



## BOARD OF TRUSTEE MEETING

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Monday, September 9, 2019 at 6:30 p.m.

### Memorandum

#### **ROLL CALL**

Present: President Marilyn Anderson, Vice President Steve Pitman, Treasurer Jane Merrill, Secretary Michael McDonald; Members: Barb Lamb, Eric Hand, Carl Mills, and Chuck Ryerson. Others in attendance were: Utility Director Andrew Williams, Engineering Manager Wes Merkle, Controller Cindy Sheeks, Legal Counsel Anne Poindexter, and Administrative Assistant Maggie Crediford.

Mr. Kimbell was absent.

Ms. Anderson called the meeting to order at 6:32 p.m.

#### **Public Comment**

There was no one present from the public.

#### **Approval of Meeting Memorandum**

Ms. Merrill made a motion to approve the memorandum from the August 12, 2019 Board Meeting. Mr. Mills seconded the motion and it was unanimously approved.

#### **Approval of Claims Docket**

Mr. Mills made a motion to approve the Claims Docket. Mr. McDonald seconded the motion and the Claims Docket was unanimously approved.

#### **Attorney's Report**

Mrs. Poindexter received signed easement documents for the McClain easement. With the acquisition of this easement, the two outstanding easement condemnation cases previously pending in Boone County have been resolved.

#### **Utility Director's Report**

Mr. Williams said the bid opening for the parallel force main construction will be on October 1, 2019.

Staff would like to have a joint C&C and B&F meeting to discuss interest rates and financing the plant expansion project.

The two new collections employees are working out well and are excited to be employed at the Utility.

## **Committee Reports**

### **Budget & Finance Committee**

Ms. Merrill stated the B&F Committee did not meet and had no action items before the Board.

### **Personnel & Benefits Committee**

Ms. Lamb said the P&B Committee had no action items before the Board.

### **Capital & Construction Committee**

#### **Woodhall Lane Sanitary Sewer Dedication**

Mr. Pittman made a motion to accept the Woodhall Lane sanitary sewer dedication. Ms. Merrill seconded the motion and it was unanimously approved.

#### **#1906 Outfall Sewer Expansion Easements**

Mr. Pittman made a motion for the Board to direct Mrs. Poindexter to send a letter to DOW, which should include a uniform easement acquisition offer and notification the Utility will proceed with condemnation if an agreement cannot be reached. Mr. Hand seconded the motion and it was unanimously approved.

#### **Lateral Repair Policy**

Mr. Pittman made a motion to approve the proposed Lateral Repair Policy. Mr. Hand seconded the motion and it was unanimously approved.

Ms. Merrill asked if there is a policy addressing the enforcement of the Lateral Repair Policy. Mr. Williams said violators can be assessed with up to a \$1,000 daily fine per the Sewer Use Ordinance.

Mrs. Poindexter stated the Utility has the right to plug sewer lines if properties are in violation of the policy. If a sewer line is plugged, the county must be notified, and the home will be deemed uninhabitable.

Ms. Merrill was concerned that homeowners who violate the policy will not know the penalty at the time of being asked to make the repair. Ms. Anderson said that she assumes staff would relay the potential consequences to the homeowner when the repair request is made. Mrs. Poindexter said it would be good practice to let the homeowner know the potential consequences and inform property owners they will come before the Board to have a penalty assessed if the violation is not resolved.

#### **Office Improvements Special Committee**

Mr. Pittman stated the committee met with staff and was brought up to speed on planning with Blackline. Mr. Merkle showed the Board renderings of the proposed building. Mr. Merkle gave a brief overview of the interior floor plan for the benefit of Board Members who were unable to attend the OIC meeting.

Ms. Merrill noted the large number of windows proposed for the western side of the building and voiced concerns about heat that would be generated in the summer. Mr. Williams said the windows will have a blind system. Mr. Merkle said Blackline is proposing metal visors for

the exterior of the windows as well.

Mr. Hand asked if there is a designated location for severe weather shelter. Mr. Williams said employees are currently directed to the interior bathrooms. Mr. Merkle will ask the designer to consider this in the final design.

Mr. McDonald asked if the shop area will be soundproofed. He was concerned about noise filtering through to the office area. Mr. Merkle said walls between the office and shop will be insulated. The shop is kept at a different temperature than the office during winter months. Mr. Williams said noise is not created by the shop daily. The collections staff has asked to add a pump shop in the biosolids building which would reduce potential noise even further.

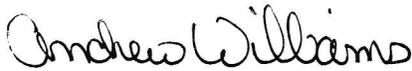
Mr. Williams noted the current floor plan can accommodate seven additional employees. If the Utility grows large enough to require more than seven additional employees, the garage bays can be converted to office space.

Mr. Merkle gave the Board an overview of the sewer planning presentation he and Matt Smith (Strand Associates) made at the IWEA Annual Conference in Fort Wayne.

### **Adjournment**

Mr. Pittman made a motion to adjourn the meeting. Mr. Mills seconded the motion and the meeting adjourned at 7:29 p.m.

Respectfully submitted,



Andrew Williams  
Utility Director

Approved:

as Presented  
 as Amended

  
Michael McDonald, Secretary  
Marilyn Anderson, President