



**AGENDA
UTILITY SERVICE BOARD**

January 17, 2013
Regular Meeting
11:30 A.M.

ELECTION OF OFFICERS

Election of Board Officers for 2013

MINUTES

December 20, 2012

MINUTES

Pension Committee December 20, 2012

VISITORS

Darren Wells, GRW Engineers

OLD BUSINESS

1. Walesboro Sanitary Sewer Rehabilitation Contract B, CO#3
2. Walesboro Sanitary Sewer Rehabilitation Contract B, CO#4

NEW BUSINESS

1. Final Acceptance and Release of Retainage for Biosolids Lagoon Closure
2. Safety Program Presentation
3. Driftwood Contract Update

STANDING REPORTS

1. Claims
2. Finance & Business Report
3. Utility Engineering Report
4. Wastewater Operations Report
5. Director's Report

Next Meeting Date:
February 21, 2013

The Utility Service Board met Thursday, December 20, 2012, at 11:30 a.m., in the board room at the service center at 1111 McClure Road chaired by Cheryl McAvoy. Other board members present were: Greg Lacy, Clayton Force and Mark Gerstle. Also present were: Keith Reeves, Director; Dale Langferman, Manager of Finance & Business Operations; Garry Pugh, Manager of Wastewater Operations; Melinda Burton, Executive Administrative Assistant; Stanley Gamso, Attorney; and Tim Shuffett, City Council Liaison.

VISITORS

George Dutro, Cornerstone Development Company.

MINUTES EXECUTIVE MEETING

Mark Gerstle made the motion to approve the minutes from the Executive Session on November 15, 2012, as prepared. Greg Lacy seconded the motion and the vote was unanimous.

MINUTES

Mark Gerstle made the motion to approve the minutes from November 15, 2012, as prepared. Greg Lacy seconded the motion and the vote was unanimous.

CONTRACT LABORATORY SERVICES -TABLED IN NOVEMBER

The board approved testing for TENA Inc. at the August board meeting. Garry Pugh reported that we have received more requests to perform permit required laboratory analysis from local industries. The testing done for TENA, Inc. has not placed a burden on staff and has generated some income for the Utilities.

CCU wishes to provide this service to other industries and other water and wastewater facilities when approached. All facilities would be charged accordingly, (as was approved for TENA, Inc.) and they would be required to sign a waiver, similar to the one signed by TENA, Inc. CCU has been informed by our insurance carrier that we are covered to perform the testing. Staff recommended we provide laboratory service for industrial users in Columbus for pretreatment permit monitoring requirements, as well as provide service to other water and wastewater facilities as needed.

Clayton Force made the motion allow lab services to outside customers as we are able to provide with current staff and equipment. Mark Gerstle seconded the motion and the vote was unanimous. In addition, Clayton Force requested a quarterly report be provided on income received from the testing.

WALESBORO SANITARY SEWER REHABILITATION CONTRACT B, CO #3

Keith Reeves presented Change Order #3 in the absence of Ed Bergsieker. Change Order #3 is for improved access and maintenance to existing manholes to be raised as part of this contract. The change order is a net increase in the contract for \$10,724, which represents a 1.2% increase in the original contract amount.

Staff recommended approval of Change Order #3.

Board members requested a further breakdown of the charges and approval of Change Order #3 was tabled until the January meeting.

WALESBORO SANITARY SEWER REHABILITATION CONTRACT B, CO #4

Keith Reeves presented Change Order #4 in the absence of Ed Bergsieker. Change Order #4 is for final quantity adjustments between Ad-Bid and As-Built conditions in the field. The change order is for a net decrease in the original contract for \$76,440.25, which represents a decrease in the project scope of 8.9% of the original contract amount. Through four change orders, the contract has a net increase of \$21,162.75 or 2.5% overall.

Due to Change Order #3 being tabled, Change Order #4 was also tabled until the January meeting.

DEER CREEK WATER AND WASTEWATER IMPROVEMENTS – 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 Deer Creek Subdivision, LLC. in Columbus.

Staff recommended acceptance of the project.

Mark Gerstle made the motion to accept the water and wastewater improvements for Deer Creek. Clayton Force seconded the motion and the vote was unanimous.

FOX RIDGE MAJOR SUBDIVISION – PHASE 1 WATER AND WASTEWATER IMPROVEMENTS – 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 Cornerstone Development Company in Columbus.

Staff recommended acceptance of the project.

Clayton Force made the motion to accept the water and wastewater improvements for Fox Ridge Major Subdivision – Phase 1. Greg Lacy seconded the motion and the vote was unanimous.

2013 SALARY INCREASE FOR UTILITY DIRECTOR

Pursuant to all City employees, Cheryl McAvoy asked the board members to approve a 3% salary increase for Keith Reeves for 2013, effective January 1, 2013.

Clayton Force made the motion to approve a 3% salary increase for Keith Reeves effective January 1, 2013. Mark Gerstle seconded the motion and the vote was unanimous.

2013 UTILITY SERVICE BOARD MEETING SCHEDULE

Cheryl McAvoy asked all board members to review the proposed meeting schedule for 2013. It was brought to attention that the March 21, 2013 meeting may need to be changed due to spring break. Staff will check on this and a final schedule will be distributed at the January meeting.

CLAIMS

The December water claims were presented for approval.

Mark Gerstle made the motion to approve the December water claims. Clayton Force seconded the motion and the vote was unanimous.

The December wastewater claims were presented for approval.

Clayton Force made the motion to approve the December wastewater claims. Mark Gerstle 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.

JANUARY MEETING

The next regular meeting will be Thursday, January 17, 2013, at 11:30 a.m., in the board room at the Service Center.

ADJOURNMENT

The meeting adjourned at 12:50 p.m.

Cheryl A. McAvoy, Chairman
UTILITY SERVICE BOARD

Greg Lacy, Secretary
UTILITY SERVICE BOARD

PENSION PLAN COMMITTEE

The Pension Plan Committee met immediately following the regular board meeting on December 20, 2012, chaired by Cheryl McAvoy. Also present were: Greg Lacy, Clayton Force and Keith Reeves. Others present were: Dale Langferman, Manager Finance & Business and Melinda Burton, Executive Administrative Assistant.

AMENDMENT

Our actuaries, Niles Lankford Group, Inc forwarded an amendment that needs to be approved and signed before the end of the year. This amendment is required by the federal government to maintain compliance for our plan and deals with limitations on the accrual and payment of benefits under certain underfunded single employer defined benefit plans. The amendment is simply codifying the procedures that are already used by Niles, Lankford Group.

Staff recommended approval of this amendment so that it can be distributed to plan participants.

Keith Reeves made the motion to approve the pension amendment as presented. Clayton Force seconded the motion and the vote was unanimous.

ADJOURNMENT

The Pension Plan Committee adjourned at 12:55 p.m.

Cheryl A. McAvoy, Chairman
UTILITY SERVICE BOARD

| |
|------------------------------|
| PURCHASE ORDER NO.: |
| DATE OF CONTRACT: 5/01/12 |
| DATE OF COMPLETION: 10/29/12 |
| JOB NO.: SRF No. WW08090304 |

CONTRACT CHANGE ORDER NO. 3

Name & Location of Project:
Columbus City Utilities
Contract "B" - Walesboro Sanitary Sewer Rehabilitation
City of Columbus, Indiana

Name & Address of Contractor:
Miller Pipeline LLC
8850 Crawfordsville Road
Indianapolis, Indiana 46234

Owner: Columbus City Utilities
of the City of Columbus, Indiana
acting by and through its Utility
Service Board.

