Utilities Commission | July 6, 2021

Commission Meeting | Minutes | 8:30 AM

CALL TO ORDER

Attendee Name	Title	Status	Arrived
Brian Ball	City Engineer	Present	
Richard Dzik	Safety Service Director	Present	
Keith Burley	Alternate Member	Present	
Elizabeth Doolittle		Absent	
Kenneth Griffith		Present	

Others in attendance: Tammy Woods, Council Representative; Rob Broeren, Law Director; Lindsay Hoar, Recording Secretary; Kristen Goldner, Water Office Clerk

MINUTES APPROVAL

- Utilities Commission - Commission Meeting - Jun 1, 2021 8:30 AM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Brian Ball, City Engineer
SECONDER:	Keith Burley, Alternate Member
AYES:	Ball, Dzik, Burley, Griffith
ABSENT:	Doolittle

ADJUSTMENT JOURNAL

- May Adjustment Journal
- June Adjustment Journal
- Motion to Approve May and June Adjustment Journals

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Brian Ball, City Engineer
SECONDER:	Keith Burley, Alternate Member
AYES:	Ball, Dzik, Burley, Griffith
ABSENT:	Doolittle

NEW BUSINESS

Fence Permits - Easement Rules

Mr. Dzik said for everybody's awareness, we've been trying to do everything we can to allow people to build fences where they can. Typically what we've done is request that they install a temporary panel. We recently had someone who wanted to build a fence, they had a sanitary line running through their backyard. The code says no permanent structures can be placed in an easement, so we've started to allow people to either place a gate where we can access any utilities there or, in the case of this resident, a temporary panel that can be removed when we need to do work. This is a letter that Lacie drafted up whenever we were to approve a fence spanning an easement. The exception to this is you can't build entirely in an easement, it's really just if you need to build a fence in your yard, want to go across a sanitary line or a water line. I don't think we're allowing this for non-City utilities, just because we can't control what the telephone or other companies will do.

Mr. Burley asked if this is only for our lines. It doesn't matter for a lateral that's going to the service line to the house?

Mr. Ball said right. This would be for the sewer main, for the water main. The lateral, we don't own those. They own it to the main to their house. The water service, depending on whether they have an inside meter or a curb meter, we would own the service line to the meter if it's in the curb area, which is typically the edge of the right-of-way. If it's inside then they're responsible either to the curb stop or back to the main. A lot of people have garages or who knows what on top of their service lines or laterals. This would be where we have a main in a backyard that's not an alley or in a vacated alley.

Mr. Burley said as we're doing Clintonville, there already is a line through many of the backyards.

Mr. Ball said there's no easement. There is an inferred easement, which we're still waiting on interpretation on that. There's an easement of some sort but that's a good question for Rob.

Mr. Broeren arrived and Mr. Dzik explained what was being discussed.

Mr. Broeren said there are two possible way that we might be able to proceed on the Clintonville issue where we don't have any expressly recorded easements. There are easements created by operation of statute and then there are potentially inferred easements. I have been researching both of those and I have not found very much law dealing with either one of those. But, in the end the final way that we're going to have to deal with this is we're going to have to get recorded easements and go forward. Before we do that I want to complete the research that I've started. Unfortunately, this sort of stuff goes back quite a ways so I'm trying to figure all of that out before I come with a proposal on that.

Mr. Ball said generally, if we're going to talk specifically about Clintonville, our goal on the

