

The Utility Service Board met Thursday, March 14, 2013, at 11:30 a.m., in the board room at the service center at 1111 McClure Road chaired by Barry Turner. Other board members present were: Clayton Force, Greg Lacy and Cheryl McAvoy. Also present were: Keith Reeves, Director; Dale Langferman, Manager of Finance & Business Operations; Garry Pugh, Manager of Wastewater Operations; Melinda Burton, Executive Administrative Assistant; and Stanley Gamso, Attorney.

VISITORS

Jason Chopp, Strand & Associates

MINUTES

Cheryl McAvoy made the motion to approve the minutes from February 21, 2013, as prepared. Greg Lacy seconded the motion and the vote was unanimous.

EXECUTIVE MINUTES

Cheryl McAvoy made the motion to approve the minutes from the executive session on February 21, 2013, as prepared. Greg Lacy seconded the motion and the vote was unanimous.

WATER BILL ADJUSTMENT – 3173 SYCAMORE DRIVE

In February, Debbie Taylor addressed the board and requested an adjustment on her water bill for the above property due to a service line leak. Legacy Oaks Condominium Association repaired the leak and the Utilities gave her an adjustment on the sewer portion of her bill, which is our normal policy.

After reviewing the information provided and consulting with Stan Gamso, the board decided we would follow policy and not make an adjustment to the water portion of her bill. It was also decided that CCU staff would send a letter informing of the decision, as well as give a deadline to pay the account in full to avoid penalties and/or being disconnected for non-payment.

Cheryl McAvoy made the motion to not approve a water adjustment for 3173 Sycamore Drive and have CCU staff send a letter informing the owner of the decision with the April 30th deadline to pay the bill in full to avoid penalties and disconnection for non-payment. Clayton Force seconded the motion and the vote was unanimous

ROYALVIEW SRF BONDS

Dale Langferman reported on the 2002 bonds sold through Indiana Finance Authority that were used to clean-up and serve the Royalview area. The bonds are callable now at a premium of \$2,100. Paying off the bonds this year instead of waiting eight more years, will save the Utilities \$46,635 in interest.

Staff recommended paying off the bonds early to save future interest expense.

Clayton Force made the motion to pay off the bonds now, provided the interest expense is not greater than \$2,100. Cheryl McAvoy seconded the motion and the vote was unanimous.

SRF ACCOUNT REVIEW

SRF has requested we provide a procedures audit of our construction accounts. This is a normal request from EPA at the end of large projects. Dale Langferman requested quotes from two firms for this work. Our financial consultant on the SRF financing was Crowe Horwath and they presented a quote of \$4,000. KSM was recommended by SRF, and they provided a quote of \$15,000.

Staff recommended hiring Crowe Horwath to perform the SRF audit.

Cheryl McAvoy made the motion to hire Crowe Horwath to perform the SRF review with a written agreement that the work does not exceed their \$4,000 quote. Clayton Force seconded the motion and the vote was unanimous.

MODIFICATION OF GIS INTERLOCAL AGREEMENT

Keith Reeves presented the GIS Interlocal Agreement between CCU and the City and County offices. Since the initial agreement was established in 2011, changes have been made to ensure continued cooperation; certain scribner errors were corrected; and current costs were updated.

Staff recommended approval of the new agreement.

Cheryl McAvoy made the motion to approve the GIS Interlocal Agreement as presented. Clayton Force seconded the motion and the vote was unanimous.

SURPLUS EQUIPMENT

Keith Reeves presented a list of no longer used equipment which included copiers, fax machines, printers and equipment from the old wastewater plant. These items will be available for auction and listed on the CCU website, and a few other agencies will be notified.

Staff recommended the board declare all items on the list as surplus equipment in order to proceed with the auction.

Clayton Force made the motion to declare all items on the list as surplus equipment. Cheryl McAvoy seconded the motion and the vote was unanimous.

CLAIMS

The March wastewater claims were presented for approval.

Cheryl McAvoy made the motion to approve the March wastewater claims. Clayton Force seconded the motion and the vote was unanimous.

The March water claims were presented for approval.

Cheryl McAvoy made the motion to approve the March water claims. Clayton Force seconded the motion and the vote was unanimous.

FINANCE REPORT

The financial written report was presented.

MANAGER OF ENGINEERING REPORT

The Engineering written report was presented.

MANAGER OF WASTEWATER OPERATIONS REPORT

The Wastewater Operations written report was presented.

DIRECTOR'S REPORT

The Director's written report was presented. Keith Reeves noted one correction to his written report. He reported that Fort Wayne was in conflict with Huntington over wholesale rates. Huntertown is actually the town in conflict with the city of Fort Wayne.

APRIL MEETING

The next regular meeting will be Thursday, April 18, 2013, at 11:30 a.m., in the board room at the Service Center.

ADJOURNMENT

The meeting adjourned at 12:20 p.m.

Barry Turner, Chairman
UTILITY SERVICE BOARD

Greg Lacy, Secretary
UTILITY SERVICE BOARD