Letters requesting Utility Easements for 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 second meeting with affected customers took place on Thursday, November 12, 2009 at 6:00p.m. at the CSL Clubhouse and addressed Division "E" utility easement issues.

- **Sewer Improvement Project Schedule (*Unchanged*);** *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..... (1st week) July 2009*
- *JNRU Submits Plans & Specifications to IDEM Ongoing 2009*
- *IDEM Issues Construction Permit..... Ongoing 2009*
- *JNRU Advertises for Construction BidsNovember 16, 2009*
- *Pre-Bid Meetings.....December 1, 2009*
- *Bid Date.....December 14, 2009*
- *JNRU Opens Construction BidsDecember 21 2009*
- *JNRU Closes on SRF Financing.....December 2009*
- *Construction BeginsDecember 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, utility easement 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

- **IDEM ; Lead and Copper Monitoring & Reporting Violation**

- *We're required to monitor drinking water for Lead and Copper at the customers tap every three (3) years. This year is the third year in the sampling cycle. And, due to a scheduling oversight on my part, we missed the sampling*



deadline this year. We will take make-up samples in 2010 to get back into compliance.

- **Water Loss**
 - January-October water loss average is 12%.
- **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 (75%)
 - Waiting on Handicap accessible doors to be delivered...
 - *Keystone Software implementation (50%)
 - The first billing with keystone completed on November 1, 2009. The first billing went relatively smooth, but customers had mixed feelings about the new billing statement rather than the previous bill card.
 - New features and benefits... (*i.e. full-size statements, bill stuffers, 12-month usage graph, etc...*)
 - *Pressure Reducing Valves (100%); “ON SCHEDULE”
 - Plans & Specifications Complete
 - Purchase materials and install before year’s end.
 - *Radio-read meters (50%)...currently reviewing three quotes for metering hardware, software, and annual costs. Preparing to place first meter order in December 2009.
 - **New features and cost-saving benefits...**
 - Better customer service with daily/hourly meter readings to assist in leak detection, water theft, meter tampering, etc...
 - Decrease in water loss by replacing over 1,000 old water meters
 - Decrease in work orders for re-reads and reading errors
 - No more meter reading for billing; nearly eliminates re-reads and reading errors.
 - Decrease in staff [*one (1) full-time this year, at least one (1) part-time in 2012*]
 - *Antenna towers; (50%)...additional discussion needed with CSL board
 - Two (2) towers are necessary to have radio coverage throughout CSL for the radio-read meter system.



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- Common Water/Sewer Department Information:
 - **2010 Budgets**
 - Preliminary budgets for 2010 are ready for board review and discussion
 - We should schedule a budget meeting in the next few weeks to discuss budget details with board members.
 - **Ongoing Topics, cont...**
 - 2010-2012 Budgets; changes for 2010 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