To Contractor: You are hereby requested to comply with the following changes from the contract plans and specifications.

JUSTIFICATION:
For improved access and maintenance of existing manholes located in tillable acreage, per request of Owner, Manholes #3051E, 3051F, 3087X, 3051O, and 3051N shall be raised with 48" I.D. manhole barrel sections. In addition, per request of the Owner, ten (10) existing manholes shall require their frames to be reset to the precast structure.

| Changes to Contract Documents | Decrease In Contract Price | Increase In Contract Price |
|--|-------------------------------|-------------------------------|
| Raise manholes with 48" ID manhole barrel section and reset existing manhole frames (see attached Miller Pipeline proposals dated 8/10/12, 9/13/12, and 9/13/12) | | \$10,724.00 |
| TOTALS | \$ | \$10,724.00 |
| Net Change In Contract Price This Change Order | \$ | |

| | |
|---|--------------|
| Original Contract Amount Including Previous Change Orders | \$947,400.55 |
| Amount Of Decrease <u>Increase</u> For This Change Order | \$10,724.00 |
| Contract amount to Date Including This and Previous Change Orders | \$958,124.55 |

The Contract Period Provided For Completion Will Be
(~~Increased~~) (~~Decreased~~) (**Unchanged**) 0 Days.

This document will become a supplement to the contract and all provisions will apply hereto:

ACCEPTED BY: *[Signature]* CM 11/7/12
Contractor Title Date

RECOMMENDED BY: *[Signature]* P.M. 11/6/12
Architect/Engineer Title Date

APPROVED BY UTILITY SERVICE BOARD:

[Signature] *[Signature]* *[Signature]*
Chairman Member Member

[Signature] Member 1-18-2013
Member Member Date



Miller Pipeline Corp.

September 13, 2012

Quote No:

Mr. Farrell
GRW
7112 Waldemar Dr
Indpls, IN. 46268

Phone: (317) 347-3650
Fax: (317) 347-3656
Email : cfarrell@grwinc.com

RE: **Proposal for Manhole 3087 X**

Dear Mr. Farrell

General

Thank you for contacting Miller Pipeline Corporation for your pipeline rehabilitation needs. We are pleased to submit our proposal for providing materials and services for the above referenced project. We are providing this quote based upon the basic information you have provided.

Proposal

| Item | Description | Qty | U/M | Unit Price | Item Price |
|------|--|-----|-----|------------|------------|
| 1 | MH 3087X Raise and remove and replace Frame and Cover. | 1 | EA | \$1660.00 | \$1660.00 |
| | | | | | |
| | | | | | |
| | | | | TOTAL | \$ 1660.00 |

Responsibilities of Others

We will expect that the following will be furnished to Miller Pipeline Corporation at no cost to us:

1. Free and legal access to the project site.
2. All approvals and permits as applicable.

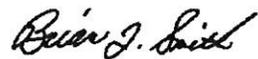
General Conditions

1. Minor damages to the cone sections should be expected and cost to replace these cones will add additional \$425.00 per manhole if they have to be replaced from construction. Since all manholes are to be lined with Spectra Shield these damages are insignificant to the structural integrity of the manhole. There is no guarantee by Miller Pipeline or any of our Sub Contractors that damages to cones can be avoided in the removal and reinstallation as requested.

Closing

We thank you for the opportunity to offer this firm proposal and look forward to providing this service. If you have any need for further assistance, please call me at (317) 293-0278.

Sincerely,



Brian Smith
Cell: (317) 753-6409



Miller Pipeline Corp.

September 13, 2012

Quote No:

Mr. Farrell
GRW
7112 Waldemar Dr
Indpls, IN. 46268

Phone: (317) 347-3650
Fax: (317) 347-3656
Email : cfarrell@grwinc.com

RE: **REVISED Proposal for Manholes 3051N & 3051O**

Dear Mr. Farrell

General

Thank you for contacting Miller Pipeline Corporation for your pipeline rehabilitation needs. We are pleased to submit our proposal for providing materials and services for the above referenced project. We are providing this quote based upon the basic information you have provided.

Proposal

| Item | Description | Qty | U/M | Unit Price | Item Price |
|------|---|-----|-----|------------|------------|
| 1 | MH 3051N Remove cone section and 1ft of riser rings/add 48"x32" barrel/reinstall old cone and new Ring and Cover. | 1 | EA | \$2016.00 | \$2016.00 |
| 2 | MH 3051O Remove cone section and 1ft of riser rings/add 48"x32" barrel/reinstall old cone and new Ring and Cover. | 1 | EA | \$2016.00 | \$2016.00 |
| | | | | | |
| | | | | TOTAL | \$ 4032.00 |

Responsibilities of Others

We will expect that the following will be furnished to Miller Pipeline Corporation at no cost to us:

1. Free and legal access to the project site.
2. All approvals and permits as applicable.

General Conditions

1. Minor damages to the cone sections should be expected and cost to replace these cones will add additional \$425.00 per manhole if they have to be replaced from construction. Since all manholes are to be lined with Spectra Shield these damages are insignificant to the structural integrity of the manhole. There is no guarantee by Miller Pipeline or any of our Sub Contractors that damages to cones can be avoided in the removal and reinstallation as requested.

Closing

We thank you for the opportunity to offer this firm proposal and look forward to providing this service. If you have any need for further assistance, please call me at (317) 293-0278.

Sincerely,



Brain Smith
Cell: (317) 753-6409



Miller Pipeline Corp.

August 10, 2012

Quote No:

Mr. Farrell
GRW
7112 Waldemar Dr
Indpls, IN. 46268

Phone: (317) 347-3650
Fax: (317) 347-3656
Email : cfarrell@grwinc.com

RE: REVISED Proposal for Manholes 3051E & 3051F

Dear Mr. Farrell

General

Thank you for contacting Miller Pipeline Corporation for your pipeline rehabilitation needs. We are pleased to submit our proposal for providing materials and services for the above referenced project. We are providing this quote based upon the basic information you have provided.

Proposal

| Item | Description | Qty | U/M | Unit Price | Item Price |
|------|--|-----|-----|------------|--------------------------------|
| 1 | MH 3051E Remove cone section and add 48" barrel x42" tall/reinstall old cone/new Frame & Cover | 1 | EA | \$2016.00 | \$2016.00 |
| 2 | MH 3051F Remove cone section and add 48" barrel x42" tall/reinstall old cone/new Frame & Cover | 1 | EA | \$2016.00 | \$2016.00 |
| 3 | Additional pricing for resealing MH castings throughout the project. Includes resetting misaligned castings and using Portland cement and applying over the ring to reseal to the pre cast structure | 10 | EA | \$100.00 | \$1000.00 |
| | | | | TOTAL | \$4032.00 \$5032.00 |

Responsibilities of Others

We will expect that the following will be furnished to Miller Pipeline Corporation at no cost to us:

1. Free and legal access to the project site.
2. All approvals and permits as applicable.

General Conditions

1. Minor damages to the cone sections should be expected and cost to replace these cones will add additional \$425.00 per manhole if they have to be replaced from construction. Since all manholes are to be lined with Spectra Shield these damages are insignificant to the structural integrity of the manhole. There is no guarantee by Miller Pipeline or any of our Sub Contractors that damages to cones can be avoided in the removal and reinstallation as requested.