operation side would be we're going to offer them replacement sewer laterals and storm sewer taps as fair and just compensation for us taking out their fences and moving their sheds. We're going to offer them some improvements that we wouldn't have to offer if it were purely just a utility project. We're not going to pay anybody compensation but we're going to do some improvements while we're there.
Mr. Burley said he didn't mean to head down Clintonville that was just an example of where I know stuff runs through backyards.
Mr. Ball said this draft letter that's attached to the agenda on page 5 is a little more toward the known easements recording. Ms. Blankenhorn in my office and Ms. Gisbon worked really hard to categorize all of our easements, make sure they're easily findable. I think we have a good handle on where actually recorded easements exist. There are some cases where recently the utility line bisects the backyard, making it mostly an easement. In a lot of cases it's a strip at the absolute back of the property. Most of the utility easements that are back lot easements are shared between two properties. There are different cases all over town. I think the intent of this is we are not giving any kind of broad brush, each one of these will be looked at case-by-case. Kenny's guys in Distribution/Collection have expressed a lot of frustration because there's a couple of examples on the south end where we have some sewer problems with roots, they're climbing over fences - one person has to yell to another person to coordinate a cleaning because there's six different fences and dogs. There's an emergency and they need to clean the sewer and there are places they can't get the equipment because of fences that have appeared with or without permits over a time.
Mr. Burley asked about yard buildings. Can you have a movable yard building in the easement with this?
Mr. Griffith said that would be difficult for us to move in the case of an emergency.
Mr. Dzik said we're really limiting this to fences so no permanent structures, not even a temporary shed at this point because at least if there's some panels or a gate our guys can open it and do what they need to do. The ultimate goal is if it's a planned project is that we're going to contact the property owner, they need to clear the way for us before we get there. It's really an effort to give people the ability to improve their property but retain our ability to get in to our infrastructure. I will say part of the reason for the letter with the granting of any fence spanning an easement is it still acknowledges if the project's so big that we've got to take the fence down then we've got to take the fence down. Most people who have had that explained to them are understanding of it. I don't think we need any action on this, I think this is more informational.

- Construction in Easements

Purchase of New Vac Truck and/or Trailer

Mr. Dzik said we've been having some work done on the existing vac truck trying to get it back in service. What's that entailed so far, Kenny?
Mr. Griffith said right now I talked to BC about 2 ½ - 3 weeks ago. They told me 3 weeks at that point that we'd have the truck back. It's not back yet. I'm calling them today to see where this thing is. We had some major improvements done to it this time. We had a lot of work done that hasn't been done in the past. We know with the improvements we've made to

it, we've taken the pendant off of it, that's remote control now so we won't be running that over - we won't be dropping it. So we're hoping the truck's going to come back in the best shape that it's been. At that point we'll assess the truck, see how long we think we can use the truck. We may keep it as a backup. It'd be nice to move forward next year and purchase a new truck. Maybe that won't be a great backup. If it's not, at that point then we can trade it for jetter trailer or some type of a backup unit.

Mr. Ball said we've talked a little bit from a stormwater perspective this truck is an ambulance or EMT to the Distribution/Collection. When we have a lot of clogged stormwater drains but it's not something that the Distribution/Collection can just loan it to the stormwater department to go use it because when it's here they need it mostly all the time. I know Tom doesn't want to have second-hand goods but from an emergency backup and a liability stand point as we look into next year, if we get a new truck or trailer then the old one could easily be moved over and started doing proactive stormwater work. That doesn't happen at all at this point. When you guys had some demos some of our stormwater equipment you can't clean it with our truck the way it was configured. With the demos they were able to do some proactive stuff just to test out some of the models.

Mr. Griffith said we need a larger truck, larger gallon per menace (inaudible).

Mr. Ball said he thinks, talking to the crew, when we have been impacted by grease or other things they may run these like more than 3 times and part of that's just the configuration of the truck and the gallons per minute, the nozzles.

Mr. Griffith said the nozzles is a large part of that. We've learned that through this process.

Mr. Ball said it's possible that our existing truck may get some different nozzles. With a bigger, newer truck we would have some better capacity. I see an opportunity to save a lot of labor. If you have an emergency callout and you can get it taken care of in one pass versus 3 or 4, that saves a lot of labor. I think your crew is getting trucks in, they're evaluating/demonstrating those.

Mr. Griffith said they have and we've looked at two different vac trucks and one jetter trailer so far.

Mr. Ball said would it make sense, ideally we would have a preferred alternative ready for the November budgeting.

