



**AGENDA
UTILITY SERVICE BOARD**

February 21, 2013
Regular Meeting
11:30 A.M.

MINUTES

January 17, 2013

VISITORS

OLD BUSINESS

NEW BUSINESS

1. Princeton Park Phase 4 – Final Acceptance
2. Walesboro Lift Station & Force Main Replacement, CO#1
3. Financial System Software

STANDING REPORTS

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

Next Meeting Date:
March 14, 2013

ELECTION OF OFFICERS FOR 2013

The following officers were elected:

Barry Turner – Chairman

Clayton Force – Vice-Chairman

Greg Lacy – Secretary

Clayton Force made the motion to approve the election of the above officers for the Utility Service Board for 2013. Greg Lacy seconded the motion and the vote was unanimous.

APPOINTMENT

Keith Reeves asked the board to appoint Melinda Burton as Recording Clerk for the board for 2013.

Clayton Force made the motion to appoint Melinda Burton as Recording Clerk for the Utility Service Board for 2013. Cheryl McAvoy seconded the motion and the vote was unanimous

2013 MEETING SCHEDULE

Keith Reeves asked the board to approve the revised meeting schedule 2013.

Cheryl McAvoy made the motion to approve the revised meeting schedule for the Utility Service Board for 2013. Clayton Force seconded the motion and the vote was unanimous

The Utility Service Board met Thursday, January 17, 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, Clayton Force 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; and Darren Wells, GRW Engineers

MINUTES

Clayton Force made the motion to approve the minutes from December 20, 2012, as prepared. Cheryl McAvoy seconded the motion and the vote was unanimous.

MINUTES PENSION COMMITTEE

Cheryl McAvoy made the motion to approve the minutes from the Pension Committee Meeting on December 20, 2012, as prepared. Greg Lacy seconded the motion and the vote was unanimous.

WALESBORO SANITARY SEWER REHABILITATION CONTRACT B, CO #3 –
TABLED FROM DECEMBER

Change Order #3 was presented at the December 20, 2012 and was tabled for further clarification. Ed Bergsieker provided a breakdown of the charges for Change Order #3. It is for improved access and maintenance to existing manholes to be raised as part of this contract. The change order is a net increase in the contract for \$10,724, which represents a 1.2% increase in the original contract amount.

Staff recommended approval of Change Order #3.

Cheryl McAvoy made the motion to approve Change Order #3 for the Walesboro Sanitary Sewer Rehabilitation Contract B. Clayton Force seconded the motion and the vote was unanimous.

WALESBORO SANITARY SEWER REHABILITATION CONTRACT B, CO #4 –
TABLED FROM DECEMBER

Change Order #4 was presented at the December 20, 2012 and was tabled for further clarification on Change Order #3. Ed Bergsieker reported that Change Order #4 is for final quantity adjustments between Ad-Bid and As-Built conditions in the field. The change order is for a net decrease in the original contract for \$76,440.25, which represents a decrease in the project scope of 8.9% of the original contract amount. Through four change orders, the contract has a net increase of \$21,162.75 or 2.5% overall.

Staff recommended approval of Change Order #4.

Clayton Force made the motion to approve Change Order #4 for the Walesboro Sanitary Sewer Rehabilitation Contract B. Greg Lacy seconded the motion and the vote was unanimous.

BIOSOLIDS LAGOON CLOSURE – FINAL ACCEPTANCE & RELEASE RETAINAGE

All necessary work for the project is complete. Strand received the final construction documentation which included the waivers of lien and certified payrolls.

Staff, along with Strand, recommended acceptance of the project and release of the retainage once a full bond surety is received.

Clayton Force made the motion to accept the Biosolids Lagoon Closure project and authorized release of the retainage. Cheryl McAvoy seconded the motion and the vote was unanimous.

SAFTEY PROGRAM

Keith Reeves presented a draft document of the Comprehensive Health and Safety Program for the Utilities. The plan is intended to supplement the directives of the City Personnel Policy and specifies the duties of responsibilities of various levels of CCU staff. It references other programs that have been or will be updated. The Hazardous Communication plan was previously accepted and Keith presented a draft of the Forklift Safety Policy for approval.

Once the board has approved the Comprehensive Health & safety Policy, it will be presented to the City Personnel Committee for approval. Keith Reeves asked for suggestions from the board before drafting a final document for approval.

Approval of the Comprehensive Health & Safety Policy and the Forklift Safety Policy was tabled. The board recommended that all programs be submitted together with the Comprehensive Health & Safety Policy for approval.

DRIFTWOOD CONTRACT UPDATE

Keith Reeves gave an update on the Driftwood contract negotiations that started in 2011. The extension on the their contract ends February 2013. There are three options to consider and staff is recommending we do nothing due to an existing rate. The existing rate was established by ordinance in 2009, and Driftwood would have to initiate a challenge to the IURC. Driftwood Board has requested that our board members meet with them for discussion on the contract.