Closing

We thank you for the opportunity to offer this firm proposal and look forward to providing this service. If you have any need for further assistance, please call me at (317) 293-0278.

Sincerely,



Brian Smith
Cell: (317) 753-6409

| |
|------------------------------|
| PURCHASE ORDER NO.: |
| DATE OF CONTRACT: 5/01/12 |
| DATE OF COMPLETION: 10/29/12 |
| JOB NO.: SRF No. WW08090304 |

CONTRACT CHANGE ORDER NO. 4

Name & Location of Project:
Columbus City Utilities
Contract "B" – Walesboro Sanitary Sewer Rehabilitation
City of Columbus, Indiana

Name & Address of Contractor:
Miller Pipeline LLC
8850 Crawfordsville Road
Indianapolis, Indiana 46234

Owner: Columbus City Utilities
of the City of Columbus, Indiana
acting by and through its Utility
Service Board.

To Contractor: You are hereby requested to comply with the following changes from the contract plans and specifications.

JUSTIFICATION:
Final quantity adjustments between As-Bid and As-Built conditions as measured in the field.

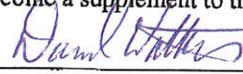
The final contract amount including all change orders is a net increase of \$21,162.75 (or 2.5%) to the original contract price.

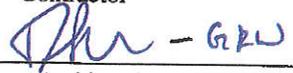
| Changes to Contract Documents | Decrease In Contract Price | Increase In Contract Price |
|--|-------------------------------|-------------------------------|
| Final As-Built Quantity Adjustments – Base Bid | \$72,361.10 | \$ _____ |
| Final As-Built Quantity Adjustments – Add. Alt. #1 (see Attachment A) | \$4,079.15 | \$ _____ |
| TOTALS | \$76,440.25 | _____ |
| Net Change In Contract Price This Change Order | \$ _____ | _____ |

| | |
|--|---------------|
| Original Contract Amount Including Previous Change Orders | \$958,124.55 |
| Amount Of Decrease Or Increase For This Change Order | (\$76,440.25) |
| Contract amount to Date Including This and Previous Change Orders | \$881,684.30 |

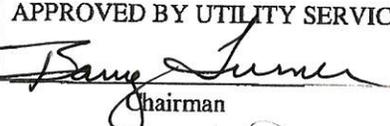
The Contract Period Provided For Completion Will Be
(~~Increased~~) (~~Decreased~~) (**Unchanged**) 0 Days.

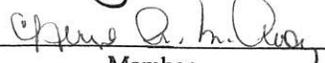
This document will become a supplement to the contract and all provisions will apply hereto:

ACCEPTED BY:  CM 11/7/12
Contractor Title Date

RECOMMENDED BY:  ~~##~~ P.M. 11/7/12
Architect/Engineer Title Date

APPROVED BY UTILITY SERVICE BOARD:

  
Chairman Member Member

 _____ 1-17-2013
Member Member Date

**ATTACHMENT A
CHANGE ORDER NO.4**

**COLUMBUS CITY UTILITIES (COLUMBUS, INDIANA)
CONTRACT B - WALESBORO SANITARY SEWER REHABILITATION
SRF PROJECT NO. WW08090304**

SUMMARY OF FINAL QUANTITIES

| No. | Bid Item | Units | Unit Price | Bid Quantity | Total Price | As-Built Quantity | Total Price | Difference |
|---|---------------------------------------|-------|------------|---------------------|--------------|---------------------|--------------|----------------------|
| 1 | Interior Manhole Sealing | VF | \$198.00 | 322 | \$63,756.00 | 388.8 | \$76,982.40 | \$13,226.40 |
| 2 | Raise & Replace Manhole Frame & Cover | EA | \$1,320.00 | 26 | \$34,320.00 | 0 | \$0.00 | (\$34,320.00) |
| 3 | Plug Manhole "Stub-outs" | EA | \$275.00 | 13 | \$3,575.00 | 10 | \$2,750.00 | (\$825.00) |
| 4 | 8" C.I.P.P. | LF | \$74.50 | 86 | \$6,407.00 | 84 | \$6,258.00 | (\$149.00) |
| 5 | 15" C.I.P.P. | LF | \$39.50 | 8,841 | \$349,219.50 | 7,638 | \$301,701.00 | (\$47,518.50) |
| 6 | 18" C.I.P.P. | LF | \$45.50 | 2,007 | \$91,318.50 | 2,037 | \$92,683.50 | \$1,365.00 |
| 7 | Heavy Cleaning or Root Removal | LF | \$3.30 | 1,100 | \$3,630.00 | 0 | \$0.00 | (\$3,630.00) |
| 8 | Active Service Lateral Replacement | EA | \$127.50 | 4 | \$510.00 | 0 | \$0.00 | (\$510.00) |
| 9 | Demolish Manhole #3087H | LSUM | \$1,980.00 | 1 | \$1,980.00 | 1 | \$1,980.00 | \$0.00 |
| 10 | Mobilization/Demobilization (Max. 5%) | LSUM | \$5,100.00 | 1 | \$5,100.00 | 1 | \$5,100.00 | \$0.00 |
| TOTAL AMOUNT (BASE BID) | | | | \$559,816.00 | | \$487,454.90 | | (\$72,361.10) |
| ADDITIVE BID ALTERNATE NO.1 | | | | | | | | |
| 1A | Interior Manhole Sealing | VF | \$198.00 | 288 | \$57,024.00 | 331.3 | \$65,597.40 | \$8,573.40 |
| 2A | Raise & Replace Manhole Frame & Cover | EA | \$1,320.00 | 2 | \$2,640.00 | 0 | \$0.00 | (\$2,640.00) |
| 3A | Plug Manhole "Stub-outs" | EA | \$275.00 | 1 | \$275.00 | 0 | \$0.00 | (\$275.00) |
| 4A | 8" C.I.P.P. | LF | \$21.75 | 8,545 | \$185,853.75 | 8,456 | \$183,918.00 | (\$1,935.75) |
| 5A | 10" C.I.P.P. | LF | \$22.15 | 1,402 | \$31,054.30 | 1,390 | \$30,788.50 | (\$265.80) |
| 6A | 12" C.I.P.P. | LF | \$26.50 | 389 | \$10,308.50 | 385 | \$10,202.50 | (\$106.00) |
| 7A | Heavy Cleaning or Root Removal | LF | \$3.30 | 1,000 | \$3,300.00 | 0 | \$0.00 | (\$3,300.00) |
| 8A | Active Service Lateral Replacement | EA | \$127.50 | 60 | \$7,650.00 | 44 | \$5,610.00 | (\$2,040.00) |
| 9A | Clearing Protruding Laterals Remotely | EA | \$209.00 | 10 | \$2,090.00 | 0 | \$0.00 | (\$2,090.00) |
| 10A | Mobilization/Demobilization (Max. 5%) | LSUM | \$510.00 | 1 | \$510.00 | 1 | \$510.00 | \$0.00 |
| TOTAL AMOUNT (ADDITIVE BID ALTERNATE NO.1) | | | | \$300,705.55 | | \$296,626.40 | | (\$4,079.15) |
| TOTAL AMOUNT (CONTRACT B) | | | | \$860,521.55 | | \$784,081.30 | | (\$76,440.25) |



COLUMBUS CITY UTILITIES

1111 McClure Road
P.O. Box 1987
Columbus, IN 47202-1987

New Business #1

812-372-8861
812-376-2427 FAX
www.columbusutilities.org

January 10, 2013

To: Utility Service Board

From: Keith Reeves
Director

RE: Final Acceptance and Release of Retainage
Biosolids Lagoon Closure Plan

All the necessary work for this project is now complete including all outstanding punch list items. Strand has received the final construction documentation including the waivers of lien and certified payrolls for this project.

