



Utilities Commission
Commission Meeting

Minutes

October 5, 2021
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	Remote	
Kenneth Griffith		Present	

Others in attendance: Emily McKinley; Kristen Goldner, Recording Secretary; Tammy Woods, Council Representative; Gary Koester, Citizen; Jeff Gottke, Knox County Land Bank.

MINUTES APPROVAL

- Utilities Commission - Commission Meeting - Sep 7, 2021 8:30 AM

RESULT:	ACCEPTED [3 TO 0]
MOVER:	Richard Dzik, Safety Service Director
SECONDER:	Brian Ball, City Engineer
AYES:	Ball, Dzik, Griffith
AWAY:	Burley

ADJUSTMENT JOURNAL

The attachment was not included so the September adjustment journal will be added to the November commission meeting for approval at that time.

NEW BUSINESS

Westgate Mobile Home Community Agreement

Mr. Ball said Mr. Broeren sent a message that he is otherwise engaged and is not able to attend our meeting. We need this agreement to do any of the next steps. We are coordinating with the EPA and the other agency. There are two opportunities as far as this loan. We are doing a little shopping to make sure we are getting the best interest rate. We are hoping to get a low interest rate on the project.

Extended Payments for Water Tap Fees

Mr. Burley said this has to do with the 95-accounts. It is part of what was discussed towards the end of last year, early this year. Can we in fact do the 95-accounts which are kind of financing water tap fees over a multiple year time.

Mr. Ball said that's also in Rob's court. He is working on it.

Citywide Curb and Gutter Restoration Program

Mr. Ball said back to some of the purpose of our stormwater utility, one of the things that came up was creating a program where we save our streets by giving stormwater maintenance. Mr. Tyson in the street and stormwater department has worked with Emily McKinley to come up with a proposed list of places where on asphalt and brick streets we would do a curb and gutter replacement to basically save the street. One example, many of you have probably driven on Division Street south of Coshocton Avenue. The street itself is in really good condition but the curb and gutter is turning to gravel. As far as the utility breaks and things, there is no need to do a complete rebuild of the brick street but as the bricks start to scatter and the water gets in the foundation, it causes damage. So we have a list of that, we don't necessarily need to vote on that. We plan to present this with the budget for 2022 unless there are objections or questions on it. It would be very similar to our paving program where we get a list of five or ten streets and then based on the cost, we trim it back to what we can afford. We already have a curb and gutter account set up for stormwater utility so it would just be budgeted out of those line items. This is something that Darren Tyson has been a champion of and it's not a lot of design effort because we are going to be replacing in kind. It will probably be more of a construction/inspection effort.

Clinton Township Water System Extension Projects

Mr. Ball asked Emily to jump in and give a little discussion about this. This discussion would include the Crystal Avenue topic and also the Pittsburgh, Buckeye, and Parrott Street topic.

Ms. McKinley handed out maps of the project area. We are looking at starting design for this section. There are technically three sections that you guys have outlined in your maps; blue, pink, and green so that would be Smith, Broadway, and Kentucky down to Crystal Avenue and Johnson and then the connecting roads in-between. So we would look at taking that to design early next year, end of this year. Ms. McKinley said in the spring, she sent out 116 postcards to gauge if residents are interested in hooking up to water. She received 57 of those postcards back with 22 of those 57 being yesses so that's about 38%. She said she only sent those out to people on Crystal and Johnson, she did not get the extended streets like all of

Smith, all of Broadway. So there are a few that have not been gauged for their interest. Ms. McKinley has also talked to Donna from Clinton Township when she met with her about House Bill 168 for Pittsburgh, Buckeye edition, and Parrott Street. Donna was really interested in moving forward with design efforts for Crystal as well to then see if maybe we could get funding for that project, maybe in the next round of future funding.

Mr. Ball said the other thing to add is they (Clinton Township) do have ARPA money on hand that can only be used for utilities.

Ms. McKinley said they could offer help for their community members if they wanted to help with tap fees so Donna was interested in getting this project started for design so that's kind of what we are proposing to start.

Mr. Ball asked Emily to give an update on the House Bill 168 applications we've done for Pittsburgh, Buckeye edition, Parrott, and others.

