



BOARD OF TRUSTEES MEETING

Monday, March 8, 2010 @ 7:00 P.M.

Minutes

ROLL CALL

Present: President Marilyn Anderson, Vice President Ron Hagan, Secretary Michael McDonald, Eric Hand, Ron Houck, Jane Merrill, Sam Mishelow, Courtney Schaafsma, Legal Counsel Scot Wyatt, and Utility Director Andrew Williams. Absent: Treasurer Greg Starleaf. The audience sheet is attached.

APPROVAL OF MINUTES

A motion was made by Mr. Houck to approve the minutes as presented, and was seconded by Mr. Hand. The motion was unanimously approved.

ATTORNEY'S REPORT

Project Updates

Mr. Wyatt updated the Board on the Carmel Wastewater Service Agreement.

Report of Pending Litigation

Nothing to report at this time.

UTILITY DIRECTOR'S REPORT

Mr. Williams stated there were additional changes made to the new format of the Director's Report now included in the Employee Newsletter. Additional charts and graphics will be incorporated into his report during the coming months. A summary sheet of the 2009 statistics will continue to be included in the Board packets for comparison purposes.

The District received a Notice of Violation from IDEM on February 24 due to 10 overflows in 2009. The goal set last year was only 2 or less overflows. Mr. Williams categorized the overflows into 4 areas: rain events (4), grease related (1), mechanical failures (3), and other utilities damaging our main (2). A response letter to IDEM has been prepared addressing the causes of these overflows and the District's plans to stay in compliance by stepping up the FOG and I/I programs and the capital projects for the lift stations. The 5 flow meters recently purchased will be implemented this month to track the wet weather events.

COMMITTEE REPORTS

BUDGET & FINANCE COMMITTEE

Signing Policy

The Contract/Agreement Approval & Signing Policy was revised by staff and brought back to the B&F Committee for review. A motion was made by Ms. Schaafsma to recommend the Board approve the

revised signing policy, and was seconded by Ms. Merrill. Before voting, the Board discussed changing the language in Item B, Operating Expenses over \$25,000.

Ms. Schaafsma withdrew her motion and was seconded by Ms. Merrill. A new motion was made by Mr. Houck to approve the signing policy with amendment to Items B, C, and D to change the language to read that the individual committees will be informed of the contract expenditure. The motion was seconded by Mr. Mishelow and was unanimously approved.

First Reading of FOG Ordinance 03-08-10

The B&F Committee is recommending a 1st reading of the FOG Ordinance and approval of publication and a public hearing for the ordinance on April 12, 2010. Ms. Anderson read into the record: FOG Ordinance 03-08-10, an Ordinance establishing fats, oils and grease limits, enforcement and administrative procedures, amending relevant Ordinance 08-11-08.

Mr. Houck questioned that if this ordinance is to benefit the FOG facilities, are we using the proper language that facility managers and employees will understand, i.e., “non-polar compounds” which is a chemical term. Simplified definitions and requirements would seem best for our FOG users. Mr. Houck also suggested eliminating the word “user” in the ordinance and use “facility” in its place. On page 2, Item 2 under Interceptors, Traps and Oil-Water Separators, change sentence to read: “All FOG pretreatment devices shall operate ~~as to comply~~ in compliance with the District’s discharge limits. Also, the last sentence in Item 4 is confusing regarding the “type” of pretreatment device.

Ms. Anderson interrupted and recommended that the FOG Ordinance be sent back to the B&F committee for further discussion and asked Mr. Houck to send his revisions to the committee members.

FOG Fines

At the last Board meeting, FOG fines were sent back to the B&F Committee for review and recommendations for adjustments. The first three facilities received previous misinformation that lead to the violations. The Committee is recommending adjustments to the fines for 5 FOG facilities as follows:

1. 106th Street Grill: Waive the \$400 fine for 1st violation of cleaning schedule. Keep the \$600 fine assessed for 2nd violation of device capacity.
2. Bellacino’s Pizza: Waive the \$400 fine for 1st violation of cleaning schedule. Keep the \$600 fine assessed for 2nd violation of device capacity.
3. Roselli’s Pizza: Waive the \$400 fine for 1st violation of cleaning schedule. Keep the \$600 fine assessed for 2nd violation of device capacity.
4. Maggie Moo’s: Keep all fines previously assessed. For the 3rd violation of device capacity, the District is charging \$200 for two additional inspections. If the two inspections are clean, no further action will be taken on the 3rd violation.
5. Bajio Mexican Grill: The fines previously assessed were appropriate and no changes will be made.