At this time, staff joins with Strand in recommending final acceptance of this project and asking the Board to authorize the release of all retainage being held for this work.



COLUMBUS CITY UTILITIES

1111 McClure Road
P.O. Box 1987
Columbus, IN 47202-1987

812-372-8861
812-376-2427 FAX
www.columbusutilities.org

New Business #2

January 10, 2013

To: Utility Service Board

From: Keith Reeves
Director

RE: Safety Program

A few months back, I presented a proposed Hazardous Material Communication program to the Board for approval. While the Board did approve the plan, (thank-you) some Board members pointed out that the Haz-Comm plan should be a component of an over-arching comprehensive safety plan for the Department.

Taking those comments to heart, I have prepared a draft document that I believe can serve as a guide for our departmental program. The attached plan is intended to supplement the directives in the City Personnel Policy which are fairly generic. The plan also specifies the duties and responsibilities of various levels of CCU staff.

While the plan contains certain rules and guidelines, it also references other programs that have been or will be adopted, such as the previously adopted Hazardous Communications plan.

I am also including a draft of a forklift safety program which Garry has prepared that I would like the Board to consider.

Please look over these programs. I would like to discuss them at our next meeting and gather up your comments and suggestions in order to obtain your ultimate approval.



COLUMBUS CITY UTILITIES

1111 McClure Road
P.O. Box 1987
Columbus, IN 47202-1987

812-372-8861
www.columbusutilities.org

OCCUPATIONAL HEALTH AND SAFETY POLICY

The Board and management of the Columbus City Utilities are committed to providing a safe, accident-free, and healthy work environment for everyone. However, excellent safe and healthy conditions do not occur by chance. They are the result of diligent work and careful attention to all department policies by everyone.

Safety demands cooperation on everyone's part. Thus, it is important that communication be kept open at all times between the management and employees. Workers who notice hazards or other safety problems, or feel that they need additional training, must notify their supervisor. Supervisors and management at all levels must address these concerns and take corrective action when warranted.

Everyone is obligated to know the safety standards for their area or job, and just as important, to abide by them. Supervisors must instill a positive attitude and safety awareness in their workers through personal adherence, personal contact, training, and regularly scheduled safety meetings. It is the duty of all employees to perform their work with maximum regard for the safety of themselves and co-workers.

Our safety policies are based on past experience and current standards, and are also an integral part of the company's personnel policies. This means that compliance with the policies is a condition of employment and must be taken seriously. Failure to comply is sufficient grounds for disciplinary action or for termination of employment.

Safety and health are a top priority in this organization and are every bit as important as productivity and quality. In fact, they go hand in hand. Of course the best reason for you to observe these policies is because it's in your own self-interest to do so. Conscientiously following them can help you stay safe, healthy, and able to work, play, and enjoy life to its fullest.

Sincerely

Keith L. Reeves P.E.
Director

COMPREHENSIVE

HEALTH AND SAFETY

PROGRAM OF THE

C O L U M B U S C I T Y U T I L I T I E S



ACKNOWLEDGEMENTS

This document has been adapted from a sample plan posted on the website of SETON signs
www.seton.com

DRAFT

SAFETY AND HEALTH PROGRAM

It is the policy and top priority of the City of Columbus and the Columbus City Utilities to provide an accident-free and comfortable work environment by eliminating recognized hazards from the workplace. Our health and safety program, and specific individual programs, have been developed to assure compliance with federal, state, and local regulations with particular emphasis on the Occupational Health and Safety Rules and Regulations that apply to our operations.

In order to maintain the safety standards desired by Board and management of the Columbus City Utilities, it is necessary to actively pursue an accident prevention program through all levels of the department, from top management through all employees. Health and safety are functional responsibilities of each supervisor.

Health and safety are of vital interest to everyone in the department: each level of our organization is accountable for safe performance. Compliance with this program and safety and health rules is taken very seriously. This means that failure to comply is sufficient ground for disciplinary action or for termination of employment. These policies are an integral part of the department's adopted personnel policies.

RELATIONSHIP WITH CITY PERSONNEL POLICY

This policy is to be considered as supplemental and subservient to the Personnel Policy of the City of Columbus. No statement herein is intended to contravene change or alter any policy set forth there.

OCCUPATIONAL HEALTH AND SAFETY ACT

The Occupational Health and Safety Act of 1970 provides that every employer engaged in business shall:

- a. Furnish to each employee a place of employment free from recognized hazards that are causing or likely to cause death or serious physical harm.
- b. Comply with occupational health and safety standards and rules, regulations and orders pursuant to the Act that are applicable to company business and operations.
- c. Comply with, and require all employees to comply with, occupational health and safety standards and regulations under the Act which are applicable to their actions and situations.
- d. Encourage employees to contact their immediate superior for information that will help them understand their responsibilities under the Act.

HEALTH AND SAFETY RESPONSIBILITIES

Our goal is to protect employees from injury while working for the CCU. This must receive top priority from everyone.

Duties and responsibilities of all personnel under our health and safety program are in the following:

Director – Has overall responsibility for the departmental safety program.

- a. Administers all aspects of the occupational health and safety program.
- b. Develops with the aid of staff, policies and programs and presents them to the Utilities Service Board for approval.

Health and Safety Manager

The Director of the CCU may appoint a manager or other supervisor to serve in the capacity of Health and Safety manager for the Department. The duties of the Health and Safety Manager shall be as follows:

- a. Serves as chair of the Departmental Safety Committee
- b. Represents the City Utilities on the City Safety Committee
- c. Assists management and supervisors in the health and safety training of employees.

Departmental Safety Committee

The Departmental Safety Committee shall be comprised of persons from each section of responsibility of the CCU. The members shall be appointed by the Director and shall serve at his/her pleasure. The Director shall seek to create a broad mixture of management level and non-management personnel in the selection of committee members.

- a. Develops programs and technical guidance to identify and remove physical, chemical, and biological hazards from facilities, operations, and sites and present them to the Director.
- b. Conducts annual inspections of all CCU facilities to identify unhealthy or unsafe conditions or work practices. Completes written reports of inspections.
- c. Recommends programs and activities that will develop and maintain incentives for and motivation of employees in health and safety.

Safety Records Clerk

- a. Maintains the state health and safety poster, emergency telephone numbers, OSHA Form 300, and other notices required by OSHA. Ensures this information is posted in places where employees can see them on each job.

- b. Develops and maintains accident and incident investigation and reporting procedures and systems. Investigates serious or reportable accidents and takes action to eliminate accident causes. Reportable incidents consist of fatalities, lost work day cases, and without lost work days requiring medical treatment. Keep management informed of findings.