Mr. Burley said he went to the demo for the jetter trailer and my thought from listening, I think I would prefer to take the current vac truck - we've spent about, maybe a little more than a good jetter trailer would cost.

Mr. Griffith said we're close to that. I know you were wanting a lot of metrics on that - it'd be great to have that information on hand, we're working on that. Currently they don't track any of that info so as far as maintenance schedules and the money that we have put into it, any type of asset management it's not really being done. I know we spent $48,000 this last go round. We spent probably $3,000 - $4,000 prior to that. I believe the first year I started we put $30,000 - $40,000 into the truck.

Mr. Burley said that's a lot of repairs for a twenty year old truck as a primary tool that Stormwater/Wastewater and Distribution/Collection use on a daily basis. It's got to be reliable. To me the question is are we better with an aged - I don't have any doubt that we need a new vac truck, that's really never my question. The question is what's the alternatives, is it to buy a trailer or is it to utilize the existing vac truck that's been reworked instead of the

trailer.

Mr. Griffith said he thinks that depends on the condition that the truck comes back in. We put a lot of work into it this time. We've done way more repair than what's been done in the past. Before it was just kind of band-aided and sent back. This time we've had the boom replaced, additional valving added to it. We've had all the (inaudible) reworked. (Inaudible) The nozzles that they have are the cheapest nozzles they could find. There's been no real truck maintenance, no nozzle maintenance. I'm hoping we get this back and we put the plan in place to keep track of what's going on with the truck, take care of the truck, maintenance the truck. At that point, if it works well for a backup, there's no doubt we'll need a new truck, the question is how well the truck is going to perform. Do we need to keep that as a backup? Or do we need to go to a jetter trailer?

Mr. Dzik said to Keith's point I think if we're doing significant improvements the hope is that we retain some value with this vehicle. Maybe we can shop it around. If we decide we want to go the trailer route and see if we can basically pay for the trailer with the truck. Would the trailer serve the purpose in stormwater?

Mr. Griffith said for cleaning, yes. They would not have any capability to do any vacuuming work with it. So then we would have to alternate between the truck that we purchase would have to be suitable with both utilities. Then we can use the jetter strictly for cleaning.

Ms. Woods asked what the new truck going to cost.

Mr. Ball said about $500,000.00. We've gotten several quotes but some of the details, if we do what they did before and get the least expensive nozzle package then you have a super machine but it's not going to perform (inaudible).

Mr. Burley said it's like buying a saw without a saw blade.

Ms. Woods just wants to put the repairs into perspective. People hear those kind of repairs for a truck and they're thinking what a truck costs. This is different.

Mr. Griffith said right, compared to the half a million to purchase one no.

Mr. Ball said what it looks like with the repairs is the truck should be worth at least $100,000.00. The trailer is at or a little less than $100,000.00 but it doesn't do everything the truck does. I don't feel like repairing the truck is a misplaced expenditure. I think that it's going to come back, it's going to work.

Mr. Griffith said they offered us $40,000.00 for the truck in the condition that it was in.

Mr. Ball replied when it went to the shop. Again, it didn't work. It would have rebounded in value to about $100,000.00 when it comes back (inaudible) condition.

Mr. Dzik said moving forward this is what we'd probably like to avoid. Having emergency repairs. That's why Keith and I understand that we do need to look at replacing it, moving this to a backup or something like that. The hope is we can get on a replacement schedule that we're trading it in or doing something before it breaks down completely.

Mr. Ball said it's a challenge, last week Columbia Gas's crew is out cameraing sewers, they found a sewer that's about 25% blocked. They said it's a problem, it needs cleaned. I call Kenny and they're like well not this week because we don't have a truck. We've been getting by on "we're going to buy a truck bring us a demo" well that demo leaves town. We've had three - one more company's coming.