Ms. McKinley said we turned those in on August 25th and there is a 45 day window that the Ohio Department of Development described as the window for hearing back on our application status, if we receive funding. So 45 business days from that will be around October 27th. We have not heard any updates, crickets so far but October 27th will be the 45 day window so we hope to hear around that time for Pittsburgh, Buckeye, Parrott, and our other projects that we applied for.

Mr. Ball said we had some phases of our Clintonville project and then some assistance for our wastewater plant upgrade.

Mr. Burley said at least based on the 2010 census, these areas would also qualify for Community Block Development grants. Is that funding that we should also pursue?

Mr. Ball said yes, next Thursday, we have a meeting with Amy that manages the Community Block Development grant so this is where we'll bring out our portfolio of projects and talk about the plan for 2022. Another consideration is the Clinton District has raised their rates by five dollars per unit on their assessment for paying off their loans. Some of these areas are low-income qualified areas and they do have a substantially higher utility rate than inside the city right now.

Mr. Burley said his guess is we kind of enter into the discussion on the Clinton Township water expansion project. There are two important points. One is we would look to utilize the Clinton utility improvement fund they have paid into for the last twenty years to finance and this would be kind of between grant funding and that fund, it would be the primary utility funding to make that addition, not out of general Mount Vernon utility operating funds if that's the proper way to say it.

Ms. Woods said with the number of people who have said we are interested in water, we need to be discussing that availability charge. Two questions; some future time can we just get a handle on what we collect in those fees even if it's per month from people, and then

start having a discussion of whether we need to eliminate that because when we are sort of forcing that on people it's not a fair assessment. You know, we've got grants. If you want to tap in we can make that next to nothing but just because we are making that available, forcing that extra charge, especially if the Township is already raising their rates... just want to start that discussion in the future please.

Mr. Ball said a brief on that is from what Mr. Orndorf, Mr. Scott, and Mr. Ball have been able to ascertain, it has been project specific. So, if you are along the 12" water line that goes to Gambier, you are not assessed an availability fee because that was classified as a transmission main. If you are on Harcourt Road, there is an assessment for availability that has been there, that was part of the project. We haven't talked to Rob about this but the authorizing language by City Council could define whether that is included or not.

Ms. Woods said she just thinks that would take a lot of the angst away from these projects for people.

Mr. Ball said part of what Mr. Burley and Emily have been working on is looking at these projects at a benefit to cost ratio. If we're doing an expansion, we want that to be reasonably paid for and it's easy to say if we make everybody pay, it pays off quicker. But if there are people who, for one reason or another don't want to participate, Mr. Ball agrees with Ms. Woods. He thinks if they don't want to participate, it's there and when they're ready, they can hook to it.

Ms. Woods said it's a much nicer message to say we have these options where the tap-in fee could be at least partially covered if not fully rather than, this is coming down your street and you get a new bill.

Mr. Ball said he thinks the opportunity we have in this next two year window by possibly getting to federal funds to be able to offset and bring that payoff date back... it's possible that with federal funds, everybody could get a meter and then those could just be put on vacation if they don't want to participate. So if the next owner wants the water, they could just go to the billing office and have the meter activated and installed or if the person's well goes dry. We've had people who are on transmission mains who say, my well is dry, the line is there and I'm ready to hook up. It might be ten years after it was installed. Mr. Ball said we didn't really know where that came from because we hadn't done a project like that in so long but we would put that in the hands of Council, in the legislation to define that before we go to construction.

Ms. Woods said if there is a way to go back and look at those ones that are currently assessed, you know, what are we collecting and is it possible to undo what we did if that's an option.

Mr. Ball said a couple years ago, the Commission decided anyone who is paying service availability, we will credit that towards their tap fees. Now the Harcourt Road project, it also has a \$4000 cost recovery fee and Mr. Scott said we are not allowed to do any crediting. They have to pay that.

Mr. Griffith said what we've done in the past, while it's case-by-case, is there some consistency to it as far as the language?

Mr. Ball said as far as we can tell some projects are classified as transmission mains and others are classified as service mains. That is the distinction. So if you go to Gambier, you're not going to see fire hydrants. It's a transmission main and there are no fire hydrants. The line that goes to Industrial Park through the Buckeye Edition is a transmission main. Those people are not charged availability on the transmission mains. Now, again, we've not done an exhaustive evaluation but that's what we got. Part of it, we had a really hard time getting the information out of our billing system. We keep wishing and hoping for a new billing system, that would also clarify that.