Cheryl McAvoy made the motion to make no changes to our existing rate, which would also apply to Driftwood Utilities at the expiration of their contract. Greg Lacy seconded the motion and the vote was unanimous. Board members did agree to set a subcommittee to meet with Driftwood Board members. Subcommittee members are: Barry Turner and Cheryl McAvoy.

CLAIMS

The January wastewater claims were presented for approval.

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

The January water claims were presented for approval.

Clayton Force made the motion to approve the January 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.

JANUARY MEETING

The next regular meeting will be Thursday, February 21, 2013, at 11:30 a.m., in the board room at the Service Center.

ADJOURNMENT

The meeting adjourned at 1:05 p.m.

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

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

New Business #1

February 14, 2013

To: Utility Service Board

From: Ed Bergsieker
Manager of Engineering

RE: Princeton Park Section 4
Acceptance of Water and Sewer Improvements

The Engineering Department has observed the water and sewer facilities installed in conjunction with the above referenced development. We have provided on-site inspection during the construction process, obtained all necessary "as-built" information and conducted all necessary tests.

Staff has received the Tenders of Donation, the Engineer's Certification of Completion and a Maintenance Bond.

The project was constructed in compliance with plans and specifications prepared by Crowder & Darnall, Inc. in Columbus. The Owner/ Developer for this project is Smitherman Construction, Inc. of Columbus.

Staff recommends acceptance of these improvements.



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New Business #3

February 14, 2013

To: Utility Service Board

From: Keith Reeves
Director

RE: Financial System Software

The current capital budget includes \$60,000 in each utility for the replacement of our current financial system software. This became necessary after we were told that our existing system, which we have been using since 1997, will not be receiving any further upgrades. While the provider will continue to support our existing software, we were strongly encouraged to upgrade to their newer product.

At the same time, we became aware that the Clerk Treasurer's office was seeking to replace their financial software. We decided to work with them and investigate the practicality of choosing a single system that would meet both our needs. A similar process was used in 1997 when our current financial system was purchased. Unfortunately, within three years of the joint purchase, the Clerk Treasurer's office felt that the software did not properly address their needs and they made another purchase, splitting off from us.

The functionality of this kind of software can vary greatly (as does the price). Our review of each system was couched in the review of seven most important factors.

1. Ability of all users to easily work with the system
2. Must meet all financial and reporting requirements
3. Easily maintainable security for both users and data
4. Integration to and from other software
5. "Workflows" for more efficient use of the product
6. Product stability and support availability
7. Cost of initial purchase and annual fees

We started by talking with six different vendors over the last couple of years in conjunction with the Clerk Treasurer's office since they also were in the market for a new system. The first meeting was a presentation by each company's salesman to make us more familiar with each product line. We then invited four companies back for multi-day, interactive presentations that were viewed by numerous City and Utility employees. The final four participants were Munis, Software Solutions, Innoprise, and Inhance. Three of the companies meet all of our criteria and were considered viable

software partners. Software Solutions was dropped from the running because of their inability to provide an inventory system, their difficulty of providing reports, and their screens did not appear user friendly.

Munis

Munis is a very robust system. It provides a useful dashboard to help organize your work; easily converted data to excel for analysis; and was on a Microsoft platform which would make using it and viewing more familiar to the average user. They have a number of other Indiana sites.

Innoprise

Innoprise is the new version of our current financial software. It is more than an upgrade to our current systems and is more like a new product from our old company. It is capable of providing everything we need; would provide a smooth transition from old to new; and we are very familiar with the personnel and support capabilities of the company.

Inhance

Inhance is the current provider of our utility billing software. We are very familiar with their personnel and support record. They would easily integrate with our billing system, specifically, meter inventory and work order system. They also would comply with all our other important factors. The Inhance product is Microsoft Dynamics, which would provide many user benefits.

The Munis system seems to be a very good product. It does a lot of things. It is the software favored by the Clerk Treasurer's office. While the Clerk Treasurer is being very accommodating with the software purchase price, there is a significant list of hardware needs to switch to this system that pushes the total price to over twice the price of the Inhance system, which according to our review will perform all the tasks we will be asking it to do. Most importantly, the InHance product is an extension of our recently purchased billing system and will mesh seamlessly with it, which none of the other products can claim.

Cost

<u>Vendor</u>	<u>Initial Purchase</u>	<u>Annual Maint.</u>
Munis	\$145,040	\$ 6,288*
Innoprise	\$ 94,850	\$25,000
Inhance	\$ 69,935	\$ 5,649

For price and functionality, the CCU staff recommends the purchase of the InHance Financial software package.