Mr. Dzik said this brings up another question because they're been a lot of discussion about some kind of fleet maintenance solution in terms of software. Do you guys think we can

track fleet repairs through work force?
Mr. Griffith said not through work force but Brad (Cook) is working on setting that up through the same Google Suite the way we track other stuff. It would be a start. At some point if we do end up with some type; I would love to have some type of asset management software that I could use for the facilities and Distribution/Collection.
Mr. Dzik said we're looking City-wide too. I know our Police/Fire software does their fleet maintenance but I'm not sure we have anything that we track our fleet on the service side right now.
Mr. Griffith said we're moving towards just putting the little bar codes in vehicles so you can scan it with the phone, it pops up the form that goes with that vehicle. At least then we can start some type of tracking. It's really hard when you get into stuff like this without all of those metrics.
Mr. Burley said he was curious the number of hours and those metrics that help qualify the life. We know a truck's good for 300,000 miles.
Mr. Ball discusses the lack of maintenance on the locate van.
Mr. Dzik said it sounds like Brad band-aiding it with his inventory solution. I'd tell him maybe start looking at some full fleet management products.
Mr. Griffith said we are. That's one thing if we would go into some type of asset management software that would benefit us for utilities, both facilities, fleet.
Mr. Dzik said that's all the guys need - they need alerts, three months oil change.
Mr. Griffith said his thought is we start here because we can always migrate that data when we do get it.
Mr. Burley asked what the lead time is on a vac truck.
Mr. Ball said it depends on the supplier. One of the suppliers that we talked to has two that are being manufactured that do not have buyers. Those are something we could probably have by like January or February.
Mr. Griffith said it depends on what the companies have available. A lot of times they use the vehicles they have built that they demo and they'll sell those with 8-10 hours on them.
Mr. Burley asked if the commission needs to take action.
Mr. Ball said we could put a motion together because this would be a recommendation to City Council for purchase of it. Kenny's department is going to be using it.
Mr. Griffith said it does need to be worked into next year's budget.
Mr. Burley said when we get our truck back we need to make it work for a minimum of six months and more than that. My thing is I don't want to wait too long that we defer it another 8 months.

- Motion to Recommend to City Council the Budgeting and Purchase of a New Vac Truck

Mr. Dzik said Brian and I talked, our understanding is that there is some funding available in the budget right now. I think we're doing pretty good at least in that line item.

Mr. Ball said I don't think it's inappropriate to spend a portion of stormwater money to buy this truck. The other truck was 100% paid for by Water/Wastewater. As we look forward, we could use all three utilities to purchase the truck. We don't have a good feel

for the stimulus money. There's going to be a chance even this fall that the deliberation on the stimulus money may say "hey stimulus money would put in 25%". There's a lot of things on the table. I look at Kenny and I don't think we should burden only two utilities when this is a tool for three utilities.

Ms. Woods asked if this is something that might get done out of this year's budget.

Mr. Ball said it's still possible. The last conversation Rick had with Terry..

Mr. Griffith said the conversation he had with Terry, they did go through all of the line accounts and we did find where we could move money but it left the line accounts much lower than where they needed to be for this year.

Mr. Ball said you weren't including stormwater.

Mr. Griffith said he did not believe they were including stormwater. That may make the difference.

Mr. Dzik said he'll sit down with him. I know we had to do some supplemental appropriations with the wastewater rate increase; has he done that yet? I don't know if we've appropriated all of that yet.

Mr. Ball said he does not believe we have.

Mr. Dzik said there could be some appropriations still coming.

Mr. Ball said what we don't want to do, which we've had in the past, where the utility doesn't have a chance to respond to an emergency. There's still time left for problems. The other thing to think about is this will take a while to get through all of the processes and ordering. We may not actually initiate the p.o. until September. There's still time for more money to come in.

Mr. Griffith said the way this year's budget is that would be kind of a necessity.

Ms. Woods asked when you're talking stimulus dollars, you're talking COVID stimulus dollars.

Mr. Dzik said the Rescue Plan.

