

The Utility Service Board met Thursday, February 20, 2014, 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: Nancy Ann Brown, Clayton Force, Greg Lacy 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; Tim Shuffett, City Council Liaison; and Stan Gamso, attorney.

#### ELECTION OF OFFICERS FOR 2014

**The following officers were elected:**

**Barry Turner – Chairman**

**Clayton Force – Vice-Chairman**

**Greg Lacy – Secretary**

**Cheryl McAvoy made the motion to approve the election of the above officers for the Utility Service Board for 2014. Clayton Force seconded the motion and the vote was unanimous.**

#### APPOINTMENT

Barry Turner asked the board to appoint Melinda Burton as Recording Clerk for the board for 2013.

**Cheryl McAvoy made the motion to appoint Melinda Burton as Recording Clerk for the Utility Service Board for 2014. Clayton Force seconded the motion and the vote was unanimous.**

#### VISITORS

Darren Wells, GRW Engineers; Jason Chopp, Strand and Associates; Mark Mouser, Customer/Landlord

#### EXECUTIVE MINUTES

**Greg Lacy made the motion to approve the minutes from the executive session on December 19, 2013, as prepared. Nancy Ann Brown seconded the motion and the vote was unanimous.**

#### REGULAR MINUTES

**Nancy Ann Brown made the motion to approve the minutes from December 19, 2013, as prepared. Cheryl McAvoy seconded the motion and the vote was unanimous.**

### CUSTOMER/LANDLORD REQUEST

Mark Mouse, a customer and landlord, submitted a letter to the board asking that we increase the sewer deposit we charge renters requesting service. Mr. Mouser reported that over the past several years he has been required to pay many large unpaid sewer bills to avoid a lien being placed on his properties. Mr. Mouser asked the board to consider increasing the sewer deposit from \$45 to \$120.

After hearing Mr. Mouser's concerns, the board asked staff to compile information on deposits charged by other utility companies and cities, and submit a report within the next few months.

**No action.**

### CREDIT/DEBIT CARD POLICY – TABLED FROM NOVEMBER 2013

Dale Langferman presented a draft policy for accepting credit and debit cards from customers to pay their monthly bills.

After discussion, the board asked staff to work with Stan Gamso to compose the final policy.

**No action.**

### SPRING HILL LAKE PHASE 1 – FINAL ACCEPTANCE

CCU Engineering department observed the water and sewer facilities being installed; provided on-site inspection during construction; obtained all necessary "as-built" information; and conducted all necessary tests. The project was constructed in compliance with plans and specifications prepared by Landwater Group, Inc. in Columbus. The owner/developer for the project is Spring Hill Lake Development, LLC.

Staff recommended acceptance of the project.

**Cheryl McAvoy made the motion to accept the water and sewer improvements for Spring Hill Lake Phase 1. Nancy Ann Brown seconded the motion and the vote was unanimous.**

### THIRD STREET LIFT STATION RELOCATION & REPLACEMENT AND SANITARY SEWER IMPROVEMENTS – RECOMMENDATION FOR ENGINEERING SERVICES

Ed Bergsieker reported that Columbus Utilities Engineering department sent out Request for Proposals for the 3<sup>rd</sup> Street Lift Station Relocation & Replacement and Sanitary Sewer Improvements to provide a competitive means in which to select an engineer. GRW Engineering, Strand Engineering and RLM Engineering responded to the Request for Proposals. He provided information on all three firms including company information and previous involvement in projects with CCU.

After consideration, staff concluded that GRW presented the proposal that best meets the needs of Columbus City Utilities, and recommended the board award the engineering services to them.

**Nancy Ann Brown made the motion to select GRW Engineers as the engineering firm to negotiate proposals for the Third Street Lift Station Relocation and Replacement and Sanitary Sewer Improvements, and that the negotiations be brought back to the board for approval. Chery McAvoy second the motion and the vote was unanimous.**

#### JANUARY CLAIMS

The January 16, 2014 board meeting was cancelled. In order to pay claims in a timely manner, board members were requested to approve all water and wastewater claims via email. Keith Reeves asked for ratification of the January 2014 claims.

**Cheryl McAvoy made the motion to ratify the water and wastewater claims for January 2014. Clayton Force seconded the motion and the vote was unanimous**

#### CLAIMS

The February water claims were presented for approval.

**Nancy Ann Brown made the motion to approve the February water claims. Cheryl McAvoy seconded the motion and the vote was unanimous.**

The February wastewater claims were presented for approval.

**Nancy Ann Brown made the motion to approve the February wastewater 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.

**MEETING SCHEDULE**

The meeting schedule for 2014 was presented. No changes will made at this time, and all meetings remain scheduled for the third Thursday of each month.

**MARCH MEETING**

The next regular meeting will be Thursday, March 20, 2014, at 11:30 a.m., in the board room at the Service Center.

**ADJOURNMENT**

The meeting adjourned at 12:45 p.m.

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Barry Turner, Chairman  
UTILITY SERVICE BOARD

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Greg Lacy, Secretary  
UTILITY SERVICE BOARD