Ms. Woods said she isn't looking to create weeks worth of work for anybody but if there's a way to get a report of who is paying that and if there's a way to readdress that, it's worth looking at.

Crystal Avenue Design-Water System Extension

Pittsburgh Avenue, Buckeye Addition, and Parrott Street for Construction

OLD BUSINESS

Cooper Progress Park Billing

Mr. Dzik said he will be leaving shortly before 9:00 am so we will need to skip around and discuss any of the items that will require a quorum to vote.

Mr. Ball suggested starting with the Cooper Park situation because we have Mr. Gottke present and this will need action today.

Mr. Dzik said he reviewed Mr. Burley's assessment of the billing at Cooper Park. The old minutes were reviewed as well. Mr. Dzik said the Commission voted to take all the meters at the park down to 5/8" but we did find out that there are some meters that are double-billing.

Mr. Ball said his understanding was that each meter was set at 5/8" but that we have a situation now with basically a master meter. He wasn't sure about the last meter they found but will let Keith explain things.

Mr. Griffith said he wasn't sure either but he knows the meter on Sandusky Street was functioning as a master meter, everything through it, and some of the buildings were individually metered so we were double-reading at that point.

Mr. Ball suggested turning it over to Keith to give a brief summary of his findings.

Mr. Burley was attending via Zoom but was not able to see or hear anything. Mr. Dzik corrected the issue so that Mr. Burley could participate.

Mr. Burley said there are multiple meters on the property and there are four issues. The big one is due to a leak, or a couple of leaks, that we've discovered. The first one that was discovered was a fire hydrant along North Sandusky Street and this is from a 6" meter on North Sandusky that feeds water to part of the facility. We finally figured out where the leak is. The big leak is on the campus. The one out on Sandusky Street was repaired and we've confirmed that it was not going into the wastewater system. In fact, it's not even making it into the adjacent stormwater pipes. That's nominally \$12,000 in credit that is probably due to Cooper Progress Park. Mr. Burley said that he is on the board for Cooper Park Development Corporation which is Cooper Progress Park. He has looked at this from both sides because he wears two hats in this case. It was really being involved in utilities that got him going in that direction and vice versa interested in figuring out where the leak is. So that's the first issue. Mr. Burley said he would probably take the issues one at a time and address them before moving on to the next one. This should be a pretty simple discussion. Someone from the billing office should go through and confirm what Mr. Burley has calculated. He has worked with Kristi but it's good to have the check and balance in the system. Mr. Burley's recommendation is to sort this one out before moving on to the next one.

Mr. Ball asked Mr. Burley if he wanted to look at the leak credit first or the billing.

Mr. Burley said he would look at the leak credit first. We have four separate items and that is how he would approach it.

Ms. Woods said before Mr. Burley was able to hear us, there was talk about double-metering that had been going on. Have we, historically, for that property, been double-billing certain areas all along?

Mr. Burley said he would have to say yes, there could be no other way. For how long, we don't know, we will never know.

Ms. Woods asked isn't that a big one going forward to get corrected if we are looking at parceling out leases.

Mr. Burley said that is really one of the four points to discuss.

Ms. Woods said she thinks that is a big one herself.

Mr. Burley said he would rather see if there are any questions on the wastewater credit first and then we will go into the double-billing.

Mr. Dzik said he has reviewed all of Mr. Burley's information and if it's not going into the wastewater, he would be okay if we want to make a motion to credit the wastewater back but let's see if Brian or Kenny has any questions.

- Motion to Credit the Wastewater Back.

Ms. Woods asked if we could make that motion contingent. With Mr. Burley sitting on both boards, just making sure those calculations are correct for the public's awareness.

Mr. Ball said the billing office is going to have to do a detailed review of the numbers. We also have to look at how it's being billed. We did, both of our crews verified the fire hydrant leak was going into the ground. The second leak was on the 3" line to the 3-bay test area; that has been identified as going into the ground. So the first question, was this water going into the wastewater treatment plant? We can certify that it was not. In the beginning we didn't know if it was a boiler system or a toilet or an eye wash station, we didn't know. There has been over a month of work tracking these down.

Ms. Woods said she thinks there is enough evidence to prove it didn't go there, it's just for the numbers, let's make the motion so there are dual controls there.

Mr. Dzik said yes, contingent on Kristi's review of Keith's information, we would authorize that wastewater credit.

