



## **COLUMBUS CITY UTILITIES**

1111 McClure Road  
P.O. Box 1987  
Columbus, IN 47202-1987

812-372-8861  
812-376-2427 FAX  
[www.columbusutilities.org](http://www.columbusutilities.org)

New Business #1

April 10, 2014

To: Utility Service Board

From: Keith Reeves  
Director

RE: Personnel Appeal

The City personnel policy provides that employees who believe their supervisors are misinterpreting or not following proper procedures may initiate and appeal to higher authorities. The process is described on the following page but is in essence, a review of subsequently higher authorities until the matter is either resolved or reviewed by the appropriate board.

In January, weather prompted the official closure of all City and County offices except for essential personnel. As you can imagine, there were several CCU employees who were "essential" to our operations on those days. When calculating payroll for our department, my instructions to the payroll clerk were to be consistent with the procedures used by rest of the City for those days. The process that was explained to us involved paying all employees for the two days that offices were closed and providing time off for those employees who worked during the snow days.

Five employees have filed a joint appeal, believing that they should have been paid double time for working on what they considered a paid holiday. The matter has been reviewed by me and the Director of Personnel and our responses are included herein.

Our explanations have not satisfied the employees and they now wish the Utility Service Board to consider their appeal. I have no further guidance to provide the Board at this time, beyond that we were consistent with procedures followed throughout the City that were reviewed by the City attorney.

## **Policy #8: Appeals Procedure Policy**

### **GENERAL STATEMENT**

It is the policy of the City to treat all employees equally and fairly in matters affecting their employment.

### **POLICY**

Disagreements concerning the supervisor's interpretation or application of the Personnel Policy shall be resolved through the appeals process. This policy does not apply to those cases involving politically appointed employees or employees of department head rank or terminated employees. (See Discharge Policy) Only employees directly affected by an adverse decision or interpretation may initiate an appeal. Appeals process shall proceed from Step I to Step IV and is detailed as follows:

#### *STEP I*

The employee shall present his complaint in writing to his direct supervisor on forms provided by the Personnel Department. The direct supervisor will have fifteen (15) calendar days to consider the matter and issue a ruling. If the matter is not settled to the employee's satisfaction with his direct supervisor, he shall present the matter within seven (7) calendar days to the next highest supervisory level.

#### *STEP II*

In appealing a supervisor's action, the employee shall first present the matter in writing to his department head. An answer shall be given to the employee involved within fifteen (15) calendar days of the day of which the appeal was presented.

#### *STEP III*

In the event the matter is not settled to the employee's satisfaction in Step II, the employee will notify the Personnel Director within three (3) calendar days of the employee's receipt of the departmental answer. The Personnel Director will meet with the employee, his supervisor and department head in an attempt to resolve the complaint. The Personnel Director will have fifteen (15) calendar days in order to issue his decision in the matter.

#### *STEP IV*

In the event the matter is not settled to the employee's satisfaction in Step III, the matter shall be presented by the affected employee to the appropriate governing board or commission within fifteen (15) calendar days from the date the decision of the Personnel Director was received. The departments that do not have a designated board or commission shall have appeals presented to the Board of Public Works and Safety. The Mayor, upon receiving notification of an appeal at this level, shall appoint a three (3) person committee to hear the appeal and make recommendation concerning the matter to the Board of Public Works and Safety for action. The appointed committee shall hear the appeal within thirty (30) calendar days of the notification of the request for appeal.



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New Business #2

April 11, 2014

To: Utilities Service Board

From: Dale Langferman

RE: Non-Recurring Charges

One of our goals for this year is to review our non-recurring charges. As a start to the process we are providing information that we can use for discussion purposes. Attached is a schedule of some of our current charges, the cost to perform these duties, a proposed fee based on the calculated cost, and a comparison to other utilities. In future months we will have additional fees to look at and a discussion on what needs to go to the City Council and/or the Indiana Utility Regulatory Commission for approvals.

We started by contacting fourteen utilities around the local area and the state. We asked each to provide us with the fees or charges they associated with a list of services that we currently provide for our customers. Secondly, we used time spent by employees, equipment costs, and material costs to calculate the cost of each of these services. There are many factors that affect each service. These factors include weather, distance from the office, type of meter pit, location of meter pit, type of equipment used, and general working conditions. We used a typical work order to calculate the cost of each service.

In order to come up with a proposed fee, we looked at our cost and the range of fees charged by other utilities. We intentionally did not always cover all our costs, but tried to come up with a fee that was reasonable in the industry. Some of our fees, such as out for winter and off for repair, we see as a convenience service for our customer that maybe should not be looked at strictly on cost basis.

At the bottom of the spreadsheet I included an annual comparison of revenues to cost. Please review this information and we can discuss how you would like us to proceed with these fee changes.

**Columbus City Utilities  
Non Recurring Charges**

**Deposits**

	<u>Current</u>	<u>Proposed</u>	<u>Other Utilities Range</u>	
Water	30.00	30.00	-	420.00
Sewer	45.00	75.00	-	125.00

**Meter Installations**

	<u>Current Fee</u>	<u>Current Cost</u>	<u>Proposed Fee</u>		
Existing Pit	218.00	478.40	500.00	-	1,200.00
Double Pit	218.00	1,045.36	1,000.00		

**Non recurring Charges**

	<u>Current Fee</u>	<u>Current Cost</u>	<u>Proposed Fee</u>		
Non-Payment(Turnoff)	25.00	53.66	50.00	25.00	65.00
Out for Winter	10.00	53.66	20.00		
Out for Repair	10.00	53.66	20.00	10.00	40.00
Returned Check	20.00	36.51	40.00	10.00	32.50
After Hours	40.00	80.76	60.00	25.00	155.00
Tap Inspection - sewer	15.00	65.61	30.00	25.00	75.00
Fire Flow Test Plans	50.00		50.00		

**Revenue Analysis**

	<u>Annual Qty</u>	<u>Annual Cost</u>	<u>Current Annual Revenue</u>	<u>Proposed Annual Revenue</u>
Existing Pit	62	29,661.10	13,516.00	31,000.00
Double Pit	18	18,816.53	3,924.00	18,000.00
		<u>48,477.63</u>	<u>17,440.00</u>	<u>49,000.00</u>
Non-Payment(Turnoff)	2374	127,381.12	59,350.00	118,700.00
Out for Winter	190	10,194.78	1,900.00	3,800.00
Out for Repair	23	1,234.11	230.00	460.00
Returned Check	221	8,069.03	4,420.00	8,840.00
After Hours	196	15,828.32	7,840.00	11,760.00
Tap Inspection - sewer	200	13,122.06	3,000.00	6,000.00
Fire Flow Test Plans		-	-	-
		<u>175,829.42</u>	<u>76,740.00</u>	<u>149,560.00</u>



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New Business #3

April 10, 2014

To: Utility Service Board

From: Keith Reeves  
Director

RE: Water Street WWTP Demolition  
Change Order #1

While we do not yet have a document ready for the Board's review, we are hopeful that we will have change order # 1 ready by the time the Board meets. There are at least two issues to be considered as change orders to the original work.

First, is the issue of the large pieces of concrete debris that was discovered during the excavation work toward the beginning of the project. Strand and Denney Excavating have been discussing the nature, extent and costs associated with the delays that were caused by this unforeseen circumstance. At this point we believe these costs to be approximately \$8,800.

Second, we had originally planned to leave the former Maple Grove CSO outfall as an emergency discharge point for when "things go bad". Having this point of possible discharge seriously increased our reporting requirements to the point that we doubted its function. Then high river levels caused the overflow to become a source of inflow into our collection system and we were convinced that the emergency discharge point was unneeded. We negotiated a price with Denney to close this outfall for \$12,400.