Manager Level Staff (Business & Finance; Engineering; Wastewater Treatment)

- a. Familiarizes him/her-self with health and safety regulations related to his/her area of responsibility.
- b. Directs, implements, and coordinates health and safety program elements and activities within area of responsibility.
- c. Ensures that safety equipment is available, maintained, used, and stored correctly.
- d. Ensures that all persons within area of responsibility receive job safety and health training as required.
- e. Conducts {monthly/quarterly} health and safety inspections of work area. Directs correction of unsafe conditions.
- f. Conducts monthly safety briefings with all supervisors who report to him/her.
- g. Ensures that supervisors are aware of and comply with requirements for safe practices.
- h. Investigates all accidents within area of responsibility. Reviews all accidents/incidents with supervisors and workers involved. Ensures accident reports and Workers' Compensation forms are completed and submitted as appropriate. Insures that corrective action is taken immediately to eliminate the cause of the accident.
- i. Requires all subcontractors and subcontractor personnel working within the company's facilities to comply with health and safety regulations.
- j. Maintains copies of applicable programs and Workers' Safety forms in the work area, in accordance with company practice and policy. For example, the hazard communication program, material data safety sheets, OSHA 300 Injury Log if the work area is not located near/with the central office.

First Line Supervisor (Foreman; Superintendent; Etc.)

- a. Be familiar with, explain, and enforce health and safety regulations that apply to department operations within his/her area of responsibility.
- b. Ensure that persons under his/her supervision use safety devices and proper individual protective equipment.
- c. Instructs and trains all persons within area of responsibility in job health and safety requirements, and requires compliance by workers with the safety rules established.
- d. Conducts frequent and regular safety and health inspections of his/her work areas and ensures that no unsafe conditions exist in area of responsibility.
- e. Conducts monthly (or more often if needed) safety briefings with all workers under his/her supervision.
- f. Ensures that injuries are treated promptly and reported properly.

- g. Investigates all accidents/incidents, obtains all pertinent data, and initiates/takes corrective action.
- h. Acts on reports of hazards or hazardous conditions reported to them by employees.
- i. Requires all employees supervised to use individual protective equipment and safety devices.

Safety Records Clerk

- a. Maintains all records and reports of accidents that have taken place during company operations. These forms and reports may include the OSHA Form 200 Injury/Illness Log, the OSHA Form 101 Supplementary Record of Occupational Injury and Illnesses. The equivalent form, Wyoming Workers' Safety and Compensation Division Report of Occupational Injury or Disease, may be kept instead of the OSHA 101.
- b. Ensures that employee's Report of Occupational Injury or Disease report is filed with the Workers' Compensation office within ten days of employee's notification of an occupational injury or disease.
- c. Processes all paperwork associated with accidents, on-site inspections and in-house audits. Maintains permanent record for company files.
- d. Maintains all medical records, evaluations and exposure monitoring records for a period of 30 years.
- e. Maintains all training records for a minimum of three (3) years.

All Employees

- a. Be familiar with and comply with proper health and safety practices.
- b. Use the required safety devices and proper personal protective safety equipment.
- c. Notify supervisor immediately of unsafe conditions/acts, accidents, and injuries.

WORKERS' COMPENSATION CLAIMS MANAGEMENT

The following actions will be taken/followed on all accidents/injuries being submitted as a Workers' Compensation claim.

- a. Injured employees must report all accidents/injuries to their supervisor immediately (**within 72 hours**), who in turn will notify other appropriate company officials, such as the safety manager or claims manager. All accidents/incidents will be investigated by the safety manager, supervisor, or the claims manager to determine the facts and take corrective action to prevent recurrence.
- b. Employees, within ten (10) days after notification to the employer, must complete the Worker Information section only of the Workers' Safety and Compensation Report of Occupational Injury or Disease forms package.
- c. The supervisor will complete the Employer's Information section of the same report within ten days of the notification.
- d. The claims manager will ensure that the City of Columbus Personnel Department is notified as appropriate by filing the above report within ten days of the notification.
- e. The accident investigation must confirm that the injury was job related for the resultant claim to be valid.
- f. Injured employees will be entered into a modified job program, i.e., light duty, restricted duty, part time duty, when such is recommended by the attending physician and such work is available that is within the employees capabilities.

OSHA FORM 300 INJURY/ILLNESS LOG

The OSHA Form 300 log of all recordable occupational injuries and illnesses is maintained for and/or at each work facility. In some cases, the log may be kept at the main office (This involves ensuring the information from the initial accident report is posted onto the master form in the main office within six days after the accident has occurred). The summary section of the OSHA Form 300 must be posted at each work facility/site by February 1st of the following year and remain in place until March 1st.

TRAINING

Training and education cannot be over-emphasized as a means of learning a healthful and safe approach to employee work effort. Knowledge of the safety rules and how and when to function under the rules, supplemented by compliance, is essential to safety.

- a. Employees scheduled for any safety and health training will attend such training.
- b. New employees will be provided orientation training and will be furnished information and literature covering the company health and safety policies, rules, and procedures. This orientation training must be provided prior to the employee's exposure to the work environment.
- c. Individual job/task training will be provided to all employees. Included in this training is: the applicable regulations/standards for their job; the recognition, avoidance, and prevention of unsafe conditions; areas and activities that require personal protection equipment; and how to use protective equipment (such as respirators, etc.).
- d. Monthly on-going safety training sessions will be conducted to provide information and training on new equipment, new procedures, new chemicals, refresher/remedial training in specific areas, or meet annual requirements. Such training may be held in conjunction with the safety briefings/meetings addressed elsewhere in this program.
- e. Various individual Workers' Safety programs specify that training be provided to employees. Supervisors will ensure their employees are scheduled and provided this training as required.
- f. Training addressed above will be reported to the department executive assistant and will be documented in the employees' master training record.

HAZARD IDENTIFICATION, ASSESSMENT, AND CONTROL

Hazard identification and elimination is not only an inherent responsibility of supervision in providing a safe workplace for employees, but also requires employee involvement. As such, hazard evaluation and control shall be an on-going concern for all. It is the responsibility of everyone (management, supervisors and all employees) to identify, report, and correct, all possible hazards. Employees are particularly important in this process as they are in the best position to identify hazards in the workplace and day-to-day operations. **Reporting hazards is a protected activity and no action will be taken against anyone for identifying unsafe conditions.** Reports should be made to the safety manager or supervisor for appropriate action.

The CCU has a procedure for conducting inspections of workplaces/jobsites for compliance with health and safety rules. The purpose of the in-house inspection is to identify hazards and unsafe practices before they cause an injury or accident.

Formal safety and health inspections will be conducted on an annual basis at a minimum at all CCU facilities. The inspections shall be conducted as a function of the Safety Committee and shall be attended by the manager level staff member responsible for the facility or activity being inspected.

First Line Supervisors shall review their facilities and operation on a weekly basis but not in conjunction with the above inspections.

The company's health and safety program will be reviewed at least annually.

OSHA, Workers' Safety - Technical Assistance, private consultation services, and insurance company representatives may conduct on-site consultation and inspections, if desired and requested

After completing jobsite or facility inspections, those making the inspection will:

- a. Discuss findings with employees/persons responsible for creating the condition. Invite their comments, suggestions and aid.
- b. Ensure recommended corrections/changes are transmitted to/discussed with the proper supervisor/person for correction.
- c. Follow up on changes, corrections, and other actions necessary.
- d. Provide copy of checklist to company health and safety person, along with statement of corrective actions taken or still required.

Inspection Guideline

This listing includes items, areas, and categories that may be looked at during health and safety inspections of the workplace and in the shop. It is generic and not all-inclusive, but provides a guideline of areas to be surveyed or developed into a checklist for use during the inspection.