Mr. Ball said this will come back on the adjustment journal so there would be two steps for Tammy. So, we authorize the credit and then it would have to come back on the adjustment journal.

Ms. Woods said thank you.

Mr. Ball said that will be a credit not a refund, correct?

Mr. Burley said in the big picture, he thinks it makes sense for a refund. From a bill-tracking stance, it would take a long time. If all of these credits are approved, it would take a very long time to work those credits off. In the meantime, there are multiple things going on with buildings and changes at Cooper Progress Park and hopefully, we can start to sell units and start the subdivision process. If we get a credit or a refund, that helps the accounting process and it certainly makes the billing easier to understand as far as what we are paying and what we are not. We went through a credit situation based on previous action that even then took about five or six months to work through and unravel and it was hundreds of dollars not thousands.

Mr. Griffith said he wants to verify that amount. He sees it as, you're going to have different people in there, in these buildings, individually responsible, new accounts. If we did do it as a credit, where are we applying that credit?

Ms. Woods said she thinks a refund makes more sense.

Mr. Burley said some of these accounts won't divide for quite a while because they are double-billed accounts so you can't credit it back to an account that's not active. Now that the leak has stopped, we would not have that kind of consumption so we're essentially using water, probably a couple hundred gallons a day for the tenant and restrooms and so forth. It would take a long, long time so a refund makes sense.

Ms. Woods asked who the refund would be to.

Mr. Ball said it would be to Cooper Park Development Company because they are paying the utilities.

Mr. Gottke said that is correct, they have been paying the bills since last October.

Mr. Dzik asked Keith if his analysis only goes back to last October.

Mr. Burley said that is when Cooper Progress Park acquired the lease from Siemens. We took responsibility October 1, 2020.

Mr. Dzik said he is good amending the motion as a refund instead of a credit.

RESULT:	APPROVED [3 TO 0]
MOVER:	Richard Dzik, Safety Service Director
SECONDER:	Brian Ball, City Engineer
AYES:	Ball, Dzik, Griffith
ABSTAIN:	Burley

- Motion to Refund \$12,562.30 Back to Cooper Development Pending Review by the Billing Office of the Accuracy of the Amount.

RESULT:	APPROVED [3 TO 0]
MOVER:	Richard Dzik, Safety Service Director
SECONDER:	Brian Ball, City Engineer
AYES:	Ball, Dzik, Griffith
ABSTAIN:	Burley

Cooper Progress Park-Issue 2

Mr. Burley said the next issue he has is, as we shut down the entire facility, there's at least a 6" line. To try to find the leak we discovered that water to three of the buildings; the administration building, the engineering building, and the maintenance garage; they all had meters that were in series or downstream of the primary (50*9) 6" meter that's on North Sandusky Street. So, although there wasn't usage, they were billed as accounts and they are downstream of the main meter. The proposal is to credit those accounts for basically what they've been billed since October 1 due to that double-billing, \$2320.20.

Mr. Ball said he had a couple questions for Keith. So we have eight active accounts; one is a fire line, one is stormwater. So there are six meters, is that correct?

Mr. Burley said one is the guest house. There is a meter that goes to the R & D building and we discovered a meter that goes to plant 4 that was inactive so that's now back on as an identified meter.

Mr. Ball said the motion we had the last time we had to table it was to set the entire campus as one 5/8" meter retroactively to the date of transfer from Siemens. Mr. Ball said he thinks what we're doing now is billing it at five 5/8" meters.

Ms. Goldner said yes, they are all set at 5/8".

Mr. Burley said the three that are double-billed just shouldn't be billed. So that shouldn't be part of the discussion because they are all downstream of the 6" meter. There's only three remaining meters which would be the 6" on North Sandusky Street (50*9), the meter for four-bay, 50*87 which is R & D and 50*11 which is the one off of Burgess Street so that makes four meters that are being billed.

Mr. Dzik added that there are four billed correctly and we have a couple more that are not and should be excluded.

- Motion that we Refund the Double-Billed Amount Subject to Review by the Billing Office for Accuracy, that we Discontinue Billing on those Meters that are Double-Billing, and that we Continue Billing the Meters Listed by Mr. Burley as being Correctly Monitored at 5/8".

Mr. Dzik said he thinks we are all on the same page as it relates to the refund and not double-billing those extra meters. The question is do we want to take these four meters that Mr. Burley talked about and continue them on a 5/8" billing rate.