The eventual change order will also include a request for a time extension due to weather delays and may include some additional allowance for the removal of unsuitable materials. These items are still under discussion.

Once we have a completed document, and the contractor has signed off, we will forward the pertinent information to the Board.

**FINANCE & BUSINESS REPORT**  
**April 2014**  
**Dale Langferman**  
**Manager of Finance & Business Operations**

Income is favorable to plan in both water and sewer for the first quarter of 2014. Wastewater is lower than 2013 income, primarily due to industrial.

Expenses are favorable in water but unfavorable in sewer. The major contributor to the higher expense is electrical costs. These increased costs are due to the high flows because of rain and snow melt.

We have had some turn over in the business office as our billing clerk left; she was replaced by the employee that handled our turn off process. We then replaced her with a new hire whom comes with experience from Brown County Water.

The State Board of Accounts has been in and completed their annual audit. They say that everything looks good.

Water Income Comparison							
Y T D as of 3/30/14							
	2014 Plan	2013 Actual	2014 Actual	2013 Act. Vs	2014 Plan vs		Fav/(unfav)
				2014 Act.	Diff	2014 Actual	
Residential	\$ 482,000	\$ 494,673	\$ 511,768	\$ 17,095	\$ 29,768		6.2%
Industrial	\$ 154,000	\$ 154,031	\$ 160,997	\$ 6,966	\$ 6,997		4.5%
Fire Prot.	\$ 162,900	\$ 161,485	\$ 181,042	\$ 19,557	\$ 18,142		11.1%
Commercial	\$ 86,000	\$ 85,182	\$ 71,107	\$ (14,075)	\$ (14,893)		-17.3%
Spec. Contr.	\$ 44,000	\$ 44,487	\$ 52,288	\$ 7,801	\$ 8,288		18.8%
Other	\$ 100,812	\$ 102,138	\$ 79,985	\$ (22,153)	\$ (20,827)		-20.7%
<b>Total</b>	<b>\$ 1,029,712</b>	<b>\$ 1,041,996</b>	<b>\$ 1,057,187</b>	<b>\$ 15,191</b>	<b>\$ 27,475</b>		<b>2.7%</b>

Figure 1a: Water Income Table

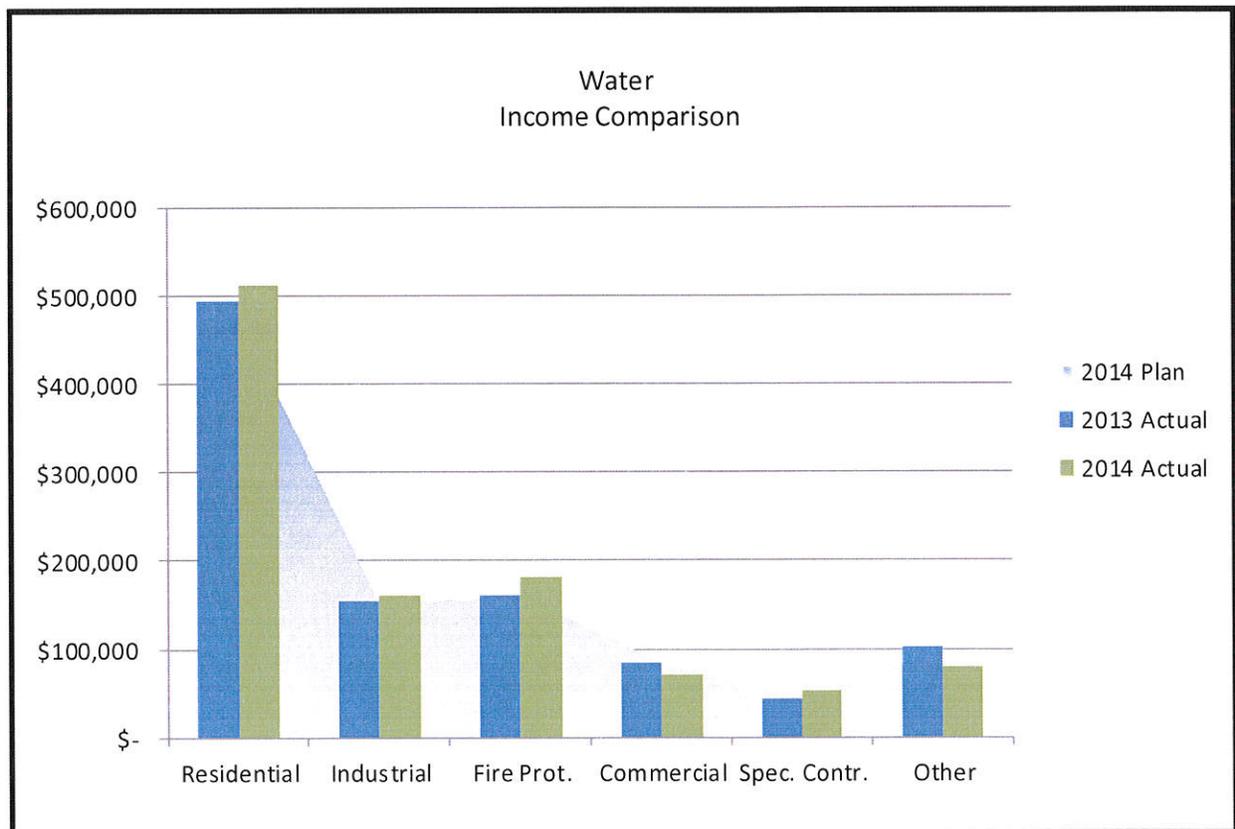


Figure 1b: Water Income Chart

Wastewater Income Comparison							
Y T D as of 3/30/14							
	2014 Plan	2013 Actual	2014 Actual	2013 Act. Vs 2014 Act. Diff	2014 Plan vs 2014 Actual Diff	Fav/(unfav)	
Residential	\$ 1,659,000	\$ 1,682,239	\$ 1,686,418	\$ 4,179	\$ 27,418	1.7%	
Industrial	\$ 519,826	\$ 606,944	\$ 523,569	\$ (83,375)	\$ 3,743	0.7%	
Fire Prot.	\$ -	\$ -	\$ -	\$ -	\$ -		
Commercial	\$ 292,000	\$ 294,263	\$ 290,159	\$ (4,104)	\$ (1,841)	-0.6%	
Spec. Contr.	\$ 141,000	\$ 138,208	\$ 128,077	\$ (10,131)	\$ (12,923)	-9.2%	
Other	\$ 114,360	\$ 121,041	\$ 109,690	\$ (11,351)	\$ (4,670)	-4.1%	
<b>Total</b>	<b>\$ 2,726,186</b>	<b>\$ 2,842,695</b>	<b>\$ 2,737,913</b>	<b>\$ (104,782)</b>	<b>\$ 11,727</b>	<b>0.4%</b>	

