



**AGENDA
UTILITY SERVICE BOARD**

March 14, 2013
Regular Meeting
11:30 A.M.

MINUTES

February 21, 2013

MINUTES

Executive Meeting February 21, 2013

VISITORS

OLD BUSINESS

1. Water Bill Adjustment – 3173 Sycamore Drive

NEW BUSINESS

1. Royalview SRF Bonds
2. SRF Account Review
3. Modification of GIS Interlocal Agreement

STANDING REPORTS

1. Claims
2. Finance & Business Report
3. Utility Engineering Report
4. Wastewater Operations Report
5. Director's Report

Next Meeting Date:
April 18, 2013

The Utility Service Board met Thursday, February 21, 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: Greg Lacy and Cheryl McAvoy. Also present were: Keith Reeves, Director; Dale Langferman, Manager of Finance & Business Operations; Ed Bergsieker, Manager of Engineering; Garry Pugh, Manager of Wastewater Operations; Melinda Burton, Executive Administrative Assistant; Stanley Gamso, Attorney; and Tim Shuffett, City Council Liaison.

VISITORS

Jason Chopp, Strand & Associates; Craig Ferrell, GRW Engineers; Shaena Robertson, CCU Manager of IS; Pat Zaharako, Columbus resident; and Debbie Taylor, customer and property owner.

MINUTES

Cheryl McAvoy made the motion to approve the minutes from January 17, 2013, as prepared. Greg Lacy seconded the motion and the vote was unanimous.

PRINCETON PARK PHASE 4 – FINAL ACCEPTANCE

CCU engineering department observed the water and sewer facilities being installed; provided on-site inspection during construction; obtained all necessary “as-built” information; and conducted all necessary tests. The project was constructed in compliance with plans and specifications prepared by Crowder & Darnall, Inc. in Columbus.

Staff recommended acceptance of the project.

Greg Lacy made the motion to accept the water and sewer improvements for Princeton Park – Phase 4. Cheryl McAvoy seconded the motion and the vote was unanimous.

WALESBORO LIFT STATION AND FORCE MAIN REPLACEMENT CONTRACT A, CO #1

Change Order #1 was presented for this project. The change order was necessary due to utility conflicts and as-bid and as-built conditions in the field. The change order was for a net increase in the original contract for \$5,725, which represented an increase in the project scope of 0.25% of the original contract. Overall, for Contract A and B, the final combined amount had a net increase of \$26,887.75 or 0.85%

Staff recommended approval of Change Order #1.

Cheryl McAvoy made the motion to approve Change Order #1 for the Walesboro Lift Station and Force Main Replacement Contract A. Greg Lacy seconded the motion and the vote was unanimous.

FINANCIAL SYSTEM SOFTWARE

Keith Reeves reported on replacement of our current financial system which has been used since 1997. This replacement purchase was included in the 2013 capital budget when we were informed that our current system would no longer receive further upgrades. Our provider will continue to support our system, but suggested that we upgrade to their newer product.

Staff did work with the Clerk Treasurer's office, who was also seeking to replace their financial software. The search was narrowed to three companies, which included inHance, Munis and Innoprise. The Clerk's office is favoring the Munis system, which is a very good product. The cost would be quite large for us to make a change to this new system versus upgrading our inHance system. Most importantly, inHance is an extension of our recently purchased billing system.

Staff recommended purchase of the inHance financial software package.

Cheryl McAvoy made the motion to purchase the inHance software to replace our current 1997 software. Greg Lacy seconded the motion and the vote was unanimous.

CUSTOMER REQUEST

Debbie Taylor, owner of the property located at 3173 Sycamore Drive requested to speak to the board regarding a billing issue at this location. After a year of rather high usage and bills, it was determined the property had a service line leak. Ms. Taylor has had numerous conversations with Legacy Oaks Condominium Association in regards to the leak and responsibility. The Association did take responsibility and repair the leak. Our policy is to make an adjustment to the sewer bill when a customer has a leak and the water did not go into the sewer system. We have adjusted the sewer portion of her bills but, she is now asking the board to approve an adjustment to the water portion of her bills.

The board will review the information provided on her account and consult with Stan Gamso before making a decision. It was recommended that the account not be disconnected for non-payment and no penalties be assessed during this review. This will be added to the agenda in March.

CLAIMS

The February wastewater claims were presented for approval.

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

The February water claims were presented for approval.

Greg Lacy made the motion to approve the February water claims. Cheryl McAvoy 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 distributed a copy of the 2012 Annual Report for the Columbus City Utilities.

MARCH MEETING

The next regular meeting will be Thursday, March 14, 2013, at 11:30 a.m., in the board room at the Service Center.

ADJOURNMENT

The meeting adjourned at 12:29 p.m.