Mr. Griffith said that was his question as well. Will we continue to bill the six meters. So will we quit billing from the Sandusky Street meter and continue billing from the individual buildings?

Mr. Ball said in the short term, he thinks we treat the 6" meter as a 5/8" account and then the other ones are taken off temporarily. Now, as the park reopens, we are going to treat the 6" meter as a check meter and we'll reopen the accounts. If 3-bay test doesn't have a meter, we are actually going to add a meter to 3-bay test and then when that is online, then that meter will draw through the 6" and then the 6" will be a check meter while 3-bay will be an active meter. If there would be one of these other buildings that already has a meter opens back up, then that account would be reactivated for whoever is using it. So, we are creating a temporary situation.

Mr. Griffith said that was his thought. Leaving those other ones instead of going back and reactivating them, just leave those active. Once the 3-bay opens up, that would be accurately metered. We leave the other ones active and the one on Sandusky just becomes a check meter.

Ms. Woods said that was going to be her question as well, why not do it in reverse? Is there a reason because then you don't have to come back and address it.

Mr. Burley said there are buildings on the 6" meter; there are multiple buildings on the 6" meter that do not have meters associated with them. There are probably more buildings that don't have meters that are on the 6" than the three that do have meters with them.

Mr. Griffith said so there are several buildings metered through the 6" meter?

Mr. Ball said there are several buildings that are only metered through the 6". If one of those buildings is leased then we need to get a meter installed.

Ms. Woods said so this is just temporary until those are all individually metered.

Mr. Ball said that was correct and Rick has to leave so once he leaves, we can't vote on this.

Mr. Dzik said he thinks we have decided to bill through the 6" meter.

Mr. Ball said he thinks so for now. We are going to have to change it once there are tenants in place. Some of these will need new meters installed, some will use existing meters. These meters may be so old, you will want to put new ones in anyway but we can still use the accounts.

Mr. Griffith said so we'll continue to bill through the 6" meter until everything is metered individually. So up to that point, if this new 3-bay comes in that's being metered and we still have other buildings that are being metered through the 6", we are still going to have to use a combination of both meters.

Ms. Woods said so if nobody is in these buildings right now, nobody is using water in the buildings that aren't metered. Is that correct?

Mr. Burley said that is correct.

Mr. Ball said the maintenance guys are the only occupants right now. So you have two maintenance guys and obviously they use the bathroom and guests use the bathroom. The 3-bay is unmetered except for the 6" but the plan is to install a meter for 3-bay. The leak would be fixed and while we're there, install a vault with a meter.

Mr. Dzik asked if we have an answer right now or if we want to table the motion or go ahead and continue billing through the 6" meter.

Mr. Griffith said he thinks so. Bill through the 6" meter, we can do the 5/8" rate. Then as the new buildings come in, we can just deduct that from the main meter until all these other accounts come in.

Mr. Ball said he thinks the motion as presented is acceptable.

Mr. Dzik said let's go ahead and vote on the motion and then, he apologized that he has to leave and will be turning the meeting over to Brian. Please continue the discussion, Brian will chair from this point forward.

Mr. Ball recognized Mr. Burley and Mr. Gottke for the enormous amount of work they have done on the Cooper Park issue which was summarized in just a few minutes and also Kenny and his crew and the billing office; a lot of people worked together on this.

RESULT:	APPROVED [3 TO 0]
MOVER:	Richard Dzik, Safety Service Director
SECONDER:	Brian Ball, City Engineer
AYES:	Ball, Dzik, Griffith
ABSTAIN:	Burley

Stormwater Rules and Regulations update

Mr. Ball said Mr. Broeren isn't here. There is a new version that is being drafted. Those are in legal review and legal development.

Stormwater Masterplan Update

Ms. McKinley said Keith has sent over a lot of good ideas for the master plan. She only has a couple more weeks until she is on leave. She cannot promise that a lot of updates will get made on this. Ms. McKinley said she has an Excel worksheet started to get some quantitative goals and things on that. So, she has the curb and gutter list from Darren on there and things are organized, she just doesn't have the master plan finalized.

Clintonville Update

Mr. Ball said we had a very successful public meeting and we did a very nice letter. We have a lot of people excited to have problems fixed that have been festering for decades. The contractor will be on site today to have a look at the site a little more and try to assess the fences and things that need to be relocated before they start construction. We do expect to start our phase one this month which would be the backyards north of Clinton Road.