Figure 2a: Wastewater Income Table

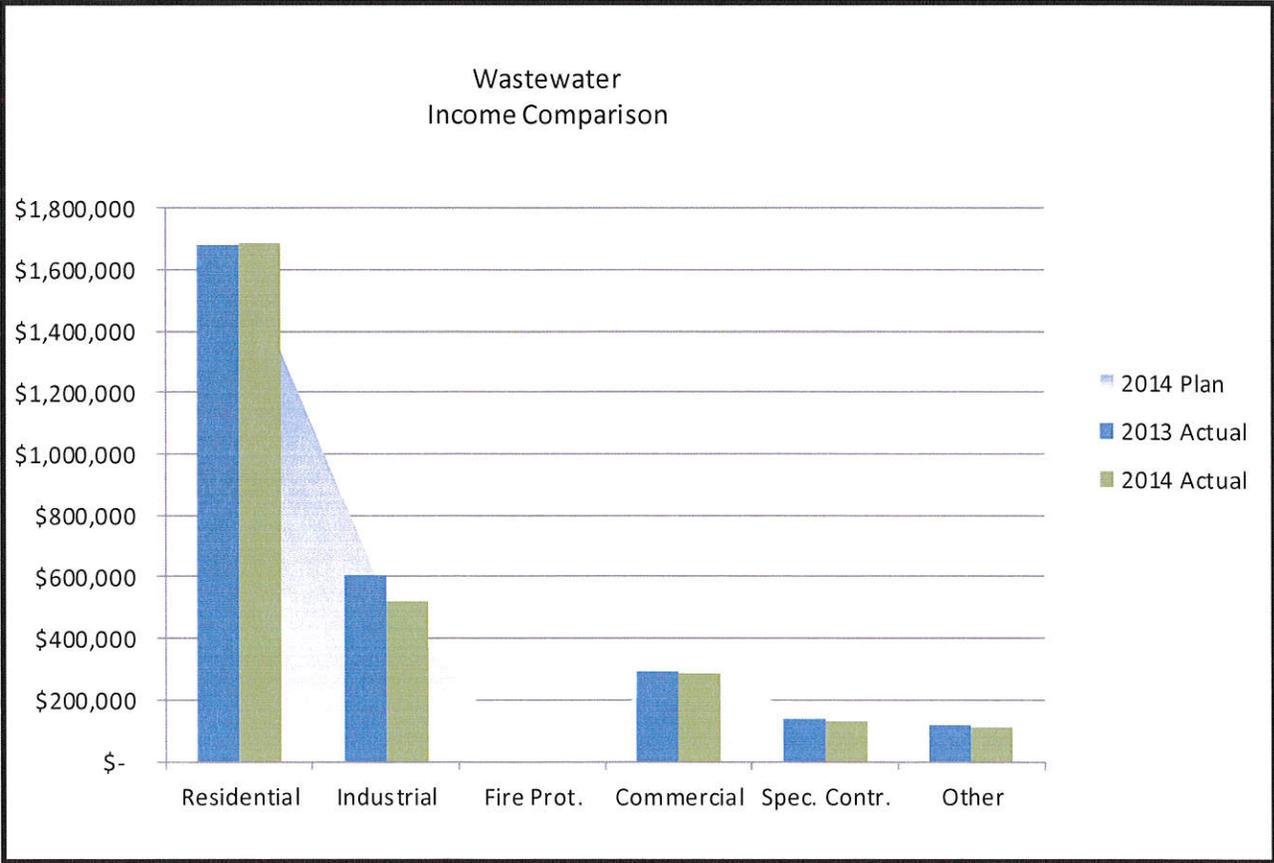


Figure 2b: Wastewater Income Chart

Water Expense Comparison							
Y T D as of 01/31/14							
	2014 Plan	2013 Actual	2014 Actual	2013 Act. Vs 2014 Act. Diff	2014 Plan vs 2014 Actual Diff	Fav/(unfav)	
Personnel	\$ 155,860	\$ 123,396	\$ 155,229	\$ (31,833)	\$ 631	0.4%	
Supplies	\$ 52,138	\$ 29,224	\$ 21,431	\$ 7,793	\$ 30,707	58.9%	
Utilities	\$ 43,282	\$ 39,740	\$ 41,858	\$ (2,118)	\$ 1,424	3.3%	
Maintenance	\$ 71,235	\$ 88,189	\$ 63,199	\$ 24,990	\$ 8,036	11.3%	
Other	\$ 40,504	\$ 55,314	\$ 40,050	\$ 15,264	\$ 454	1.1%	
Depreciation	\$ 81,800	\$ 83,324	\$ 80,483	\$ 2,841	\$ 1,317	1.6%	
Interest	\$ -	\$ 6,633	\$ -	\$ 6,633	\$ -	#DIV/0!	
<b>Total</b>	<b>\$ 444,820</b>	<b>\$ 425,820</b>	<b>\$ 402,250</b>	<b>\$ 23,570</b>	<b>\$ 42,570</b>	<b>9.6%</b>	