Barry Turner, Chairman
UTILITY SERVICE BOARD

Greg Lacy, Secretary
UTILITY SERVICE BOARD

The Utility Service Board met in an executive meeting Thursday, February 21, 2013, at 11:00 am, at 1111 McClure Road in the board room, chaired by Barry Turner.

Other board members present were: Greg Lacy and Cheryl McAvoy. Also present were: Keith Reeves, Director.

Matters discussed during the executive meeting were those matters previously advertised in the public notice. The board hereby certifies that no decisions were made and that only matters as advertised were discussed.

Barry Turner, Chairman
UTILITY SERVICE BOARD

Greg Lacy, Secretary
UTILITY SERVICE BOARD



COLUMBUS CITY UTILITIES

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

New Business #1

812-372-8861
812-376-2427 FAX
www.columbusutilities.org

March 8, 2013

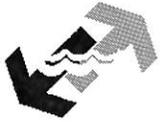
To: Utility Service Board

From: Dale Langferman
Manager of Finance & Business Operations

RE: Royalview SRF Bonds

In 2002, we sold bonds through Indiana Finance Authority that were used to clean-up and serve the Royalview area. We have paid these bonds down to \$214,717, with eight years remaining. At this time, the bonds are callable at a premium of \$2,100. Over the next eight years, we will spend \$46,635 in interest.

We recommend paying off these bonds now in order to save the future interest expense and we are seeking board approval to proceed with this early payment.



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New Business #2

March 6, 2013

To: Utility Service Board

From: Dale Langferman
Manager of Finance & Business Operations

RE: SRF Account Review

SRF (State Revolving Fund) has requested that we provide a procedures audit of our construction accounts. Actually, requested is the wrong word – they are requiring the review. This apparently is a normal request from EPA at the end of large projects, and SRF is attempting to be ahead in the game.

I have talked with two firms. They are Crowe Horwath, who was our financial consultant on the SRF financing, and KSM Consulting who was recommended by SRF. Crowe Horwath presented a quote of \$4,000 and KSM quoted \$15,000 for the audit.

We are recommending that we hire Crowe Horwath for the audit, as we have worked with them previously and they have the lowest quote.



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New Business #3

March 8, 2013

To: Utility Service Board

From: Keith Reeves
Director

RE: Revisions to GIS Interlocal Agreement

The CCU has partnered with other City and County offices in the development and maintenance of a geographic information system. These systems can be considered as a mapping database where information can be stored, retrieved and displayed by its location on a map. In 2011, we entered into a formal interlocal agreement to share the costs of the shared aspects of this program. Prior to this agreement there were individual informal "deals" made, but there was no program to ensure continued cooperation.

The agreement covers shared costs for the ArcMap software and the shared server costs, as well as the development and maintenance costs of the consulting firm that hosts the public, web based system.

When reviewing the agreement recently, certain scribner errors were discovered and other sections that dealt with the establishment of the eGIS website were completed and therefore moot. It was felt that a new, corrected agreement would be the best way to proceed.

Please review the attached agreement. It corrects the errors in the previous agreement and updates the current costs being shared. I am asking Stan to review it also. By the date of our meeting we hope that both the County Commissioners and the City Board of Works will have approved the agreement. If so, I will be asking that the Utility Board also approve this new agreement.

**INTERLOCAL COOPERATION AGREEMENT
BETWEEN BARTHOLOMEW COUNTY, INDIANA, THE CITY OF COLUMBUS, AND
THE UTILITIES SERVICE BOARD OF THE CITY OF COLUMBUS, INDIANA**

WHEREAS, cooperation on a geographic information system (GIS) is of mutual benefit to Bartholomew County (COUNTY), the City of Columbus (CITY), and Columbus City Utilities (CCU); and

WHEREAS, the GIS has grown in recent years to include data from multiple county and city departments as well as CCU; and

WHEREAS, it is the mutual desire of the City, County, and CCU to enter into an Interlocal Cooperation Agreement to delineate their respective rights and responsibilities of each to the other with respect to funding, maintenance, use and ownership of the GIS.

NOW THEREFORE BE IT AGREED BY AND BETWEEN THE BOARD OF COMMISSIONERS OF BARTHOLOMEW COUNTY, INDIANA, THE BOARD OF WORKS AND PUBLIC SAFETY OF THE CITY OF COLUMBUS, INDIANA, AND THE UTILITY SERVICE BOARD OF THE CITY OF COLUMBUS, INDIANA TO ENTER INTO AN INTERLOCAL COOPERATION AGREEMENT REGARDING THE FUNDING, MAINTENANCE, AND USE OF THE GEOGRAPHIC INFORMATION SYSTEM.

1. PARTIES: The parties to this Interlocal Cooperation Agreement are the Board of Commissioners of Bartholomew County, Indiana ("County"), the Board of Public Works and Safety of the City of Columbus ("City"), and the Utility Service Board ("CCU").