Mr. Burley asked if we expect to have phase one done this fall.

Mr. Ball said we've asked the contractor to get all the materials ordered to avoid cost increases but at this point, the care and attention to the backyards will probably build phase one. That will give a chance to do some monitoring and hopefully get some I & I reduction. If it gets too wet and too cold, we don't want to be tearing up people's backyards, we might need to wait. We'll see how production goes, this could go really smooth, it's hard to tell.

Ms. Woods said a long time ago, we had a discussion about one of the properties out there that has a basin and we talked about the city purchasing that to take over the maintenance of that.

Mr. Ball said that's actually the Compass Pointe so that's not part of this construction.

Ms. Woods asked if it's worth re-addressing that and if it feeds into that.

Mr. Ball said no but that goes back to the Stormwater Rules and Regulations. The document that Mr. Broeren and others are working on would create a framework to where that problem would be solved. So the first draft that we looked at, nobody thought it was going to be the correct document so the goal would be, our next meeting, would be to start the public distribution of a document and then that would address the problem at 200 Mansfield also.

Ms. Woods said she just knows that's been a thorn for a while.

Mr. Ball said yes, that is still hot on our radar.

Oat Street & Catherine Street Update

Mr. Ball said the water system and the sewer system are fully operational. We've encountered some unsuitable soils under the road. We have had several meetings with the contractor to find a path to mitigate that. We have a solution and they are actively working on getting the road base prepped for the two blocks of Catherine Street. The three blocks of Catherine from Vine to Coshocton Avenue; that project is completed in design and we had a meeting with Councilwoman Julia Warga, Mr. Scott, Mr. Starr, Mr. Hinkle, and Mr. Ball. We are going to recommend an additional Community Development Block grant for critical infrastructure which is what we are using on the other project. Again, next Thursday we are having our meeting with Amy and we would expect some legislation coming to City Council to get that process rolling and then we would expect that this would be budgeted out of all three utilities, the brick account, and then whatever grants so we would have five accounts paying for the project. We have been receiving a lot of comments from the neighborhood on the extremely poor condition of the street. Those comments are heard and we are working to get grant funding. Mr. Ball's understanding, also from Mayor Starr, is the project is highly listed for our ARPA money so it looks to also receive some federal stimulus money through the group that is voting on those projects.

Billing Software Update

Mr. Griffith said this is something Rick has been taking the lead on but he knows we were talking about the contract stuff yesterday to move this forward so Rick is still actively moving forward.

Ms. Goldner said we have a meeting coming up a week from tomorrow with CMI.

Mr. Ball said great, let's keep that one moving.

Wastewater Treatment Plant Update

Mr. Ball said thanks to City Council, we've done the qualifications request. We've got several companies that have presented an interest in the wastewater treatment plant design. We have copies of those but Mr. Ball has not started his review. We will be doing that soon and the EPA is ready for us to start as soon as we have a contract.

Mr. Griffith said we have been feeding the ferric, we have hydroxide online in case we need it for our pH adjustment. We've been feeding it for three weeks and Jason is seeing compliant numbers going out of the facility.

Mr. Ball said just for background, adding the chemical is reasonably easy but it does create a lot of additional sludge, it changes some of the other parts of the plant. Our sludge handling capability is already maxed out so we have to kind of redevelop, take the digesters, look at drying sludge so that's partly why this becomes a bigger project than just adding the chemical and getting compliance.

Water Treatment Plant Update

Mr. Griffith said we are still moving on getting all of the SCADA updated. We've purchased all of the equipment for it, we have our PLCs, our new computers. Everything is on site. The next step is the installation and the programming. Hopefully within the next couple of months we will be up and running and have a reliable telemetry and control over our facility.

Mr. Ball said on the clarifiers and the front end of the plant, we do have a draft report from Hazen & Sawyer on looking at alternatives on how to fix the clarifiers. We've met with some vendors and some contractors. Maybe later this week, we can get together and look at the alternatives and try to put together a scope for designing those so that can be the design and maybe some of the construction in our 2022 budget because those are not getting better.

Mr. Burley asked if the lime system was included in this discussion.

Mr. Ball said yes, the lime system is experiencing additional failures.