Figure 3a: Water Expense Table

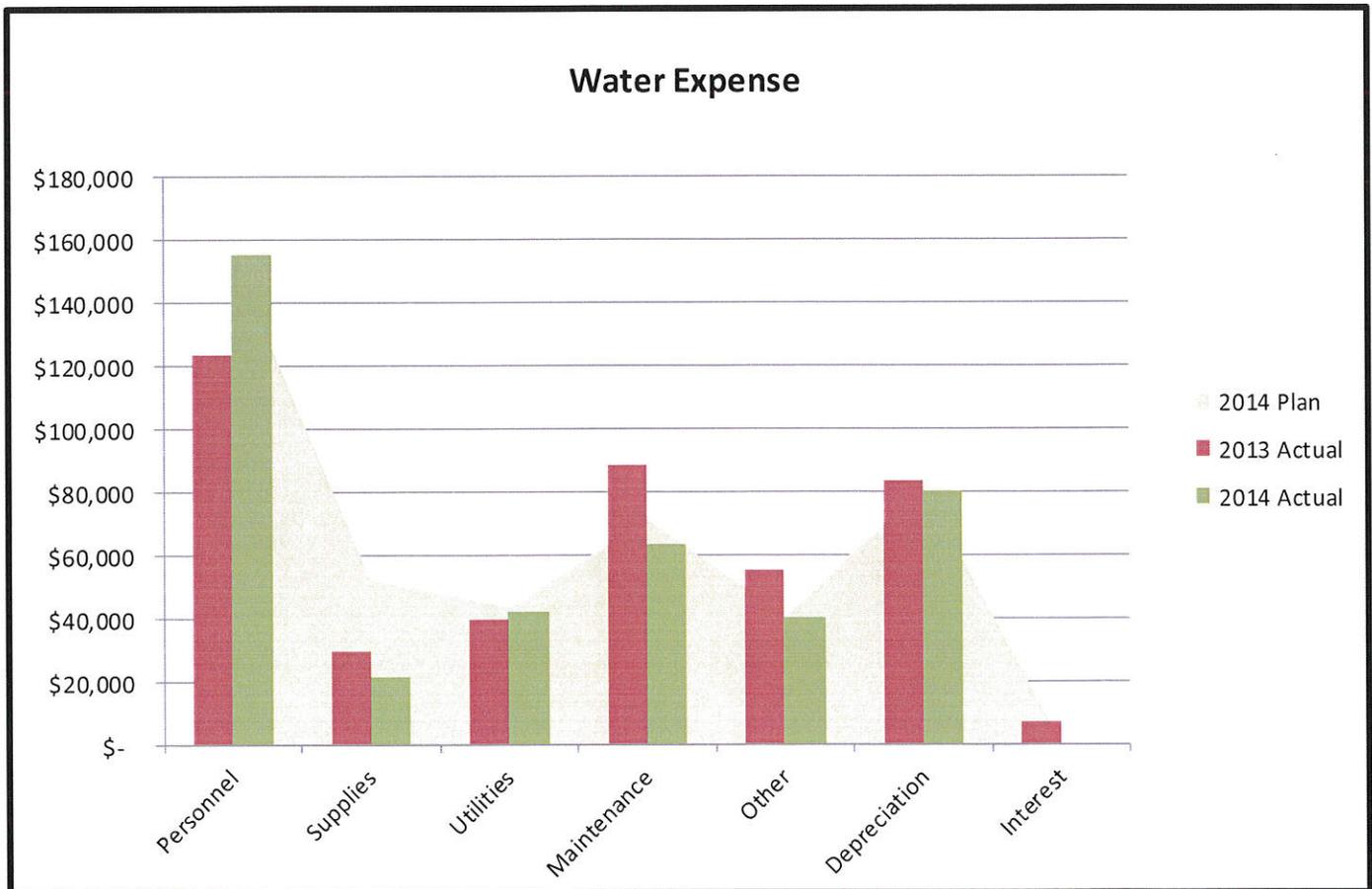


Figure 3b: Water Expense Chart

Wastewater Expense Comparison							
YTD as of 01/31/14							
	2014 Plan	2013 Actual	2014 Actual	2013 Act. Vs	2014 Plan vs		
				2014 Act.	Diff	2014 Actual	Diff
Personnel	\$ 233,423	\$ 168,843	\$ 236,938	\$ (68,095)	\$ (3,515)	-1.5%	
Supplies	\$ 29,449	\$ 5,999	\$ 15,682	\$ (9,683)	\$ 13,767	46.7%	
Utilities	\$ 74,364	\$ 69,124	\$ 73,834	\$ (4,710)	\$ 530	0.7%	
Maintenance	\$ 11,851	\$ 6,477	\$ 17,588	\$ (11,111)	\$ (5,737)	-48.4%	
Other	\$ 61,609	\$ 51,891	\$ 63,012	\$ (11,121)	\$ (1,403)	-2.3%	
Depreciation	\$ 239,400	\$ 254,682	\$ 259,256	\$ (4,574)	\$ (19,856)	-8.3%	
Interest	\$ 180,950	\$ 181,759	\$ 180,813	\$ 946	\$ 137	0.1%	
<b>Total</b>	<b>\$ 831,046</b>	<b>\$ 738,775</b>	<b>\$ 847,123</b>	<b>\$ (108,348)</b>	<b>\$ (16,077)</b>	<b>-1.9%</b>	

Figure 4a: Wastewater Expense Table

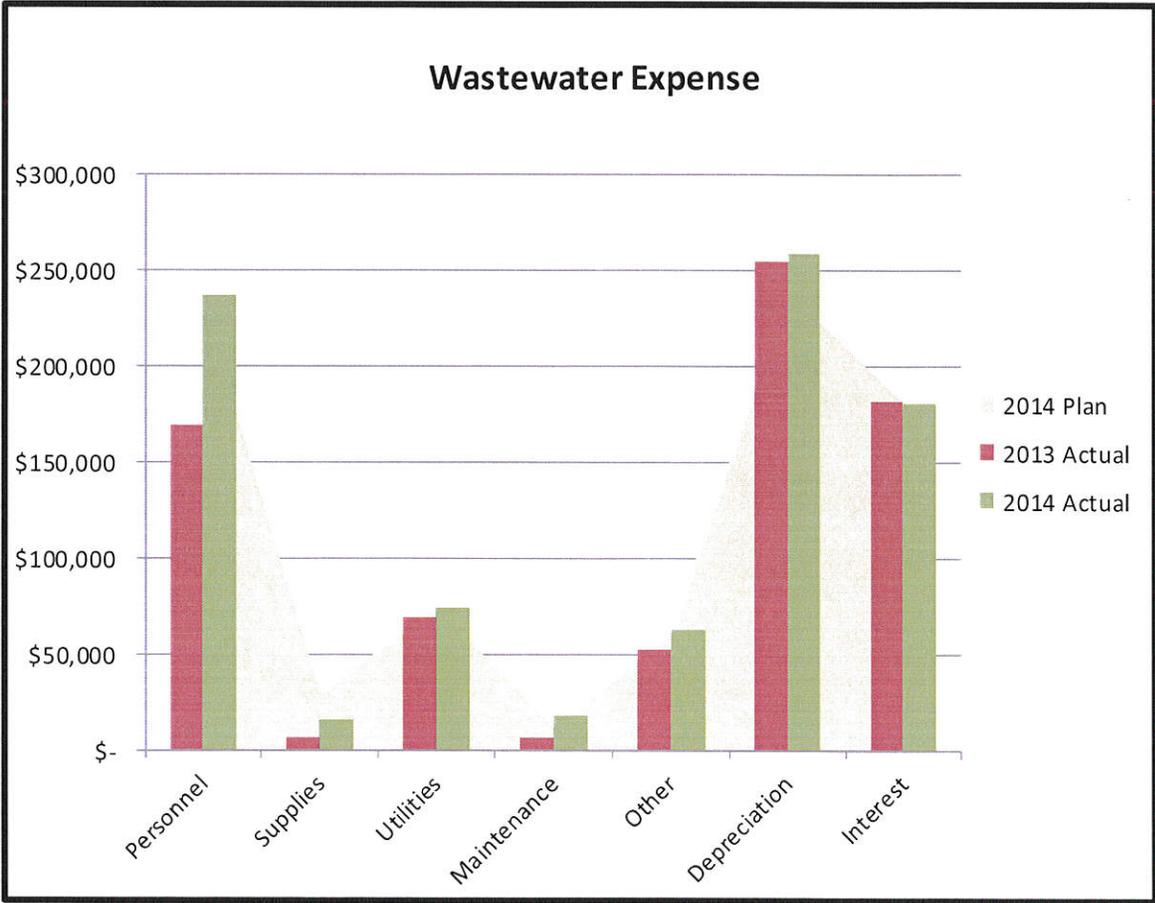


Figure 4b: Wastewater Expense Chart

Cash Analysis 2014		
	Water	Sewer
Beginning Cash 1/1/14		
Oper	1,886,910.03	1,356,515.70
Deposits	106,751.58	180,184.12
Bond Reserve		3,800,000.00
B & I		4,079,110.67
Depreciation	2,149,459.25	8,913,442.97
<b>Beg Balance</b>	<b>4,143,120.86</b>	<b>18,329,253.46</b>
Income	1,197,349.62	2,874,631.18
Operating Expense	(846,840.48)	(1,056,025.06)
Capital Expenditures	(76,032.67)	(353,019.39)
Debt Payments		(4,813,149.52)
Other (Inc)/Exp	(12,019.61)	14,286.28
	<b>4,405,577.72</b>	<b>14,995,976.95</b>
Ending Cash 3/31/14		
Oper	1,977,578.63	1,490,506.11
Deposits	109,001.58	183,614.00
Bond Res	-	3,800,000.00
B & I	-	958,813.17
Depreciation	2,318,997.51	8,563,043.67
<b>End Balance</b>	<b>4,405,577.72</b>	<b>14,995,976.95</b>
Net Change in Cash	262,456.86	(3,333,276.51)

