

RUSHVILLE CITY UTILITIES
601 W 3RD St.
Rushville, IN 46173

Minutes of the Utility Board Meeting, March 19, 2014
The Utility Board met at the Utilities Business Office at 5 p.m.

Greg Coffin called the meeting to order.

Roll Call was taken.

Board Members Present:

Greg Coffin
Michael Singleton
Tim Sheehan
Phil Starkey
Brian Bess

Others present:

Les Day	Facility Manager
Gina Jenkins	Office Manager
Geoff Wesling	Utilities Attorney
Michael Pavey	Mayor

Tim Sheehan motioned to approve the minutes from the February 19, 2014 meeting. Phil Starkey seconded the motion. The motion carried.

Les Day reviewed the Utility report for the month of February. There were four water main breaks in the month of February that have been repaired. Les told everyone that the water usage has went back to a normal level, and that he does not feel that there are any other leaks.

Greg Coffin and Les Day had discussed Les writing the Standard Operating Procedures for both the Water and Wastewater plants instead of hiring Randy Hamilton to write them. Les told the Board members and Mayor Pavey that he has already started writing the procedures. Greg Coffin said that the S.O.P.s should be reviewed every other year and revised, if needed.

The Water Operating report did not show N.P.D.E.S. violations for the month. There were 24.28 million gallons of water pumped, with 23.54 million gallons of water treated. Water plant personnel responded to 22 service calls for billings and customer requests. There were 9 customer requests to check for leaks. There were 51 requests to check for frozen meters. There were 20 line locates. There were 50 connects and 47 disconnects for the month, with the total customers being 2,736.

The Operating Report for Wastewater showed no N.P.D.E.S. violations for the month. There were 56.6 million gallons of wastewater treated, for the month. It was reported that there was a total of 1.61 inches of precipitation, for the month.

There were 5 sewer complaints checked. There were 2,500 feet of sewer mains cleaned from sewer complaints. 8,500 gallons of septic sludge was accepted for the month of February. There was no dye tests ran.

There was one request for an adjustment for Rushview Mobile Home Park. There had been several leaks during the winter that have been repaired, and the property owner is requesting an adjustment of \$1,124.34. Michael Singleton motioned to approve the adjustment. Phil Starkey seconded the motion. The motion carried.

Les told everyone that the pre-construction meeting for the new CSO Treatment Plant will be held Wednesday, March 26, 2014 at 10 a.m. at the Utilities business office.

Greg Coffin suggested that before the construction starts, there should be a Ground Breaking ceremony.

Mayor Pavey told everyone that he had a phone call concerning tenants living in a house where the water has been shut off for non-payment and what the policy is on this. After discussion on this matter, it was determined that if an account has been shut off because of non-payment, the property owner will be notified after seven days to make them aware of the situation.

Phil Starkey checked the claims for the month. Phil Starkey motioned to approve the claims. Tim Sheehan seconded the motion. The motion carried.

Mayor Pavey discussed having the City Utilities employees becoming certified in CPR. Gina Jenkins will find out who to contact to set up classes.

Les Day was asked about the railing for the Clarifiers at the Wastewater plant still not being installed. Les told everyone that he was still waiting on Starweld to get them done. Les will follow up with Bruce Davis to see when they will be completed.

Les asked Geoff Wesling, Utilities Attorney, if he is in process of collecting the money owed to City Utilities from Stephen Schofner and also the foreclosure on Steve Mohler's property. Geoff told everyone that he is in the process of collecting the money from Mr. Schofner, and also that he has started the foreclosure on Mr. Mohler's property.

Les then told everyone that he had purchased the new Valve Exerciser and that the employees will be trained on how to use it on Monday, March 24th.

Les discussed problems that have been occurring when the meters are being read. The equipment is not picking up all of the meters. Les said that it may be caused from equipment that is installed on the North water tower.

Tim Sheehan motioned to adjourn. Michael Singleton seconded the motion. The motion carried.

The next regularly scheduled meeting will be April 16, 2014 at 5 p.m. at the Utilities office.

There being no further business, the meeting was adjourned.