



Manager's Agenda

Board Meeting

July 19, 2010

DOCUMENTS ATTACHED

- Agenda
- Meeting Minutes
 - *June 21, 2010*.....(Board Agenda)
- Claims & Transfers
 - *June 2010*.....(Board Agenda)
- Monthly Financial Planning Charts
 - *(Delayed since November 2009 due to software conversion & easement preparation)*
- Invoice; Forced Main Repair
 - *Lykins force main repair invoice*(Board Agenda)
- Documents, Audit Items to Address
 - *Auditor's note w/ attachments*(Board Agenda)
- Project Article; Utility Manager
 - *Construction Zone Ahead (July)*
- Radio-Read Meter Reports
 - *Daily usage charts for customers...*

DEPARTMENTAL INFORMATION

- Sewer Department
 - **Wastewater Treatment Plant (WWTP)**
 - No Violations in June: There were no violations in June, but some overflows in the collection system did occur; including the broken forced main crossing a cove near Heathglan Circle and Heatherlan Lane.
 - Force main Repair: The force main broke on the floor of the lake and began discharging raw sewage into the lake water. The leaking pipe was isolated and flow shut down within thirty (30) minutes of being notified. A short-term repair was completed in less than twelve (12) hours consisting of approximately 1,300 feet of 8-inch cam-lock pipe laid above ground along the perimeter of the cove, bypassing the pipe crossing the cove. A permanent repair was completed approximately two weeks later consisting of approximately 1,300 feet of 8-inch PVC pipe laid underground along the perimeter of the cove, bypassing and abandoning pipeline crossing the cove.



○ **NPDES Permit Renewal**

- Scheduled to meet with Don Larson from Commonwealth Engineers on July 21, 2010 to begin preparing the application.
 - We'll be re-applying for a Minor (vs. Major) Municipal NPDES permit, which brings savings in the form of:
 - Lower annual State permit fees
 - Reduced monitoring requirements
 - No Bio-Monitoring
 - QAQC test kits provided by State
- The new NPDES permit application is due September 3, 2010.

○ **Sewer Improvement Project Update;**

- **Easement Acquisitions;** ongoing
- **Sewer Improvement Project Schedule;** *all constructions divisions are mobilizing and working as outlined below:*
 - **Division A (WWTP) Completion: January 2011**
 - *Graves Plumbing concrete crews are still setting forms for the new process tanks, but they have already begun pouring concrete walls, footers and foundations. The banks of the digester basin are completely removed and seeded. Most of the process materials are already delivered to the plant for construction.*
 - **Division B (Stations) Completion: January 2011**
 - *Mitchell & Stark are finishing work on Station No. 3 this week. The new pumping and control systems were put into service last week and they are currently beginning work on Station No.8. They are planning to complete one station each month; there are seven stations in all.*
 - **Division C (Station 1,2,&3 pipelines) Completion March 2011**
 - *Lykins Contracting has installed approximately 312 valve pits and three (3) miles of vacuum main pipe in division "C". They will continue laying vacuum mains for a couple more weeks until they're finished in this division. They will begin installing gravity lines thereafter and make the final connections to Stations No.1, 2, & 3 to complete the excavation work in this division, which will take a few more months.*



- **Division D (Station 4 & 6 pipelines)..... Completion March 2011**
 - *Lykins Contracting has installed nearly all of the vacuum pits on the east side of the lake and began installing vacuum lines during the past month. It will take approximately two more months to complete the vacuum lines and thereafter begin installing gravity sewers.*
- **Division E (Station 5 & 8 pipelines)..... Completion March 2011**
 - *Lykins Contracting has not begun construction in Division "E". However, I anticipate they will begin installing vacuum pits in this division in July.*
- **Division F (Maintenance Building)Completion August 2010**
 - *Bradshaw Building Specialists began construction of the new building in June and should be finished in August.*
- **Division G (Vale Pit Alarms)..... Completion March 2011**
 - *Lykins Contracting will install vacuum pit alarms after the vacuum stations and collection system pipelines are constructed and operable.*
- **Sewer Improvement Project Website; www.JNRUProjects.org**
 - *The project website is still under construction...*
- **Special Rate Policy; Minimum usage fees charged when service is disconnected, based on 2,000 gallons (*Effective June 1, 2011).**
 - Open for discussion whenever board members would like to meet and work on this item.
- Water Department
 - **Water Loss**
 - 16% average water loss for the six-month period from January thru June 2010.
 - **Radio-Read Meters**
 - Fifty-three (53) radio-read meters are installed. Detailed monthly usage data is available for review and discussion this month. The reports show water leaks, high usage, and backflow. They're also useful for monitoring normal usage patterns.
 - **Lead & Copper Sampling**
 - Awaiting laboratory results; official report is due September 30, 2010.



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- **Initial Distribution System Evaluation Plan (IDSE Plan)**
 - Plan was completed and submitted on June 29, 2010.

- **Consumer Confidence Report (CCR)**
 - Delivered to all residents of Country Squire Lakes the last week of June, 2010.

- Common Water/Sewer Department Information:
 - **District Boundaries;** De-annexing areas of the District that it does not currently provide sewer service.
 - Commonwealth is providing the revised boundary description for inclusion in the IDEM petition, which will request a modification to the formation order. The new District boundary essentially wraps around Country Squire Lakes (CSL) subdivision taking in only small areas outside of the CSL boundaries in order to keep the description boundary lines simple and straight forward.
 - Any board member representative changes must be addressed by the board prior to drafting the petition.