Figure 5a: Cash Analysis Table

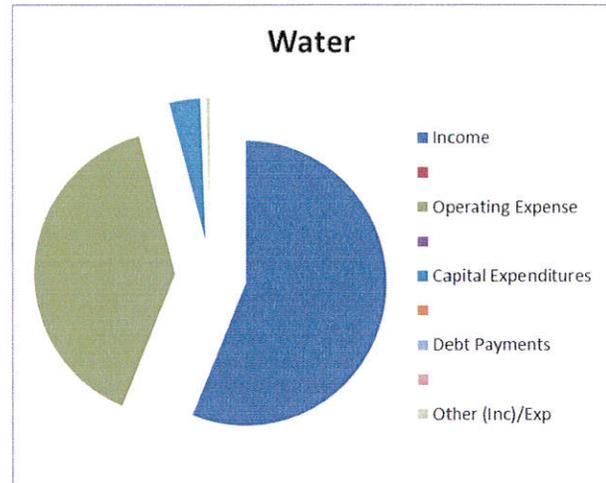


Figure 5b: Water Cash Chart

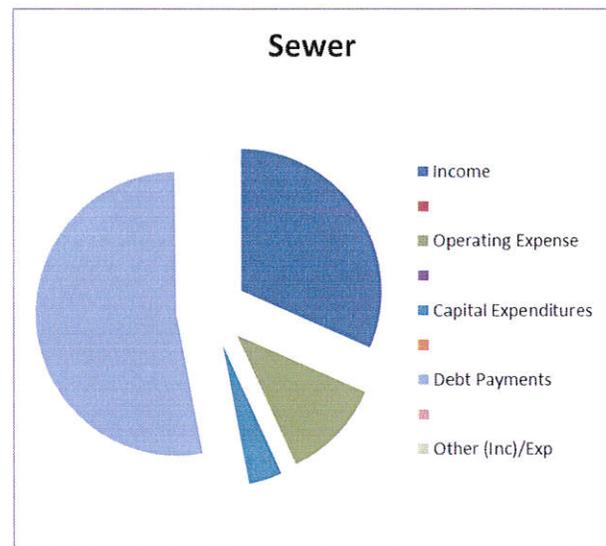


Figure 5c: Sewer Cash Chart

Columbus City Utilities  
 2014 Actual  
 Water

3/31/2014

	Project Name	Budget	Committed	Paid	Balance
<b>Distribution</b>					
W1	Line Extensions/Relocations	10,000	0	0	10,000
W2	Valve Replacement	45,000	0	0	45,000
W3	Jack Hammers	2,500	0	0	2,500
W4	Pump replacements	15,000	0	0	15,000
W5	Locators	3,000	1,849	1,849	1,151
W6	Directional Drill	10,000	0	0	10,000
W7	Pavement Saw	1,500	0	0	1,500
W8	Portable Radios	5,000	0	0	5,000
<b>WTP</b>					
W9	Valves and Piping Rehab & Replace	45,000	894	894	44,106
W10	Paint plant facilities	50,000	0	0	50,000
W11	Concrete Rehab./ Brick Rehab.	15,000	0	0	15,000
W12	Metering Upgrades	30,000	0	0	30,000
W13	Rehab Wells @ WTP#2	50,000	0	0	50,000
W14	Booster Station Upgrade/Replacement	10,000	0	0	10,000
W15	Automation	20,000	7,597	7,597	12,403
W16	Rotork Valving	150,000	146,346	9,466	3,654
W17	WTP Pump & Motor Rehab	7,500	0	0	7,500
<b>Engineering(water)</b>					
W18	Misc Safety & Maint.	7,500	0	0	7,500
W19	Rocky Ford relocation	60,000	0	0	60,000
W20	Indiana Ave. Relocation	25,000	0	0	25,000
<b>Information Systems(water)</b>					
W21	NASERV3 Hard Drive addition	2,000	0	0	2,000
W22	Webserv Replacement	7,000	3,342	3,342	3,658
W23	Brosver Server replacement	7,000	0	0	7,000
W24	PC's--replacement	1,500	1,594	0	(94)
W25	Printer/MFP replacements/upgrades	1,000	0	0	1,000
W26	Exchange upgrade (hardware, software, gordons)	9,000	0	0	9,000
W27	Wonderware Systems Platform -WP2 & Collection	10,000	0	0	10,000
W28	inHance iRemote for Work Orders	10,000	0	0	10,000
W29	PC software upgrades(Windows)	2,000	0	0	2,000
W30	Upgrade Server OS Software (2008)	4,000	0	0	4,000
W31	Backup Software upgrades	3,000	0	0	3,000
W32	Crystal Reports (software, license, training)	1,000	0	0	1,000
W33	LAN Connections/Communications	5,000	0	0	5,000
W34	Wireless Communications	1,000	0	0	1,000
W35	Rewire Project/Wire Cabinet	10,000	0	0	10,000
W36	IVR system	25,000	0	0	25,000
W37	Watchguard Firewall replacement	5,000	0	0	5,000
W38	SQL Server software upgrade	4,000	0	0	4,000
W39	Sharepoint intranet setup	2,000	0	0	2,000
<b>Quality Control(water)</b>					
W40	Carpeting	15,000	0	0	15,000
W41	Replace Lab Cabinets	20,000	0	0	20,000
W42	Saftey Training Supplies	2,000	0	0	2,000
<b>Vehicles(water)</b>					
W43	Dist. Serv. Body 2003 #123	45,000	0	0	45,000
<b>Contingency</b>					
W44	Contingency	37,675	4,010	4,010	33,665
<b>Totals Water</b>		<b>791,175</b>	<b>165,632</b>	<b>27,158</b>	<b>625,543</b>
<b>CARRYOVER</b>			<b>66,459</b>	<b>39,669</b>	<b>39,669</b>

Columbus City Utilities  
2014 Actual  
Wastewater

3/31/2014

	Project Name	Budget	Committed	Paid	Balance
<b>Collection</b>					
S1	Third St LS replacement (Design)	150,000	0	0	150,000
S2	Line Extensions	40,000	0	0	40,000
S3	LS Rehabilitations	50,000	0	0	50,000
S4	Water Hose Replacement for Vactor	2,000	0	0	2,000
S5	Pipe Saw/Cut Off Saw Replacement	3,000	0	0	3,000
S6	Hydraulic Pump (Lift Station Bypass)	30,000	0	0	30,000
S7	Excavation Upgrade ( Combo Unit)	11,000	0	0	11,000
<b>WWTP Equip and Rehab.</b>					
S8	Garden City WWTP Misc Eqp Replacement	10,000	4,634	4,634	5,366
S9	Haw Creek Headworks/Mariah Misc Eqp Rej	10,000	0	0	10,000
<b>Engineering(Wastewater)</b>					
S10	Safety & Misc. Maint	7,500	0	0	7,500
S11	Indiana Ave. Relocation	25,000	0	0	25,000
S12	Dunn Stadium Sewer	85,000	0	0	85,000
S13	Southside Odor Control	80,000	0	0	80,000
S14	Haw Creek Weir Repl (Design)	70,000	0	0	70,000
<b>Administration</b>					
S15	Paint Walls	10,000	877	877	9,123
S16	Windows	2,000	0	0	2,000
S17	HVAC Upgrades	100,000	0	0	100,000
<b>Information Systems(Wastewater)</b>					
S18	NASERV3 Hard Drive addition	2,000	0	0	2,000
S19	Webserv Replacement	7,000	0	0	7,000
S20	Brosver Server replacement	7,000	0	0	7,000
S21	PC's--replacement	1,500	0	0	1,500
S22	Printer/MFP replacements/upgrades	1,000	0	0	1,000
S23	Exchange upgrade (hardware, software, gordons)	9,000	0	0	9,000
S24	Wonderware Systems Platform -WP2 & Collection	10,000	0	0	10,000
S25	inHance iRemote for Work Orders	10,000	0	0	10,000
S26	PC software upgrades(Windows)	2,000	0	0	2,000
S27	Upgrade Server OS Software (2008)	4,000	0	0	4,000
S28	Backup Software upgrades	3,000	0	0	3,000
S29	Crystal Reports (software, license, training)	1,000	0	0	1,000
S30	LAN Connections/Communications	5,000	0	0	5,000
S31	Wireless Communications	1,000	0	0	1,000
S32	Rewire Project/Wire Cabinet	10,000	0	0	10,000
S33	IVR system	25,000	0	0	25,000
S34	Watchguard Firewall replacement	5,000	0	0	5,000
S35	SQL Server software upgrade	4,000	0	0	4,000
S36	Sharepoint intranet setup	2,000	0	0	2,000
<b>Quality Control</b>					
S37	Automatic Samplers	3,000	0	0	3,000
S38	Rotary Evaporator	8,000	3,821	3,821	4,179
S39	HVAC POP replacement	20,000	0	0	20,000
<b>Vehicles</b>					
S40	WWTP - Pickup	2000 #204	25,000	0	25,000
S41	Mobile Crane	1994 #293	180,000	0	180,000
S42	Coll - 4WD Pickup	2002 #215	30,000	0	30,000
S43	Coll - TV Truck	2005 #254	250,000	0	250,000
S44	Admin - SUV	2002 #501	30,000	0	30,000
<b>Contingency</b>					
S45	Contingency	67,050	0	0	67,050
Total Wastewater		1,408,050	9,332	9,332	1,398,718

