

TOWN OF CHESTERTON SERVICE UTILITY BOARD

MEETING MINUTES

JANUARY 16, 2017

The meeting was called to order at 7:00 p.m. with the Pledge of Allegiance. Present were Board members A. Michel, S. McCord, J. Schnadenberg and L. Brandt, Supt. D. Ryan, Engineer M. O'Dell, Council Member Liaison D. Lafata, Attorneys C. Parkinson and C. Nolan. Absent were J. Raffin, Clerk- Treasurer S. Kuziela, Town Manager B. Doyle, Porter Rep. B. Brueckheimer, Attorney J. Paulson and Secretary D. Schoenfelt.

ELECTION OF OFFICERS

1. S. McCord moved to elect L. Brandt as Chairman of the Board, seconded by J. Schnadenberg, approved by unanimous voice vote.
2. A. Michel moved to elect S. McCord as Vice-Chairman, seconded by J. Schnadenberg, approved by unanimous voice vote.
3. S. Moved to elect D. Schoenfelt as Board Secretary, seconded by J. Schnadenberg, approved by unanimous voice vote.
4. S. McCord moved to appoint Harris, Welsh & Lukmann as legal firm, seconded by J. Schnadenberg, approved by unanimous voice vote.

APPROVAL OF MINUTES

S. McCord moved to approve the minutes of the December 19, 2016 meeting, seconded by J. Schnadenberg, approved by unanimous voice vote.

APPROVAL OF CLAIMS

S. McCord moved to approve the claims as presented, seconded by J. Schnadenberg, approved by unanimous voice vote.

COMMENTS FROM THE PUBLIC - None

Superintendent's Report

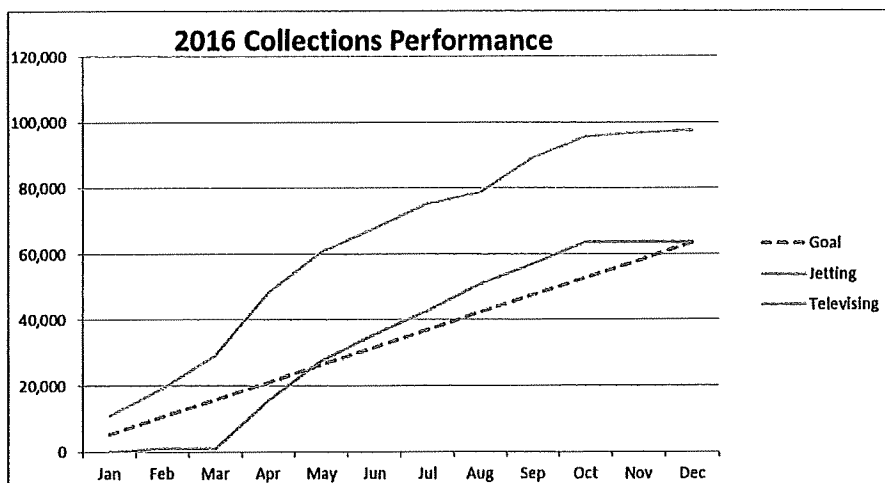
Administration

1. Jerry Graves earned his promotion to Collection System Operator-1.
2. Bills paid with credit cards totaled 10.79% of all payments in 2016 compared to 6.75% in 2015. The fees collected for paying by credit card were short \$1500, or 17.3%, in 2016 as compared to 33% short in 2015.

3. We are in the process of moving all the controls at the McDonald's Liftstation to the outside of the building. This should eliminate the exposure to the corrosive environment. A new control panel and related equipment was purchased and was operational on 1/9/17.
4. We are anticipating being ready to award the Phase-3 Clarifier Rehab bid in late February.
5. The Vactor's pony motor transmission and two cooling fans are in for repair. This will add several more thousand dollars to the recent pony motor repair bill of \$8k.
6. WIN911: We continue to monitor and address issues with this alarm system.
7. Three new employees are scheduled to start in January. They are Russell Owen and Joshua Copollo in collections, and Tricia Czazasty in billing.
8. Applications are being solicited for the existing vacancy in collections.

Collections

1. There were no pump failures this month. Kat pump #1 was received back from Barnes and installed. Repairs were under warranty.
2. As of year-end, the Collection crew is short 3 employees and has been doing an excellent job prioritizing the workload. Their efforts and dedication is much appreciated.
3. We televised 800 feet and did not perform any jetting. Total televised for 2016 was 97,651 feet or 18.5 miles. Total jetted for 2016 was 63,485 feet or 12 miles.
4. We completed 90 locates and 10 inspections. Totals for 2016 are 2,297 locates & 89 inspections.



Treatment

1. Expansion Related Issues
 - a. The Dissolved Oxygen monitoring system faults are still being investigated, under warranty.
 - b. The Headworks building HVAC system is being checked due to some faults, under warranty.
2. Streamlined Mercury Minimization/Variance Program

- a. Continuing to meet the annual requirements.
- 3. Maintenance Tasks
 - a. The new RAS VFD work and the Turbo blower electric power feed relocation are in progress.
 - b. The UPS and surge suppressor were replaced in the headworks PLC cabinet due to failure.
 - c. The biogas flare has been faulting. A new thermal-couple was installed. Monitoring is ongoing.
 - d. RAS valve actuator #1 has been faulting out on SCADA control and is being diagnosed.
 - e. General winterization of equipment is ongoing.
 - f. The extreme cold required extra labor hours to keep certain equipment operational.
- 4. Pre-Treatment
 - a. Continuing our efforts to assist local industries in meeting their discharge limits. Efforts are ongoing to monitor industry effluents and commercial grease traps.

Engineer's Report – None

Town of Porter - None

Board Report

Chesterton – 46% Porter – 52% Indian Boundary – 62%

OLD BUSINESS - None

NEW BUSINESS

1. The following bids for the Phase 3 Clarifier Rehab Project were opened:

Thieneman Construction	Base bid = \$868,000 Alt. 1 = \$10,000 Alt. 2 = \$51,000 Alt. 3 = \$18,000 Alt. 4 = \$74,000
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Bowen Engineering	Base bid = \$849,750 Alt. 1 = \$14,800 Alt. 2 = \$49,400 Alt. 3 = \$25,000 Alt. 4 = \$65,000
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Gaskill & Walton	Base bid = \$768,300 Alt. 1 = \$12,000 Alt. 2 = \$108,000 Alt. 3 = \$28,800 Alt. 4 = \$64,000
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2. S. McCord moved to take these bids under advisement, seconded by J. Schnadenberg, approved by unanimous voice vote.

3. S. McCord moved to reschedule the Monday, February 20th meeting to Tuesday, February 21st, seconded by J. Schnadenberg, approved by unanimous voice vote.

4. Mark Nye introduces Jamie Poczekay as the engineer from DLZ who prepared the bid package.

5. C. Parkinson noted J. Paulson is now a partner in the firm.

LETTERS AND COMMUNICATIONS - None

COMMENTS FROM THE BOARD

1. A. Michel stated 2016 was a good year and hoped the same for 2017.

2. S. McCord welcomed Jamie Poczekay from DLZ and thanked the Town Council for his reappointment to the Utility Board.

ADJOURNMENT

S. McCord moved to adjourn the meeting at 7:20 p.m., seconded by A. Michel, approved by unanimous voice vote.

Lawrence Brandt Chairman

Deb Schoenfelt Secretary