Mr. Ball said the Mayor is setting up the Consortium; things will have to be presented and evaluated for that.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Brian Ball, City Engineer
SECONDER:	Keith Burley, Alternate Member
AYES:	Ball, Dzik, Burley, Griffith
ABSENT:	Doolittle

682 N. Sandusky Street Sanitary

Mr. Ball said this rental property is discharging partially treated sewage into the state road. With our utility improvement project we did early this year, we were going to build a sanitary connection for this address. Our consultant had designed a very elaborate connection system to get them gravity sewer but the problem, they were going to be connecting to a distressed sewer that overflows intermittently in events. After really looking into what the consultant had designed, we decided it was not feasible to give this property gravity sewer. Mr. Epley and myself met with the owner, they are willing to install an injector pump to pump the sewage out of the property into an uphill sanitary. We were going to spend a substantial amount of money to get this house hooked up so they would not be discharging raw sewage. The homeowner is now willing to take the majority of that and I would like to make a motion that we waive the tap fee.

- Motion to Waive the Tap Fee for Their Connection

Mr. Ball said we want to get this done immediately because ODOT's team will be out there working and it's not very nice working conditions. We did not have service available to this site.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Brian Ball, City Engineer
SECONDER:	Keith Burley, Alternate Member
AYES:	Ball, Dzik, Burley, Griffith
ABSENT:	Doolittle

OLD BUSINESS

Clintonville Update

Mr. Ball said we have the sanitary sewer replacement between Clinton Road and Fearn is designed and permitted. We are nearly complete with the design between Fearn and Grange. Kenny's got a letter due September 1st to the EPA. We need to take a quick look at the finances. We kind of were stalling in hopes of using some stimulus money. I'm of the opinion that our Phase I project needs to go out to bid immediately and we need to start moving forward without the stimulus money. If the stimulus money is available maybe we look at using that for Phase II. When Mr. Griffith writes his letter to the EPA it's not going to be different. (Inaudible) We need to show the EPA we're making progress and we have not

made substantial progress is twelve months. I think we need to move this Phase I forward. We can bid the Phase II separately. I don't like to do that but the project needs to start.
Mr. Burley asked if it budgeted. It's funded and then council would have to authorize -
Mr. Ball said council has already authorized construction we just need to put the documents out. We had that authorization a few weeks ahead of the letter we sent last September.
Mr. Dzik said you've been trying to wait to maybe do the whole project at once.
Mr. Ball said as we go into Phase II that's where we might have to move some money around. The estimate's not finished for Phase II. It should be finished within two weeks. The other thing the project's going to need a lot of care and attention because we need to get individual easements from each property owner. We need to get them to move sheds and fences. If we do two phases, there's no easements on either phase. This is a stormwater and a sanitary project. The stormwater money is there we just need to make sure we're okay on the sanitary funds.
Mr. Burley asked if there will be a public/community meeting prior to the start of this.
Mr. Ball said yes, at least we will have to meet with each homeowner individually. The survey team has already done the metes and bounds surveys, the easements are already written. Phase II I think we still need to draw up the easements.

OTHER

Oak & Catherine Updates

Mr. Ball said the sanitary/sewer we started on the east side and it is nearly completed as of Friday. They have gone two blocks on Oak and then we've turned and we're replacing the sewer on Potwin Street. We found there were a lot of problems on Potwin Street; laterals were combined and it was severely clogged when we got there so there will be a little extra work to get people untangled on Potwin Street. We had to get the crew out and camera laterals. They started the water line. Now we're starting from Potwin Street and then heading back east with the water line. Somewhere between a quarter and half a block was done on Friday. Water lines are going back in. Once the water line is in they'll start the testing procedures and they'll start clean-up. As soon as the water line passes test they'll be putting a road down.