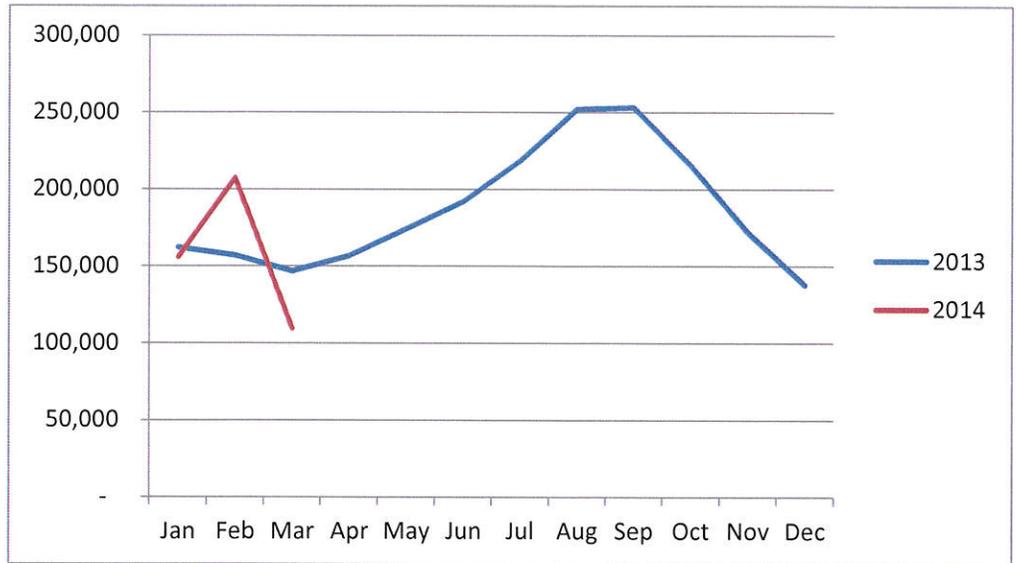
**CARRYOVER**

1,159,074

342,677

**Columbus City Utilities  
WATER BILLED**

	<u>2013</u>	<u>2014</u>
Jan	162,225	155,914
Feb	156,834	207,198
Mar	146,663	109,634
Apr	156,702	
May	174,263	
Jun	192,112	
Jul	218,504	
Aug	252,053	
Sep	253,183	
Oct	215,562	
Nov	172,159	
Dec	137,742	
<b>Totals</b>	<b>2,238,002</b>	<b>472,746</b>



	<u>2013</u>			<u># of Accts</u>	<u>Billed</u>			
	<u>Gallons</u>	<u>Dollars</u>	<u>\$/Gal.</u>		<u># of Accts</u>	<u>Gallons</u>	<u>Dollars</u>	<u>\$/Gal.</u>
Jan	162,225	329,623	2.032	16,834	17,619	155,914	331,460	2.126
Feb	156,834	316,090	2.015	16866	17,615	207,198	388,376	1.874
Mar	146,663	305,279	2.081	16899	17,648	109,634	273,594	2.496
Apr	156,702	321,142	2.049	16991				#DIV/0!
May	174,263	342,749	1.967	17063				#DIV/0!
Jun	192,112	367,035	1.911	17043				#DIV/0!
Jul	218,504	398,829	1.825	17091				#DIV/0!
Aug	252,053	439,208	1.743	17198				#DIV/0!
Sep	253,183	447,775	1.769	17214				#DIV/0!
Oct	215,562	399,841	1.855	17256				#DIV/0!
Nov	172,159	342,774	1.991	17267				#DIV/0!
Dec	137,742	296,114	2.150	17254				#DIV/0!
<b>Totals</b>	<b>2,238,002</b>	<b>4,306,459</b>	<b>1.924</b>	<b>17081</b>	<b>17,627</b>	<b>472,746</b>	<b>993,430</b>	<b>2.101</b>

**Columbus City Utilities  
Other Payments  
Payments Not Shown on Claims Schedule**

<b>Water</b>		
Payroll	94,389.49	322,492.73
Health Insurance	19,685.62	58,724.59
Credit Card Fees	2,321.36	6,642.88
Clerk-Treas/Payroll Charges	-	1,200.00
	<u>116,396.47</u>	<u>389,060.20</u>

<b>Wastewater</b>		
Payroll	137,590.37	484,985.27
Health Insurance	24,747.74	74,907.76
Credit Card Fees	2,321.37	6,642.89
Clerk-Treas/Payroll Charges	-	1,200.00
	<u>164,659.48</u>	<u>567,735.92</u>

**UTILITY ENGINEERING REPORT**  
**April 2014**  
**Ed Bergsieker**  
**Manager of Engineering**

**Wastewater Collection**

During the month of March, Collection crews responded to 34 possible main blockage calls. Of those calls, nine were blocked at the city main. Crews spent several hours repairing a force main on Carr Hill Road that was hit by Duke Energy when they were setting electric poles. Manholes located at 5420 Goeller Blvd and on Taylor Road had to be located. There were seven TV inspections performed during the month and six laterals had to be located. Crews responded to four septic tank issues which had to be pumped out. Collection crews assisted the business office with 82 door tags and 161 disconnects for non-payment. Normal daily duties and routine maintenance were also performed throughout the month.

Lift station crews had several pump issues during the month of March. Presidential Park lift station had to have the pump pulled and cleaned of debris from the volute. Crews also installed an O-ring on the impellor to slow down debris build up. Crews received a pump fail alarm at Princeton Park and had to reset the controls and run the pump backwards to get the pump back in service. A pump timer alarm sent crews to Bakalar North where they had to clean the bottom level sensor. There were several electrical and float sensor problems throughout month. A new pump saver module had to be installed and float sensors had to be checked and reset at Clifty lift station. Harvest Meadows lift station was flooded and crews had to replace the monitor and base as well as clean the float sensors. The float sensor at 35<sup>th</sup> Street was hung up on grease and the grease had to be busted up in order to free the float and get the station back on line. The float sensors at Day's Trucking had to be cleaned of debris and both SR46 & US31 lift stations had to have the float sensors replaced. Crews cleaned the bar screens and wet wells at Walesboro, 35<sup>th</sup> Street and Clifty lift stations. Repairs were also made to the wooden panel and metal cabinets at the Bakalar North lift stations. Normal daily duties and routine maintenance were also performed.