A motion was made by Ms. Schaafsma to approve the changes to the fines for 106th Street Grill, Bellacino’s Pizza, Roselli’s Pizza, and Maggie Moo’s, and to keep in place all fines previously assessed to Bajio Mexican Grill. The motion was seconded by Ms. Merrill, and was unanimously

approved. Mr. Houck suggested that updates for ongoing fines that are assessed and paid be included in the Committee/Board packets.

Carmel Contract

This issue was discussed in the Attorney’s Report.

2010 Rate Study Agreement

The District received a proposal for a rate study from H. J. Umbaugh & Associates. A motion was made by Ms. Schaafsma to approve the 2010 rate study proposal with Umbaugh for \$15,500 to \$20,500. The motion was seconded by Ms. Merrill and following a brief discussion, was unanimously approved.

PERSONNEL & BENEFITS COMMITTEE

A motion was made by Mr. Hand to adopt the revisions to the Drug/Alcohol Free Workplace and Attendance/Tardy policies in the Employee Handbook. The revisions were reviewed by the staff, P&B committee and the labor attorney several times. The motion was seconded by Mr. McDonald. After discussion regarding “controlled substances”, the motion was unanimously approved.

Mr. Williams updated the Board on the condition of employee Aaron Strong as a result of the recent accident at the treatment plant. He should be returning around the first of April.

CAPITAL & CONSTRUCTION COMMITTEE

Dedication for Fieldstone, Section 2

A motion was made by Mr. Hagan to approve dedication of Fieldstone, Section 2 and was seconded by Mr. Mishelow. The motion was unanimously approved.

Approval of Capital Expenditures

Mr. Hagan reviewed the 2010 budget items in excess of \$10,000 for the Board’s approval:

1. WWTP Storm Automation Mode: actuator switches and control wiring; PO to Ashpaugh Electric for \$15,211.65
2. Pretreatment Building Check Valve Project; PO to Thieneman Construction for \$43,445
3. Capital improvement project/land improvements at the WWTP; PO to JFNew for \$27,000
4. WWTP Storm Automation Mode: 7 new AUMA actuators, 2 new 6” Val-Matic eccentric plug valves and 3 new 20” Val-Matic eccentric plug valves; PO to Robin & Associates for \$58,319
5. Power to pole building; PO to Barth Electric for \$19,379

A motion was made by Mr. Hagan to approve the five capital expenditures, and was seconded by Mr. Mishelow. The motion was unanimously approved.

Brendle Legal Drain FM and Gravity Sewer Lowering Project

A motion was made by Mr. Hagan to approve the addition of \$50,000 to the Capital Budget to cover expenses necessary for the lowering of the gravity and FM sanitary sewer, and was seconded by Mr. Mishelow. Ms. Anderson noted that Hamilton County Drainage requested that the District lower the gravity and force main sewer in order to complete their bridge project and this item was not included in the budget. After a brief discussion, the motion was unanimously approved.

Award of Contract for the Brendle Drain Force Main and Gravity Sewer Lowering Project and Lift Station #23 Valve Pit Reroute

Three bids were received with Oles Engineering submitting the lowest quote for each project. Staff and the C&C committee recommend that all projects be awarded together in one contract to keep the costs at a minimum. A motion was made by Mr. Hagan to award the contract to Oles Engineering in the amount of \$72,250 and was seconded by Mr. Mishelow. The motion was unanimously approved.

Award of Contract for Lift Station #1 Renovations

A motion was made by Mr. Hagan to award the contract to Maddox Industrial in the amount of \$152,000 and \$13,000 to Strand Associates for construction administration, and was seconded by Mr. Mishelow. The motion was unanimously approved.

Change Order #1 for Lift Station #8 Renovations

The final completion date established in the contract documents of April 1, 2010 is not feasible. A motion was made by Mr. Hagan to approve Change Order #1 establishing a new final completion date of May 21, 2010, and was seconded by Mr. Mishelow. The motion was unanimously approved.

OLD BUSINESS

Nothing to report.

NEW BUSINESS

Claims Docket

A motion was made by Mr. Hagan to approve the claims docket and was seconded by Mr. Houck. The motion was unanimously approved.

A motion was made by Mr. McDonald to adjourn and was seconded by Mr. Houck. The motion was unanimously approved. The next Board meeting is scheduled for Monday, April 12, 2010 at 7:00 p.m.

Respectfully submitted,

Andrew Williams, Utility Director

Michael McDonald, Secretary

Marilyn Anderson, President

Accept the Meeting Minutes:

___ as Presented

___ as Amended