Billing Software

Mr. Dzik, Mr. Griffith and Kristi had a meeting with Invoice Cloud. Invoice Cloud is a third party product that would work with our Civica Authority Software. A lot of the hold up on Invoice Cloud that was found out is due to them kind of waiting for Civica to move forward. We did find out, there is a way to bridge that until Authority is ready. It would require us to send a file daily - which isn't a lot of work according to Kristi. We are waiting on a meeting with Authority to see where they're at. Once we get that idea we'll likely just ask Invoice Cloud to get it moving so that we can get our customer facing site working the way we want it. Once everything else comes in we can put it all together. Asked Kenny if he's heard back from them at all.
Mr. Griffith said he has not.
Mr. Dzik asked Mr. Griffith and Kristi to follow up with Authority to see if we can get that meeting set up. The goal out of that meeting is just to decide to move forward with the customer facing side and worry about our back end when they're ready to install.
Mr. Burley asked if we know of other cities that use Invoice Cloud.

Ms. Goldner said they've been looking at it for a long time - almost a year really. We know what it looks like and they've worked with CMI for quite a while. They gave us the name of some other cities that use Authority and Invoice Cloud and some that use what we have now with it.
Mr. Dzik said a few things he noticed in the demo that he sat in on, you can send text alerts, you can go paperless billing. I think you can set up recurring payments. Once we get everything integrated you can see your usage over the past twelve months or so. I think there's a lot of features. Unlike our current billing, you don't have to enter your credit card every time you want to make a payment.
Mr. Burley said he'd rather talk to a city similar size that is actually using it rather than a demo.
Discussion on sending out the cities that use it.

Wastewater Treatment Plant

Mr. Ball said there's a document that he needs reviewed by the end of the day Wednesday. We have the preliminary application for the EPA loan that we need to comment on and then we have the Section 594 of the Water Resource Development Act Grant that we need to review also. I need Terry to look at those. I was hoping to get our review done and we give it to Terry in a cleaner fashion. Hopefully he can turn that around in about a day so we can get it back. If we miss the deadline that's another twelve months before we can reapply.
Ms. Woods asked when the deadline is.
Mr. Ball said he thinks the deadline is the 13th.
Mr. Broeren asked if we need any Council authorization.
Mr. Ball said they should have already done both of those. I think we did the authorization to do the EPA loan and the Core of Engineers. Core of Engineers we'd be asking for a million dollars. The loan we'd be asking for probably 8 million.
Mr. Burley said basically the engineering recommendations are complete.
Mr. Ball said this the overall planning document.
Mr. Burley said this is making recommendations on equipment and therefore requesting funding for that.
Mr. Ball said it would be requesting funding for the final design of the project and the construction. Kenny and I spent about 2 ½ hours, there's a lot of questions that aren't answered yet. There's a lot of things that aren't designed yet. But that's keeping the train moving. There's a lot of sampling and effort that we still need to get to that final design. This would be the end of the planning phase.
Mr. Griffith said on the operational stand point, Jason's working to get more chemical on-site. We actually want to treat the entire plant this time, before they did some preliminary testing in the primary. We want to treat the entire plant so we see what the effects are with the chemicals in our secondary treatment. We're making operational changes, which is slow - you make a change in a wastewater plant it's going to take two months before you actually see that change. At that point we'll get a better feel for how we need to operate this and if there's anything additional that we may or may not need.
Ms. Woods asked if we could confirm that council's approved everything you need so that doesn't end up being a hold up.
Mr. Ball said we had our intern go through the last four years of things that are approved.
Ms. Woods said if that's something that we need to push through on the 12th to meet your 13th deadline - I just need to make sure.

Source Water Assessment Plan

Mr. Ball said we've put that back on hold. We do have a consultant updating the map, so we have a consultant updating the list of gas stations and business that operate in that protection plan. I think we pretty much have the rest of the update done. When the consultant gets back to us we can probably move forward. We just have to see how we are stepping wise when we get there.

Mr. Burley said he'd hate to see it stall because it stalled for a long time.

New Gambier Road Reservoir

Mr. Griffith has ordered relief valves, they came in last week. These valves go on fire hydrants. They're designed to be in use when you take your elevated storage offline so if there's any type of transients in the system these will absorb those and relieve those out of the system. Brian and I need to look at where we're actually going to place all of these - find the optimum point to place them. Beyond that we discussed operational changes for the water facility when we do this. There were things we did last time that we don't really want to duplicate.