**Water Distribution**

During the month of March, Distribution crews spent many hours repairing main breaks located at 2021 Indiana Avenue and at 523 15<sup>th</sup> Street. There were three meter pits that had to be adjusted to grade, 13 meter pit leaks were repaired in various areas, three meter pit lids had to be replaced and three meter pits were damaged and had to be repaired. A sinkhole was repaired at 1903 Caldwell due to a meter pit caving in. There were a total of 103 hydrants serviced during the month throughout the area and a hydrant at 2304 Hawcreek Avenue was damaged and had to be repaired. There were hydrant flow tests performed during the month located at 635 S. Mapleton, 200 South

and also 1900 W. 450 S. A 6" water tap was performed at 540 3<sup>rd</sup> Street and an 8" tap was performed at Wildflower Subdivision.

Distribution crews installed 26 new 5/8" services during the month. Thirty meters were changed out and replaced with new radio read meters and a total of 53 new automated meter reading units were installed. Crews also responded to low pressure and discolored water calls throughout the month. Normal daily duties and general routine maintenance were also performed.

## **Engineering**

The Engineering Department did 19 tap inspections and 595 line locations in March, of which 21 were emergency locates that required immediate response. Staff attended meetings of the Bartholomew County Utility Coordinating Committee. Engineering has hired a new individual to the department to replace the Engineering Technician responsible for the Columbus Utilities locates. The current Engineering Technician transferred to the Water Treatment Plant department to an open position there. The new employee comes from the private industry with many years of experience in underground locating. We are very pleased to hire an individual with this much experience who can begin to handle the job without a lot of training involved.

Utility relocation has started on the upcoming Carr Hill Road Project. They will be closing the road on April 7<sup>th</sup> to start the water and sanitary sewer relocation. Coordination with developers continues with little construction taking place on approved developments.

Engineering met with GRW after the March board meeting and coordinated the work needed to begin the 3<sup>rd</sup> Street Lift Station Relocation and Replacement and Sanitary Sewer Improvements project. The first part of this project will be to obtain as much record drawing information along with system performance data as possible to begin their design parameters. Engineering will be presenting the engineering costs on an updated basis as the first phase of this project develops. GRW's not to exceed cost for this phase will be maintained unless the project scope changes, at which time we will come back to the Board for further authorization.

## **Water Treatment Plant**

The safety meeting with a presentation on reporting injuries was held during the month. Employees should always report an on-the-job injury to their supervisor within 24 hours. No matter how minor an injury, the supervisor should document the injury using the "Indiana Worker's Compensation First Report of Injury, Illness" form or "near miss" form. Reporting injuries protects the employee and the employer. An employee can refuse medical treatment initially, in the event the injury is minor, without compromising future medical treatment should the employee decide to seek treatment.

In keeping with the goal of reviewing one Safety Data Sheet (SDS) per month, we read the SDS for polyphosphate, WSU 185. Polyphosphate added to our finished water sequesters soluble metal ions, minimizing discolored water in the distribution system. The ingredients are proprietary (confidential), but consist primarily of phosphate salts. The solution is a mild irritant to skin and eyes, therefore the employee should wear the appropriate personal protective equipment (PPE), such as: safety glasses, gloves, etc. Not flammable or combustible, therefore storage and handling requirements are minimal. The primary safety concern for our staff with this product is slipping on walking and working surfaces due to its viscous nature. Safe housekeeping practices require that spills and leaks be cleaned up immediately upon discovery. The National Fire Protection Association (NFPA) chemical rating system lists the Health Hazard at level 1, Flammability at level 0, and Reactivity at level 0.

Programming issues have extended chemical-feed pump setup and testing, which will continue into April, parallel to the filter-valve actuator project. Currently, we have Rotork crews on-site to complete the filter-valve actuator project. SCADAware staff are planning to be onsite mid-April for the install and testing of the new Plant Operations interface software. These schedules are still in flux and, at times, dependent upon factors beyond departmental control.

**WASTEWATER OPERATIONS REPORT**  
**April 2014**  
**Garry Pugh**  
**Manager of Wastewater Operations**

**Wastewater Treatment**

The wastewater treatment plant maintenance department installed the repaired auger along with new bearings and seals in Grit Classifier #1 and placed it back in service.



**Grit Classifier #1**



**Broken Conveyor Coupling**



**Biosolids Conveyor**

The wastewater treatment plant (WWTP) began operating under the summer limits set in the National Pollutant Discharge Elimination System (NPDES) permit.

Plant personnel repaired the wiper cleaning system on two banks of the Ultra Violet Light System.

The WWTP maintenance department repaired a broken coupling on the Biosolids Conveyor.



**Ultra Violet Light Bank**

Nutrient Value of Processed Solids  
Per Dry Ton

Nitrogen – 32.0 Pounds

Phosphorus – 75.0

Potassium – 8.5 Pounds



**Processed Solids**

Plant personnel spent 132.0 hours during March performing preventive maintenance duties.

There were no work related accidents or injuries at the WWTP during March.

Plant personnel began processing for the spring land application of Biosolids on March 20, 2014. During March, plant personnel processed 806.5 wet ton of solids for land application.

## Safety

The CCU Safety Committee met on March 26. Among items discussed was the need to review and modify, if necessary, the safety manual.

All departments have been encouraged to hold monthly safety meetings and report any findings or concerns to the safety committee.

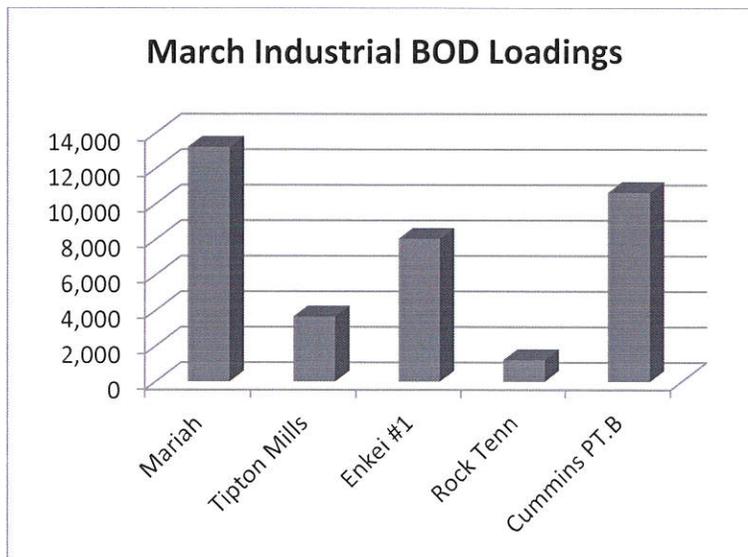
Other areas addressed were safety vests, first aid kits for vehicles, blood borne pathogen cleanup kits, and carbon monoxide detectors. We are obtaining price information for all the above.

The committee also suggested company-wide training on fire extinguisher use and storage for all employees.

The next training session will be for Lockout /Tagout. Some departments are further along than others in this area. We are hoping to have an inspector from Brady Safety do a walk through of all facilities and subsequent training.

## Pretreatment

The total BOD loading on the WWTP in March was 339,230 pounds. This is somewhat higher than the previous month due to steady flow and higher concentration. The following graph depicts the BOD contributions from several industries.