- a. First aid safety and health equipment.
- b. Posters, signs required by OSHA and Workers Safety and health and safety practices
- c. Accident reporting records.
- d. Employee training provided, such as health and safety talks, worker orientation. Records maintained.
- c. Equipment and tools (hand, power, welding, etc.): condition, use.
- d. Protective guards and devices: availability, use, proper maintenance and operating condition.
- e. Housekeeping: maintaining clean work areas, free of trash/debris accumulation, tripping, and slipping hazards.
- f. Lighting: for adequacy and safety
- g. Sanitation: water, toilets for cleanliness and proper operation.
- h. Noise hazards, hearing protection.
- i. Ventilation for gases, vapors, fumes, dusts.
- j. Availability of personal protective equipment: Hard hats/head protection, respirators, safety belts, life lines, safety shoes, eye protection, gloves.
- k. Fire protection, prevention and control, use of fire protection equipment.
- l. Temporary buildings, trailers, sheds.
- m. Open yard storage.
- n. Storage of flammable and combustible liquids including service and refueling areas for vehicles.
- o. Temporary heating devices.
- p. Fall protection requirements: in place and in use.
- q. Electrical system and devices; condition and use of cords; ground fault protection; circuit breaker panels; receptacles and switches.
- r. Openings - floor, wall, safety railings.
- s. Materials - handling equipment and elevators.
- t. Ladders: condition and use.
- u. Hazard communication program and material safety data sheets (MSDS).
- v. Stairways: safety railings, condition.
- w. Scaffolds: Safety railings, secured.
- x. Lockout/Tagout procedures.
- y. Machines and equipment: condition, guards in place.
- z. Forklifts, etc: condition, operation.
- aa. Preventive maintenance program: all inclusive, up to date.
- bb. Other items as appropriate.

HEALTH AND SAFETY RULES

In order for a health and safety program to be effective, it is vital that it be understood and implemented at all levels from management to all employees.

The following are the primary Safety occupational health and safety rules and regulations applicable to our operations that must be complied with. A complete set of standards may be found in the OSHA Rules and Regulations for General Industry, 1910.

The Columbus City Utilities performs work not duplicated in any City Department. The various sections of the CCU conduct a wide variety of work with a varying degree of exposure to potential danger. The departmental safety program consists of other specialized sections that are likewise broken down into more specialized sections for the various work. Specific programs adopted and made part of this document are;

1. Hazardous Communications Program (*adopted October 18, 2012*)
2. Fork Lift Safety Program (*pending approval*)
3. Lock-Out Tag Out Program (*update pending*)
4. Confined Space Entry Program (*update pending*)

General Workplace Safety Rules

- a. Report unsafe conditions to your immediate supervisor.
- b. Promptly report all accidents/injuries/incidents to your immediate supervisor.
- c. Use eye and face protection where there is danger from flying objects or particles, (such as when grinding, chipping, burning and welding, etc.) or from hazardous chemical splashes.
- d. Dress properly. Wear appropriate work clothes, gloves, and shoes or boots. Loose clothing and jewelry shall not be worn.
- e. Operate machines or other equipment only when all guards and safety devices are in place and in proper operating condition.
- f. Keep all equipment in safe working condition. Never use defective tools or equipment. Report any defective tools or equipment to immediate supervisor.
- g. Properly care for and be responsible for all personal protective equipment (PPE). Wear or use any such PPE when required.
- h. Lockout or tag out or disconnect power on any equipment or machines before any maintenance, unjamming, and adjustments are made.
- i. Do not leave materials in aisles, walkways, stairways, work areas, or other points of egress.
- j. Practice good housekeeping at all times.

k. Training on equipment is required prior to unsupervised operation.

l. Compliance with all governmental regulations/rules and all company safety rules in the following sections is required.

Housekeeping (supplements City Policy #34)

a. Proper housekeeping is the foundation for a safe work environment. It definitely helps prevent accidents and fires, as well as creating a professional appearance in the work area.

b. All work areas, floors, aisles, and stairways will be kept clean and orderly, and free of tripping and slipping hazards. Oils, greases, and other liquids will be immediately cleaned up if spilled.

c. Combustible scrap, debris, and garbage shall be removed from the work area at frequent and regular intervals.

d. Stairways, walkways, exit doors, in front of electrical panels, or access to fire fighting equipment will be kept clear of storage, materials, supplies, trash, and other debris at all times.

e. Overhead storage areas will be marked as to maximum load rating.

Fire Prevention

a. All portable fire extinguishers will be conspicuously located, accessible, and maintained in operating condition. Portable fire extinguishers will receive an annual service check and a monthly visual inspection. These will be documented on the tag on the extinguisher or other form.

b. All employees must know the location of firefighting equipment in the work area and have a knowledge of its use and application.

c. Exits will be marked as such by a readily visible sign. Other doors likely to be mistaken for an exit will be marked as to their character or "Not An Exit".

d. Only approved safety cans shall be used for handling or storing flammable liquids in quantities greater than one gallon. For one or less gallon, only the original container or a safety can will be used.

e. When heat producing equipment is used, the work area must be kept clear of all fire hazards and all sources of potential fires will be eliminated.

f. Fire extinguishers will be available at all times when utilizing heat-producing equipment.

Industrial Hygiene and Occupational Health

a. When no medical facility is reasonably accessible (time and distance) to the workplace, a person who has a valid certificate of first aid training and first aid supplies will be available at the workplace to render first aid.

b. Employees exposed to noise levels above the permissible noise level will be included into the hearing conservation program. Hazardous noise areas will be posted and hearing protection worn in those areas as required.

c. Employees exposed to harmful gases, fumes, dust, and similar airborne hazards will be furnished protection through proper ventilation or personal respiratory equipment.

d. Any demolition, renovation, or self-help work will be assessed for lead exposure, particularly if drywall or any painted surfaces or abrasive blasting/grinding is involved, and asbestos exposure.

Personal Protective and Related Equipment

a. Personal protective equipment must be worn as required for each job in all operations where there is an exposure to hazardous conditions. This exposure is determined by a personal protective equipment hazard assessment of the workplace by the supervisor. Equipment selection and wearing requirements are determined from this assessment.

b. Safety glasses, goggles, or face shields will be worn in those areas where there is a reasonable probability of injury to the eye from flying particles, molten metal, chemicals/acids/caustics, or light radiation, or other eye hazards.

c. Head protection (hard hats) will be worn for protection from falling objects or work near energized electrical contact.

d. Foot protection will be worn where there is danger to the foot from falling/rolling objects, objects piercing the sole, or electrical hazards.

e. Hand protection is required when hands are exposed to severe cuts/abrasions, chemical/thermal burns, or chemical absorption.

f. Appropriate gloves, aprons, goggles, and boots will be used when necessary for protection against acids and other chemicals which could injure employees.

g. Respiratory equipment in many cases, is needed for protection against toxic and hazardous fumes/dusts. Supervisors must verify which equipment meets the need for breathing safety. Only MSHA/NIOSH approved equipment will be used.

h. The use of safety harnesses, and lanyards are required when working more than ten feet above a floor or ground level and there are no guardrails or other form of fall protection, and on certain suspended scaffolds. Each employee will be on a separate safety line, and this line will be adjusted so that the employee cannot fall more than six feet.