Mr. Ball said our construction contractor - we took them into the vault, they've measured all of the valves and by last week they should have placed the order for all the new valves and the backflow. All of that equipment should have been ordered last week. They don't have any idea how long it will take to get it. They'll be giving us an update as they get through the process.

Mr. Burley asked if we need to do the New Gambier Road high pressure water extension before this or is an option to use booster pumps.

Mr. Ball said the computer model actually shows when we close the valve to the reservoir, it shows the pressure will go up. If there's no changes at the plant the pressure will actually go up. It would be a good idea to do that but out of all practicality, I don't think we can get there. We priced out the survey and the design work and there isn't' any more money in the account. Until we have other projects closed and we move funding we can't do that project. Unless we design it in house, which I don't think we can do that either. At this point I have not been able to hire anyone to work on that design.

Mr. Burley asked if it was surveyed.

Mr. Ball said we don't have the money to hire the surveyors.

Mr. Burley said we didn't include that part of the survey for Edgewood Road.

Mr. Ball said we were going to but then there isn't enough money in the account. Lacie and I have found a project from 2018 that we were able to close. What we're doing now is going back through our P.O.s - there was a P.O. that Mathias had hired somebody, they never did the work so we closed that. So we're closing up the things we don't need. Hopefully we can add that work in but it doesn't seem like we'll be able to get it done.

Mr. Dzik said the model doesn't suggest that it's absolutely necessary.

Mr. Ball said the model suggests that closing the valve to the reservoir, the pressure in that area will go up.

Mr. Griffith said even with the last round when we did close the reservoir, we had pressure loggers up there and they maintain 6-8 psi more than they usually have.

Mr. Ball said we agree that the area needs a Gambier and New Gambier Road line extension. Those need to be done because the pressures are still too low. It's not necessarily critical to do the reservoir project.

Water Treatment Plant

Mr. Burley asked for an update on clarifier number 2 and refurbishment planning.
Mr. Ball said the consultant said we're wrapping up the cost estimate and their letter report. They should have it to us early this month.
Mr. Burley asked if that was on the lime system.
Mr. Ball said that's on the evaluating the lime and clarifiers.
Mr. Griffith said with the PLC upgrades, SCADA upgrades, we're still moving forward with replacing our outdated equipment. We're upgrading to more reliable equipment, more reliable telemetry. We have a company in here today that's actually looking at line of sight. We'd like to go with radio telemetry, similar to what we have on the wastewater side. We've got to get this through all the propagation, make sure we have the line of sight that we need and then we'll move forward, whether it's a point to point system, if it's some type of a mesh system - we're not sure yet. We are moving forward with looking into what we need to upgrade.
Mr. Burley asked if any of that is budgeted or is it just in the planning phase.
Mr. Griffith said that's just in the planning phase currently. We do have some funds available through maintenance equipment funds.

Right sizing the plant or alternate operations

Mr. Burley asked if we need to start this process.
Mr. Griffith said at some point we're going to have to start those conversations.
Mr. Ball said we were going to wait until Cooper campus reopens, hopefully we see some customers.
Mr. Burley said we're just not there yet.
Mr. Ball said we need some customers is what we really need.
Mr. Griffith said the other day with the way Distribution operates, they try to maintain levels between the reservoir and the clear well because we can't fill things up. We had our well inspections done, we had divers in there. In preparation for that they ran things a little fuller. We were only running 1.7 mvd. We do have this game going on.