On March 14<sup>th</sup> CFSP submitted an Action Plan/Compliance schedule to address the excessive copper discharge at the end of the pipe. On March 10<sup>th</sup> they installed a dewatering box to recirculate the cooling tower pit water through filter media to capture silt. They have shut down the High Efficiency Softening system and gone back to

chemical additives to treat cooling water as of February 21<sup>st</sup>. They collected end of pipe composite samples the week of March 17<sup>th</sup>. They proposed to shut down the tower system and do a complete pump-out during Memorial Day weekend. As it turned out, they were able to accomplish the pump-out during the weekend of March 22<sup>nd</sup>. The water was pumped into a frac tank and the solids were pumped to a tanker and hauled to Waste Management. The water from the frac tank was taken to Cummins Plant #1 to be processed through their wastewater treatment facility. Results from the samples collected the week of March 17<sup>th</sup>, prior to the pump-out, were mixed. Three of the four were in compliance, while the March 19<sup>th</sup> sample result was 3.0 mg/L, which is over five times the limit. Results of sampling the week of March 24<sup>th</sup>, after the pump-out, were all well under the limit.

The new sampling manhole installation at PMG was completed on March 17<sup>th</sup>. Pretreatment staff checked it on March 18<sup>th</sup> and noticed a significant amount of ground water leaking up through the bottom around the channel. Force Construction was on site and observed the situation and said Nading Mechanical would be contacted. An email was sent to PMG management to inform them of the matter to make sure the leak is repaired. The manhole was checked on March 25<sup>th</sup> and it appeared to be repaired since there were no leaks. This was confirmed by PMG. On March 28<sup>th</sup> pretreatment staff observed what appeared to be a small trickle of ground water into the channel downstream from the previous problem. Force Construction was notified and on March 31<sup>st</sup> they were going down into the manhole to inspect it. Pretreatment staff checked the manhole again on April 4<sup>th</sup> and there still appeared to be some ground water infiltration. PMG was notified.

The annual pretreatment report for 2013 was prepared and submitted to IDEM and EPA.

Clinton County Landfill delivered 512,690 gallons of leachate to the WWTP in March.

Victory Landfill delivered 47,853 gallons of leachate to the WWTP in March.

Valley View Landfill delivered 366,039 gallons of leachate to the WWTP in March.

Sycamore Ridge Landfill delivered 59,939 gallons of leachate to the WWTP in March.

## **Laboratory**

In addition to routine laboratory duties and analysis during March, the following items were also completed:

Industrial testing included: Net Forge, Mariah, Rose Acres-softener blow down water, PMG, DJG, Mariah, Sycamore Ridge leachate, Valley View leachate, and Rock Tenn CP.

Bacteria samples from 2705 15<sup>th</sup> Street.

The DMR-QA (Discharge Monitoring Report Quality Assurance) testing began in March. The DMR-QA program is a mandatory program permit holders under National Pollutant Discharge Elimination System (NPDES) must participate in.

Daily fluoride and phosphate testing on water plant.

### MARCH 2014 TOTAL TEST COUNT

Analytes	# Of
Alkalinity	2
Amenable Cyanide	2
Ammonia Nitrogen	133
Bacteriological	188
Balance Check	28
Biochemical Oxygen Demand	662
Chlorine Residual	86
Conductivity/TDS	23
Dissolved Oxygen	21
E.coli	22
Fecals	0
Fluoride	62
Fume Hoods	19
Haloacetic Acids	0
Hardness	2
Heavy Metals	212
Iron	0
Manganese	4
Nitrates	10
Oil & Grease	1
PCB's	0
Pesticides	0
pH	125
Phthalates	0
Potassium	0
Settleable Solids	4
Sulfides	0
SOC's	0

SVOC's	0
Temperature	235
TKN	0
Total Cyanide	0
Total Phosphorus	84
Total Solids	0
Total Suspended Solids	137
Total Trihalomethanes	0
Total Volatile Solids	0
Turbidity	9
UCMR3	0
VOC's	0
Volatile Suspended Solids	0
Flatrock-Haw Creek BOD	2
Flatrock-Haw Creek Nitrate	0
Flatrock-Haw Creek Total Phosphorus	2
TENA- Ammonia	12
TENA- Bacteriological	2
TENA- BOD	16
TENA- E.coli	2
TENA-Nitrate	0
TENA- Total Suspended Solids	24
Industrial- Ammonia	20
Industrial- BOD	20
Industrial- Metals	26
Industrial- Total Phosphorus	20
Industrial- Total Suspended Solids	20
Industrial-Oil & Grease	1
Swimming Pools	0
<b>Grand Total</b>	<b>2238</b>

**DIRECTOR'S REPORT**  
**April 2014**  
**Keith L. Reeves P.E.**

**Rainstorm Concerns** – The WWTP recorded 2.23 inches of rain on April 2<sup>nd</sup> and another 2.01 inches on the following day. Columbus has certainly had heavier rainfalls in the past, but the intensity, coverage area and pre-saturated conditions combined to cause a number of concerns with the local sewer collection and treatment. Our unique wastewater treatment process (Cannibal) means that we keep a higher concentration of solids in total suspension in our tanks than most wastewater plants. It became a challenge not to discharge these solids when the plant was loaded with high storm flows. By balancing and juggling flows between the treatment facility and the storm storage basins, the operators were able to avoid a suspended solids violation. However, the solids that were discharged interfered with our UV disinfection process to the point that we did have a one-day violation of this parameter. We are evaluating changes in our storm response procedures to prevent this in the future.

The storm also resulted in reported or observed high water levels in the sewers in Flintwood Addition, the South Terrace Lake Road area, Park Forest Estates and Jonathan Moore Pike. Infiltration is obviously part of what caused these problems, but my personal suspicion is that many residents in these areas have improperly connected foundation drains and sump pumps. Beyond these problems we also had a lightning strike that took out a pumping station and its monitoring system on north US 31, that we have been maintaining for Driftwood Utilities. This outage caused a sewer backup in a nearby home.

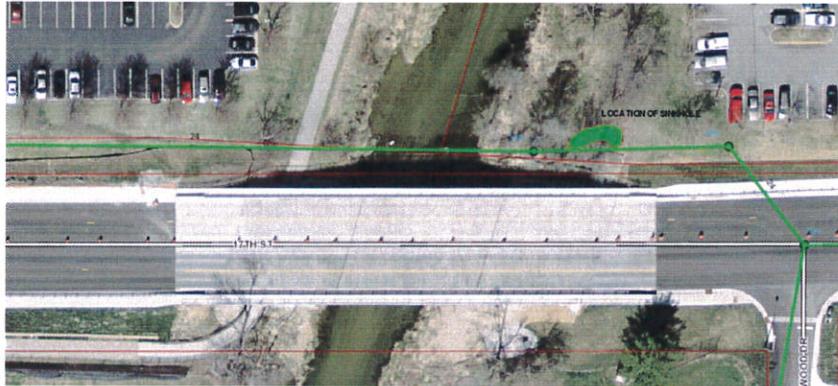


*i Seventeenth Street Pumping Station*

The most significant problem though, was the failure of the Seventeenth Street sewer at the Haw Creek. In this storm, and the previous rainfall, collection crews had noticed significant increases in run times at the 17<sup>th</sup> Street pumping station (located at 17<sup>th</sup> and Haw Creek Avenue).

In this last event, we had an influx of sand and gravel that plugged pumps and filled our wet well at the station. When the flood waters receded, our fears were confirmed when we found that the 24" sanitary sewer had collapsed immediately before the Haw Creek crossing and that a significant sinkhole had formed above and around the approximately three foot hole in the top of the pipe. At this writing, two of the pumps at the station are operational, and the third has been sent for repairs. We have removed a lot of material from the lift station wet well and are arranging for contract help in setting up bypass pumping around the breach and in replacing the broken section of sewer main.

While the flow is bypassed, we intend to complete the cleaning process in the sewer and lift station as well as conduct a full video inspection of the sewer to determine what the next steps to prevent further problems should be.



*ii 17th Street Sewer showing location of failure*