Electrical

- a. Live electrical parts shall be guarded against accidental contact by cabinets, enclosures, location, or guarding. Open circuit breaker openings or knock out holes, broken receptacles/switches, missing covering plates, etc., will be reported to supervisors for repair or replacement.
- b. Working and clear space around electric equipment and distribution boxes will be kept clear and assessable.
- c. Circuit breakers, switch boxes, etc. will be legibly marked to indicate its purpose.
- d. All extension cords and electric powered tools (except double insulated) will be grounded. Ground prongs will not be removed.
- e. Electric cords and their strain relief devices will be in good condition, with no splices.
- f. Electric wiring/cords entering/exiting any panel/control/junction box will be secured with clamps or other appropriate strain relief device.
- g. Extension cords and other flexible cords will not be used in lieu of permanent wiring and receptacles. Cords will not be run through holes in doors, walls, windows, nor will they be fastened to walls, poles, equipment, etc.
- h. All lamps below seven feet used for general illumination will have the bulbs protected against breakage.

Guarding

- a. All flywheels, shafting, pulleys, belts, gears, sprockets, chains, and fan blades will be guarded/enclosed when located below seven feet above the floor or work platform.
- b. Guards installed on machinery and equipment, such as air compressors, conveyors, drill presses, etc., will not be removed when operating. Guards removed for servicing or other work on the machine or equipment will be immediately replaced upon completion of the work.
- c. Woodworking equipment, such as power saws, radial arm saws, or table saws, nor portable abrasive grinders, will not be operated unless all required guards are in place. Featherboards and pushboards will be used when necessary.

Compressed Gas Cylinders

- a. All gas cylinders shall have their contents clearly marked on the outside of each cylinder.

b. Cylinders must be transported, stored, and secured in an upright position. They will never be left laying on the ground or floor, nor used as rollers or supports.

c. Cylinder valves must be protected with caps and closed when not in use.

d. Oxygen cylinders and fittings will be kept away from oil or grease. Oxygen cylinders will be stored at least 20 feet from any fuel gas cylinder, or separated by a fire barrier at least five feet high.

e. When cylinders are hoisted, they will be secured in a cradle, sling-board, or pallet. Valve protection caps will not be used for lifting cylinders from one vertical level to another.

Ladders

a. Ladders will be inspected frequently to identify any unsafe conditions. Those ladders which have developed defects will be removed from service, and repaired or replaced. They will be tagged or marked as such.

b. Portable ladders will be placed as to prevent slipping, or if used on other than stable, level, and dry surfaces, will be tied off or held. A simple rule for setting up a ladder at the proper angle is to place the base from the vertical wall equal to one-fourth the working length of the ladder.

c. Portable ladders will extend at least three feet above the upper level to which the ladder is used to gain access.

d. The top of a stepladder will not be used as step.

e. Only one person will be on a ladder at a time.

Flammable And Combustible Liquids

a. Only approved safety cans, original containers, or portable tanks will be used to store flammable or combustible liquids.

b. Above ground storage tanks will be separated from each other by a minimum of three feet or 1/6 the sum of their diameters. Dikes or drainage to prevent accidental discharge from reaching adjoining property or waterways will be provided.

c. No more than 25 gallons of Class IA and 120 gallons of Class IB, IC, II, or III liquids may be stored outside a storage cabinet or an inside storage room.

d. An emergency shut off switch located 15 - 75 feet from the pumps and a fire extinguisher will be provided at company fuel servicing areas.

Cranes/Hoists

- a. All cranes/hoists will be inspected prior to each use/during use to make sure it is in safe operating condition.
- b. A monthly inspection of hooks, running ropes, and hoist chains will be made and a certification record to include date, inspector signature, and hook/rope/chain identifier will be maintained.
- c. Inspections of frequent (daily-monthly) and periodic (1-12 months) intervals, depending on severity of use, will be made of all cranes. See 1910.179(j) for inspection requirements.
- d. The rated load of the crane/hoist will be plainly marked on each side of the crane. If the crane has more than one hoisting unit, each rating will be marked on the unit or its load block.
- e. Loads will never be swung over the heads of workers in the area.
- f. Tag lines must be used to control loads and keep workers away.
- g. Loads, booms, and rigging will be kept at least 10 feet of energized electrical lines rated 50 KV or lower unless the lines are de-energized. For lines rated greater than 50 KV follow Safety Rules and Regulations, 1910.180(j).
- h. Job or shop hooks or other makeshift fasteners using bolts, wire, etc. will not be used.
- i. All slings will be inspected each day before use. Damaged or defective slings will be immediately removed from service. In addition, alloy chain slings will receive a thorough inspection periodically (at least annually).
- j. Alloy steel chain slings, metal mesh slings, and synthetic web slings will have permanently affixed identification, markings, or coding to show rated capacities.

Welding and Brazing

- a. Combustible material will be cleared for a radius of 35 feet from the area around cutting or welding operations. If the combustible material cannot be cleared or the work cannot be moved, then the welding/cutting will not be done.
- b. Welding helmets and goggles will be worn for eye protection and to prevent flash burns. Eye protection will be worn to guard against slag while chipping, grinding and dressing of welds.
- c. Welding screens will be used and in proper position to protect nearby workers from welding rays.
- d. Cables, leads, hoses, and connections will be placed so that there are no fire or tripping hazards. Cables will not be wrapped around the welder's body.

- e. Oxygen cylinders will be stored at least 20 feet from fuel gas cylinders, or separated by a noncombustible fire wall with a one-half hour rating at least five high.
- f. Valve protection caps will be in place on cylinders not in use.
- g. Ventilation is a prerequisite for welding in any confined spaces.

Tools

- a. Hand tools with broken/cracked handles, mushroomed heads, or other defects will not be used. Files will have handles installed.
- b. Take special precautions when using power tools. Defective tools will be removed from service.
- c. Power tools will be turned off and motion stopped before setting tool down.
- d. Tools will be disconnected from power source before changing drills, blades or bits, or attempting repair or adjustment. Never leave a running tool unattended.
- e. Power saws, table saws, and radial arm saws will have operational blade guards installed and used. Anti-kickback teeth and spreaders will be used when ripsawing.
- f. Portable abrasive side-winder grinders will have guards installed covering the upper and back portions of the abrasive wheel. Wheel speed ratings will never be less than the grinder RPM speed.
- g. Pedestal grinders will be permanently mounted, tool rests installed and adjusted to within 1/8 inch of the wheel, tongue guards installed and adjusted to within 1/4 inch of the wheel, and side spindle/nut guards installed.
- h. Air compressor receivers will be drained frequently to prevent buildup of water in the tank.
- i. Compressed air will not be used for cleaning purposes except when pressure is reduced to less than 30 psi by regulating or use of a safety nozzle, and then only with effective chip guarding and proper personal protective equipment.
- j. Any employee-furnished tools of any nature must meet all OSHAs' Safety and ANSI requirements.

Safety Railings and Other Fall Protection

- a. All open sided floors and platforms four feet or more above adjacent floor/ground level will be guarded by a standard railing (top and mid rail, toeboard if required).

b. All stairways of four or more risers will be guarded by a handrail, or stairrails on the open side. Handrails or stairrails will be provided on both sides if the stairs are more than 44 inches wide.

c. When a hole or floor opening is created during a work activity, a cover or a barricade must be installed immediately.

d. Safety harnesses, belts, lanyards, lines, and lifelines may be used in lieu of other fall protection systems to provide the required fall protection.

e. Adjustment of lanyards must provide for a not more than a six foot fall, and all tie off points must be at least waist high.