City Facilities - Meters

Mr. Dzik asked if all of the city facilities are metered or if we're still waiting on a few.
Mr. Griffith said there may be a few. I think the majority of them are completed. I know we have those set up in a virtual meter. I thought we got them done.
Mr. Ball said we've had to go back to the architect who designed Foundation Park, everything they installed was plastic pipe and we have no way of tracing it. If it was metal we probably couldn't trace it anyway because of the amount of metal that's in the ground. So we're coordinating to map out the water system out there and their utilities. There's probably a possibility there's some unmetered water out there still.
Mr. Burley asked if we knew what our unbilled to produced ratio is.
Mr. Griffith said we're still there in that 56-57% that we're being paid for. The drop worksheet was just made available this week. That's due by November 15th. When I do that I'll have a much better reference as to consumption versus billing water loss.
Mr. Burley said from personal experience at the Cooper Campus, I understand finding water can be hard.
Mr. Dzik said you guys just traced a leak out there, didn't you.
Mr. Griffith said we did. We put our brains together and we did find that. That consumption has gone to zero so that has been resolved. But it does take a little bit of time, being able to free the

guys up, get them out there and have them focus on it.
Mr. Burley said there was certainly no smoking gun to it. It's just tracking it down.
Mr. Ball (inaudible) the Clinton Road area for sure, with the spider cracking in that type of pipe - it's probably losing a good bit - we have ditches that fall all the time around the area. It may not necessarily be one spot. With what we're doing on Oak Street, the only thing that is holding those galvanized service lines together was the dirt around. We removed the dirt, the line just fell apart. You could not dig it up. In these older parts of town, the service line is probably the substantial source of leakage just because they're corroded in place and they're rusted through.

Stormwater Master Plan

Mr. Ball said the way I look at that, once we have a funded staff person who is paid for by stormwater we will undertake that project.
Mr. Dzik said you're down a staff person at the end of this week.
Mr. Ball said to some aspect it's not fair, my department is funded by the general fund, water and wastewater. It's not really fair to those others if we're not having a person paid for by stormwater working on it. We don't want to be billing other activities when a full time person is needed for stormwater, they should be paid for by stormwater.
Mr. Dzik said Emily's about done with your staffing plan, right.
Mr. Ball said there's a draft. We're looking at having a staff person that would be dedicated to that type of work and then we can do it. Until then it's got to be on hold.

Gilchrist Estates

Mr. Burley asked if there are any other things that we need to address here at the commission level.
Mr. Ball said we believe next month we'll have a set of draft, maybe even partway through the month we can send those out for folks to start taking a look at. We'll have a draft set of rules & regulations for this. We have been working on those with our consultant - it still needs some work so it was not ready for today.
Mr. Burley asked if we need easements and right-of-ways for accesses to those areas.
Mr. Ball said yeah, they'll be creating the easements and the right-of-ways for Water, Wastewater, Stormwater. That's a planning commission action, right?
Mr. Broeren said that's part of the whole plat. Also that the deeds will also contain specific restrictions or requirements about the payments for the upkeep of the stormwater and things of that nature. But the creator of the project will go and provide those to us and we'll review those. They'll do the drafting on that.
Mr. Ball said we expect in the next month or so they'll be turning in their stormwater, water, wastewater plans. We will be reviewing those and getting the comments back. Parallel to that we will need to create the rules & regulations.
Mr. Burley asked if that's all in place before construction proceeds.
Mr. Broeren said yes.
Mr. Ball said the way the EPA rules read, we cannot issue the stormwater permit until those stormwater agreements are in place.
Mr. Broeren said we're not going to. We've seen what happens when everything isn't spelled out and signed off beforehand.
Mr. Ball said again we've had three good meetings with City Council, the developer's attorney and engineer, they clearly understand our requirements. I corresponded with them multiple times

last week, they had lots of questions. We've provided those plans to them. They've not been arguing about any of our requirements which I think is a good sign. I think this will go reasonable smoothly.

ADJOURN

- Adjourn Motion

Mr. Burley made a motion to adjourn the meeting, Mr. Ball, second and the meeting was adjourned at 9:32 a.m.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Keith Burley, Alternate Member
SECONDER:	Brian Ball, City Engineer
AYES:	Ball, Dzik, Burley, Griffith
ABSENT:	Doolittle

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Rick Dzik, Chairman

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Lindsay Hoar, Recording Secretary