

Attendance Roster

| Board Members | | |
|----------------------|-----------------|------------|
| Bill Harvey | Chris Carpenter | Randy Karg |
| Others | | |
| Maurice Goulet | Tracey Klenk | |

Agenda

- 08:30 – Approve minutes of 28 May Board meeting
- 08:45 – Update on open actions from 28 May meeting
- 09:00 – Review of expenses YTD, especially water electricity and sewerage use of emergency fund
- 09:15 – Review of well pumping and revenue commitments
- 09:30 - Discussion on Board’s monthly reporting from DPW
- 09:45 – Discussion on Mt. Nebo refurbishment results

Agreements

1. DPW will provide an updated summary of water withdrawals from all wells during the third week of each month.
2. Move that the Board will approve all future transfer of funds from the Emergency Reserve to the operating budget prior to the actual transaction.
3. Move that the Board receive an annual fiscal report for the Water and Sewer Departments with the following financial categories.
 - Revenues by source
 - Cost by category
 - An account summary of aged receivables and lien reports.
4. Move that the bid for Mt. Nebo Tank Rehabilitation presented by Inspec Coating, In., Campbell, Ohio be accepted. The scope of work includes both the base bid scope for rehabilitation of tank base metal and coating and the additional scope to decommission the existing mechanical mixing system and replace it with a static mixing system. Total bid price is \$513,900.
5. The next meeting is scheduled for 13 Aug 19 at 08:30.

New Action Items

| # | Item | Responsible | Due |
|----|--|-------------|------|
| 1. | Provide final cost reports to the Board at the close of FY 2019. | M. Goulet | Done |
| 2. | Contact E. Kelley at EPG to provide the revised proposal for engineering work to support the Well #3 treatment facility project. | M. Goulet | Done |

Holdover Action Items

| # | Item | Responsible | Due |
|----|---|-------------|--------|
| 3. | Send water and sewerage debt schedule to B. Harvey | G. Colivas | Done |
| 4. | Send 2018 Water Enterprise Fund Board meeting notes to B. Harvey | T. Klenk | 08 May |
| 5. | Arrange a meeting with K. Trierweiler, M. Cerel, M. Goulet, D. O’Toole and D. Maxson to review the status of the RFP and leasing status for telecom providers seeking equipment installation leases for the State Hospital Water Tower and make decisions for project management. | R. Karg | 7 June |
| 6. | Create a proposal to conduct the next phase of engineering design work for Well #3 treatment facility | E. Kelley | Done |

Summary Notes

Meeting began: 08:31

Meeting concluded: 10:10

Meeting minutes for 28 May 19 were amended, action items updated and approved.

Motion: R. Karg

Second: B. Harvey

Vote: R. Karg, Aye

B. Harvey, Aye

C. Carpenter, Abstain

Well Pumping and Revenue Commitments –

B. Harvey presented his analysis of historical pumping and revenue commitment data. The analysis identified no extraordinary misalignments or concerns for the current plan.

A discussion regarding the need for ongoing oversight of water pumping volumes led to an agreement to have the DPW provide monthly summaries of water withdrawal. The summary will be forwarded to Board members during the third week of each month.

The recent action to use emergency funds in the sewer department was reviewed. An agreement was reached to obtain Board approval of future transactions prior to the transfer of funds.

Motion: The Board will approve all future transfer of funds from the Emergency Reserve to the operating budget prior to the actual transfer of funds.

Motion: C. Carpenter Second: R. Karg Vote: Unanimous

M. Goulet reviewed several cost categories questioned by the Board.

- Sewer equipment repair service – Currently \$21,282 over budget
The intended use of this code is for vehicle repair costs.
The assignable cause of the over budget spending is plant equipment repairs/parts that have been charged to this activity code instead of the sewer supplies activity code where they were historically reported.

- Sewer electrical charges – Currently \$61,625 over budget
This activity code tracks the electrical power charges to the waster water treatment plant. The electrical generation credits, 'SREC REV' from the solar array are collected in the Sewer Department Revenue section, not in the cost section of the financial report. In aggregate the net amount charged for electrical power when the cost and credits are aggregated is a favorable surplus of \$5500.

Suggested potential changes to the cost activity codes to provide better clarity were discussed, but no agreements were achieved.

The following motion was made:

Move that the Board receive an annual fiscal report for the Water and Sewer Departments with the following financial categories.

- Revenues by source
- Cost by category
- An account summary of aged receivables and lien reports.

Motion: B. Harvey Second: C. Carpenter Vote: Unanimous

An action item was taken by M. Goulet to provide final cost reports to the board at the close of FY 2019.

Mt. Nebo Water Tank Refurbishment –

The bid tabulation and analysis report, "Recommendation to Award Mt. Nebo Tank Rehabilitation Project" prepared by Environmental Partners Group was reviewed. After discussion, the following motion was made.

Move that the bid for Mt. Nebo Tank Rehabilitation presented by Inspec Coating, Inc., Campbell, Ohio be accepted. The scope of work includes both the base bid scope for rehabilitation and recoating of tank base metal and the additional scope to decommission the existing mechanical mixing system and replace it with a static mixing system. Total bid price is \$513,900.

Motion: B. Harvey Second: C. Carpenter Vote: Unanimous

An action item was noted for M. Goulet to contact E. Kelley at EPG to provide the revised proposal for engineering work to support the Well #3 treatment facility project.

The next meeting is scheduled for 13 Aug 19 at 08:30.

Motion to adjourn meeting Motion: B. Harvey Second: C. Carpenter Vote: Unanimous