Bartholomew County, Indiana
Board of County Commissioners
440 Third St
Columbus, IN 47201

City of Columbus, Indiana
123 Washington St
Columbus, IN 47201

Utility Service Board of the City of Columbus, Indiana
1111 McClure Road
P.O. Box 1987
Columbus, IN 47201

2. PURPOSE: The purpose of this agreement is to define the respective rights and responsibilities of the parties hereto as it relates to funding, use, maintenance and operations of the GIS.

3. METHOD OF FINANCING, STAFFING AND SUPPLYING THE JOINT UNDERTAKING AS WELL AS ESTABLISHING AND MAINTAINING A BUDGET: It is not contemplated that this agreement will require staffing. The financing of this agreement will be divided proportionally among the City and County shareholding departments starting in 2013. For the purposes of this agreement, a shareholder in the GIS will be defined as either 1) a department with Esri software installed or in use that is capable of editing data, or 2) a department that maintains a layer or more of data on the GIS (Geographic Information System). CCU will count as a single department. The items to be cost shared will include:

- a. Annual GIS website hosting
- b. GIS website modifications that are non-departmental specific; the costs associated with departmental specific modifications shall be borne by the department requesting or requiring the modifications
- c. ESRI ArcSDE server software annual licensing fees
- d. ESRI ArcInfo and ArcEditor floating license fees
- e. Server hosting costs of the County IT Department
- f. Any additional costs upon which the parties hereto can mutually agree

Costs for the GIS will be reviewed each Spring by the GIS Steering Committee and a recommendation for total expenditures and cost allocation among the parties hereto will be made to the Bartholomew County Commissioners, The Columbus Board of Public Works and Safety, and The Columbus Utility Service Board by April 30th of each year. In the event that the County, City, or CCU would fail to approve, in whole or in part, the recommendation of the GIS Steering Committee, the Steering Committee shall revise its recommendation and resubmit it to the County, City, and CCU until the same is approved by all three said entities.

Annex A is the current maintenance cost for 2013, future cost sharing will mirror in concept this division of costs.

4. ADMINISTRATION: This agreement will be administered by the GIS Steering Committee. This committee shall consist of the GIS Mapping Division Head of Bartholomew County, the

Bartholomew County Director of Information Technology, the Columbus Bartholomew Planning Department Director, the County Highway Engineer, the Columbus Area Metropolitan Planning Organization Director, the Director of Columbus City Utilities, and the City of Columbus Engineer. The Bartholomew County Surveyor's Office will be primarily responsible for the day-to-day operation of this agreement.

5. DURATION AND TERMINATION: This agreement shall commence upon its execution by all parties hereto and shall continue until terminated by any one or more parties hereto. In order to terminate this agreement, the party seeking to terminate this agreement must give the other parties written notice of said party's intent to terminate at least ninety (90) days in advance of the proposed termination date. This ninety (90) day notice provision can, however, be waived by the mutual consent of all parties.

6. DISPOSITION OF PROPERTY ACQUIRED UPON TERMINATION OF THIS AGREEMENT: It is not contemplated that any real property will be acquired during this agreement. Any personal property acquired during this shall, upon termination of this agreement, become the property of the party in whose office, or upon whose system, said property is installed.

ALL OF WHICH IS AGREED TO AND APPROVED THIS _____ DAY OF _____, 2013.

BOARD OF COMMISSIONERS OF
BARTHOLOMEW COUNTY, INDIANA

Carl Lienhoop, Chairman

Larry Kleinhenz, Member

Rick Flohr, Member

Attest:

Barbara J. Hackman, Auditor

ALL OF WHICH IS AGREED TO AND APPROVED THIS _____ DAY OF _____, 2013.

UTILITY SERVICE BOARD OF THE
CITY OF COLUMBUS, INDIANA

Barry Turner, Chairman

Clayton Force, Vice Chairman

Greg Lacy, Secretary

Cheryl McAvoy, Member

Mark Gerstle, Member

ATTEST:

Melinda Burton,
Recording Clerk
Utility Service Board

ALL OF WHICH IS AGREED TO AND APPROVED THIS _____ DAY OF _____, 2013.

CITY OF COLUMBUS, INDIANA
BOARD OF WORKS AND PUBLIC SAFETY

Kristen S. Brown, Mayor

Susan Fye, Member

Jayne Farber, Member

Annex A to GIS Interlocal Agreement

Current software licensing fees

- ArcSDE server license annual maintenance fee	3,000
- ArcEditor concurrent primary	1,500
- ArcEditor concurrent secondary	1,200
- ArcInfo Concurrent	3,000

Current hardware requirements

- Annual SQL server plus hardware costs	2,500
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eGIS website

- Annual website hosting and maintenance costs	55,350
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Total current annual costs	66,550
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Cost per shareholding Department	11,092
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2013 shareholding departments

- City Engineer	1
- City Utilities	1
- Surveyors Office	1
- County Highway	1
- Planning	1
- MPO	1
Total shares	6