Mr. Griffith said we have several issues; before he started, they were running only one slaker for probably a year and a half. We got the second one up and running and we've been running it for awhile and it's gone back down. We are constantly battling the equipment, it's old and in definite need of being updated. The silo itself looks like it's ready to crumble. When was the plant built?

Mr. Ball said he thinks it was turned on in 2000. This is something that is used all the time and it hasn't had any major maintenance since it was turned on. We have been maintaining this line in the budget for this kind of work we just haven't gotten to it yet.

Mr. Griffith said we did have North Bay show up, they brought the crane in. They removed the gear reduction unit and everything on the first clarifier; they've taken that out to repair it

so hopefully in the next few weeks we'll get that back and have that one back up and operational.

Mr. Burley asked if there had been any progress on sludge removal.

Mr. Griffith said we are still moving forward. We got our liming license, we applied for that through USDA. We needed that to come back, we just received it a week ago. We needed that so we could apply for our general permit so we are waiting for the general permit to come back.

Source Water Assessment Plan

Ms. McKinley said the good news is we're really close. There are a few outstanding questions on the plan and ordinance based off of her and Keith's last review. She just needs to dig out some appendix documents and then we will be ready to bring it to Commission after a few more reviews. It's pretty much updated, we'll just need the new map. Just a few last items but we're close.

Mr. Ball said we're close to getting ready to kick that over to Rob and then he'll create the documents for City Council.

Mr. Burley said there is actually already draft legislation prepared.

Ms. McKinley said yes, the ordinance is already prepared. We just have to figure out the last couple of questions and then it's ready to go to Rob.

Mr. Ball said this is something that we had a draft version from 2012 that's been shelved multiple times.

New Gambier Road Reservoir Update

Mr. Ball said the contractor has been told by their supplier they will have all the valves and components on site by the middle of October. We need to get together and probably do a wet test so we'll try to coordinate that and get some notices out. We're going to verify we have every single part we need, double-inspect it, double-check, make sure it fits together, sort of practice putting it together outside before we take any action. The goal is to have the plumbing work done and have it back on by Thanksgiving. We'll see how that goes.

New Gambier Road High Pressure Line Addition

Mr. Ball said when he got the estimate for the work and compared it to what we had left in the account, that wasn't going to go so we could potentially do the survey part of it. We had a meeting with one of our consultants to go through and close out things that were completed but still had money left on the P.O. so Lacy was able to gather a couple thousand dollars yesterday. We're going to see where we are. Maybe we can get this started this year but we probably won't have enough funding to get the design finished.

Mr. Burley asked for clarification that the survey has not been done.

Mr. Ball said we have done no work on this. The survey that has been done is the Edgewood water line but we did not have this... that part of the hill was not included in that project at the time so we can talk about adding it to that contract.

Mr. Burley said their survey states all of New Gambier Road to the corner of Teryl.

Mr. Ball said we need to look at what they have in that contract because we may have had that area included in the one contract but we haven't taken a lot of time on that. That's been basically shelved from the Engineering office.

Gilchrist Estates Update

Mr. Ball said they had a shotgun start on Friday, you know, they are getting started.

Mr. Burley asked where we stand with an approved stormwater plan and stormwater during construction.

Mr. Ball said we don't have our rules and regulations in place so we have a gentleman's agreement on that right now. So we will need to get our rules and regulations in place and then they will need to sign. Their plan, like Tammy talked about, is to just hand over the ponds and we would maintain them for a surcharge. Mr. Broeren is working on a document to where they would sign a two-page agreement and that would be recorded on the deed but that has not been completed yet.

Mr. Burley said at our last meeting, they submitted a stormwater plan, they're having calculations reviewed. Have we approved the stormwater plan as submitted?

Mr. Ball said we had comments on their stormwater plan and there are some small revisions so they are approved to move dirt but their plan, their design of their ponds, and their management plan has not been approved yet. We will be acquiring outside services to do the construction inspection because we do not have inside folks to do that work. That company has not been hired yet.

Aging Report/Close-out Procedures for Deceased Customers

Mr. Griffith said he touched bases with Lisa and Kristi a little bit on this, more with Lisa. We still need to spend some time on this and really outline procedures. The way we handle it currently, we can get the obituaries and look through that but there's really nothing outlined as a definite procedure for making sure that we take care of this so we're still working on it.

Edgewood Road Waterline Replacement Update

Mr. Ball said we have kind of talked about this already. They haven't sent us back anything, it seems like they're still working on survey. Mr. Ball said he needs to check the limits because they may have already gotten what we need for the New Gambier project, high

pressure project. We are just waiting on them to get us information. We will probably be putting this in the budget because that's one of our worst water lines. We've also received multiple complaints from people on the west side of the road who are receiving stormwater. The water from their neighbors is going into their garages, the road water is entering their property so we have received some complaints related to the condition of the stormwater system in the Edgewood area.

Mr. Burley said to just keep it on the radar.

Mr. Ball said he thinks the street department was doing some emergency repairs but he's not sure.

Mr. Burley said there is stormwater ponding near the bottom of the intersection at Gambier Road and North Edgewood during high rain events so that's part of that stormwater need.

Mr. Ball said right and we can send those over to the county engineer because that section is a county road.

OTHER

Mr. Ball said we have a lot of good things going on.

Mr. Burley agreed.

Mr. Ball said we did have a discussion with Mr. Scott and Mr. Hillier. There's a couple versions of the stormwater methodology going around. We were looking back at the stormwater report that recommended three people as permanent staff to assist with the operation of the stormwater utility. As we're looking at proper staffing, is there anything this group could do to assist in getting through the process?

Ms. Woods said that was part of the discussion last night at the special council meeting so maybe some sort of report based on the need and what Mr. Ball views as needed as far as positions. There was a discussion last night so just to make sure that what was presented kind of correlates with the true need and then maybe something out of this committee that stresses that need.

Mr. Ball said Mr. Scott said he had not reviewed the final report from the recommendations from our stormwater committee so we've got that printed out and we are going to highlight some of those aspects.

Ms. Woods said she knows there was a letter from the Mayor that went to Council that listed the people that need replaced and what they felt were the true needs out of engineering and utilities both so just kind of review that and make sure that's where the true need lies.

Mr. Ball said the thing we are seeing is, if we do the work with our city crew, those folks are in the range of twenty dollars an hour. If we contract it out, by state law, those folks are in the range of forty dollars an hour and they're mandated to have their benefits packages and we are also paying profit, bond.

Ms. Woods said a couple of weeks ago, we (City Council) approved two contract services that may approach that \$50,000 mark so council had to approve them and that led to a discussion on, why isn't the office handling it. The bigger discussion is there are obviously contracted services every year, these two just happened to approach that \$50,000 marker so maybe some sort of document that would help lead the discussion of, what would go away with replacing those and the cost savings there. Ms. Woods said she knows it's there, it's just not delineated for Council to see and that came out of last night's discussion of showing that pro and con to doing this and make it easier for that decision to be made and easier to explain to the public. That light bulb moment is starting to happen with some people on Council. It dawned on them when they made that motion; why are we possibly spending a hundred grand on these when we could have a person for that so to show that some of that contracted service would go away in the future makes that decision a whole lot easier.

Mr. Ball added that some of our contracted services exceed a hundred dollars an hour, some are close to two hundred. We are paying profit overhead in all those things and also if we have a contracted person do the inspection, we get their documents but we don't get the memories and the incidentals.

Ms. Woods said she thinks everybody realizes, we are in a time where there's a lot going on. The engineering office is never going to be able to handle all of it and there's always going to be that contracted piece but to have that memory or that hands-on feel is important. Council just needs to wrap its head around what we are off-setting because right now it just looks like we are adding people. We need to show where we are pulling back those other pieces to off-set that and those other gains, the mental memories of what is going on and not just a report, that would make the decision a lot easier.

Mr. Ball said incidentally, with Cooper Park, we had to go back to the retired guys to find the last meter. There's no one that works here that knew where it was. These inspections, a lot of these are critical. We are always going to need inspections. We have nobody inspecting Columbia Gas' work except for Jason a little bit.

Ms. Woods said we reached a point where it becomes necessary to not go back to the retired guy to know it's fifteen paces past the north corner. We get the need. Let's just put it that way. Some sort of report that would show how that's going to offset in the budget would make that decision a lot easier.

Mr. Ball said our records person has left and we are recording data but we aren't able to post any of it to our network.

Mr. Burley said obviously there is a lot going on and let's just stay on top of it.

Mr. Ball said if there's nothing else, since we can't make a motion to adjourn, we will just be adjourned.

Rick Dzik, Chairman

Kristen Goldner, Recording Secretary