Scaffolds

a. Scaffold platforms more than ten feet above the ground, floor, or lower level will have standard guardrails (consisting of toprail, midrail, and toeboard) installed on all open sides and ends of platforms .

b. Planking will be laid tight, overlap at least 12 inches, and extend over end supports 6 - 12 inches.

c. Mobile scaffolds will be erected no more than a maximum height of four times their minimum base dimension.

d. Scaffolds will not be overloaded beyond their design loadings.

c. Operators will ensure loads are stable and/or secure before moving.

d. Employees will not operate any forklift that is in need of repairs, defective, or unsafe. Such forklifts will be removed from service for repair.

Aerial Lifts

a. Only trained employees will operate aerial lifts (cherry pickers, extensible and articulating boom platforms).

b. A body belt or harness will be worn and a lanyard attached to the boom or basket when working from an aerial lift.

c. Employees will stand firmly on the basket floor, and not sit/stand/ climb on the edge of the basket. Planks, ladders, or other devices will not be used for additional elevation.

d. Aerial lift trucks will not be moved with workers in an elevated basket.

e. Lift controls will be tested each day prior to use.

Excavations and Trenches

- a. Any excavation or trench five feet or more in depth (or less than five feet and showing potential of cave-in) will be provided cave-in protection through shoring, sloping, benching, or the use of trench shields. Specific requirements of each system are dependent upon the soil classification as determined by a competent person.
- b. A competent person will inspect each excavation/trench daily prior to start of work, after every rainstorm or other hazard increasing occurrence, and as needed throughout the shift.
- c. Means of egress will be provided in trenches four feet or more in depth so as to require no more than 25 feet of lateral travel for each employee in the trench.
- d. Spoil piles and other equipment will be kept at least two feet from the edge of the trench or excavation.

Miscellaneous

- a. Only trained employees will service large truck wheels. A cage or other restraining device plus an airline assembly consisting of a clip-on chuck, gauge, and hose will be used to inflate tires.
- b. Any inspection, disassembly, or assembly of vehicle brakes or clutches must address the hazard of asbestos exposure. See 1910.1001, Appendix F, for mandatory guidelines and requirements for such work.

INDIVIDUAL SAFETY AND HEALTH PROGRAMS LISTING

The Occupational Health and Safety Rules and Regulations specify various individual programs that are applicable to the CCU. The following programs are to be considered as part of the CCU Comprehensive health and Safety policy and are included as reference.

1. Hazardous Communications Program (adopted _____)
2. Fork Lift Safety Program (*pending*)
3. Lock-Out Tag Out Program (*pending*)
4. Confined Space Entry Program (*pending*)
5. Chemical Hygiene Plan (laboratory) (adopted _____)
6. Emergency Response Plan (adopted _____)

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FORK LIFT POLICY Columbus City Utilities January 2013

PURPOSE:

To establish guidelines which assures employee safety in operation of all forklifts owned and operated by Columbus City Utilities (CCU).

I. POLICY

Accident prevention is a top priority of CCU. Every employee who uses a forklift vehicle at CCU will be trained and authorized and have the sole responsibility to operate his/her vehicle in a safe manner at all times. To assist in assuring operator and pedestrian safety, the following procedures have been established.

II. PROCEDURES

Training and Authorization to operate a forklift at CCU. All employees operating a forklift shall have met all standards as stated in OSHA regulation 1910.178, training requirements.

- A. These general requirements for initial licensing include the following:
 - 1. Classroom
 - 2. Demonstrated potential (hands-on driving test)
- B. Maintaining forklift certification. 3 Year re-certification demonstrated potential (hands-on driving test)
- C. Re-training certification
 - 1. Any near-miss accident
 - 2. Accident involving damage to CCU or other property
 - 3. Incident involving a pedestrian

Training Requirements:

All operators will be required to pass both a written and hands-on test conducted by the designated CCU individual (DCCUI) who is to conduct training before being authorized to operate a forklift at CCU. A designated CCU inspector (DCCUI) is responsible for all class room training. The DCCUI is responsible for the initial hands-on training for forklifts.

Safety Requirements:

- A. Inspections
 - 1. All forklifts must be thoroughly inspected prior to being put in service each day of its use. It is recognized that forklifts are not used every work day at CCU.
 - 2. If a forklift is used on multiple shift basis, it must be inspected prior to each shifts use.
 - 3. Department foremen are responsible to train each employee on how to properly complete the appropriate forklift inspection check sheet.

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- B. All procedures for safe operation of forklifts must be fully explained to all employees (including temporaries) prior to the use of the equipment at CCU.
- C. All forklifts must be maintained in safe operational condition or removed from service.
- D. Operators must control their forklifts in a safe responsible manner at all times.

III. CORRECTIVE ACTION PROCEDURE

- A. Every employee who operates forklift vehicles at CCU will have the sole responsibility to operate his/her forklift in a safe manner at all times. Failure to do so can result in corrective action up to and including termination.
- B. The list below represents items (not all inclusive) that will be reviewed for corrective action. The frequency and severity of the incident will determine what level corrective action will be issued to the employee. Corrective action issued can be: verbal, written or final warning, or termination as given in the most recent edition of the City of Columbus Personnel Policy.
 - 1. Reckless driving, including operating at an excessive or unsafe speed.
 - 2. Incomplete daily safety check sheet or falsified check sheet.
 - 3. Not wearing seatbelts.
 - 4. Near miss incidents deemed to be the fault of the operator.
 - 5. Any incident resulting in damage to property or injury to an employee.
- C. Employees involved in any incident are required to complete an accident report evaluation form within one week of the incident. All employees with multiple forklift incidents within a rolling year will be monitored on the potential severity of the incidents and may be required to retake both classroom portion and hands-on test.
- D. Circumstance pertaining to the incident or seriousness of incidents can elevate termination.

IV. RESPONSIBILITY

- A. All employees are responsible for performing daily checks on forklifts before operating any forklift, and to report any defects to their supervisor.
- B. All employees are responsible for operating forklifts in a safe responsible manner at all times.
- C. All employees are responsible for reporting forklift related incidents, including any near miss incident; damage to any CCU property; and any incident involving a pedestrian.
- D. All supervisors are responsible for explaining this policy to the employees before they are permitted to operate a forklift. Supervisors are responsible for making sure checks are done on forklifts daily, prior to operation. Supervisors are responsible for reporting all forklift incidents to their immediate supervisor immediately.
- E. It is the responsibility of the Departmental Safety Committee to develop, implement, and maintain a forklift driver training program and oversee both portions of the testing.



COLUMBUS CITY UTILITIES

1111 McClure Road
P.O. Box 1987
Columbus, IN 47202-1987

812-372-8861
812-376-2427 FAX
www.columbusutilities.org

New Business #3

January 11, 2013

To: Utility Service Board

From: Keith Reeves
Director

RE: Driftwood Utilities
Discussion Notes

At our last meeting I promised an update and some background information on our negotiations and options for future actions concerning Driftwood Utilities.

I'm including some slides I have prepared that we can use to guide our discussion.



Driftwood Utilities

(phone) 812-372-8861 (fax) 812-376-2427
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BRIEF HISTORY

- Driftwood Utilities Inc. was formed in or around 1972
- It was established as a not for profit corporation and is under the authority if the IURC.

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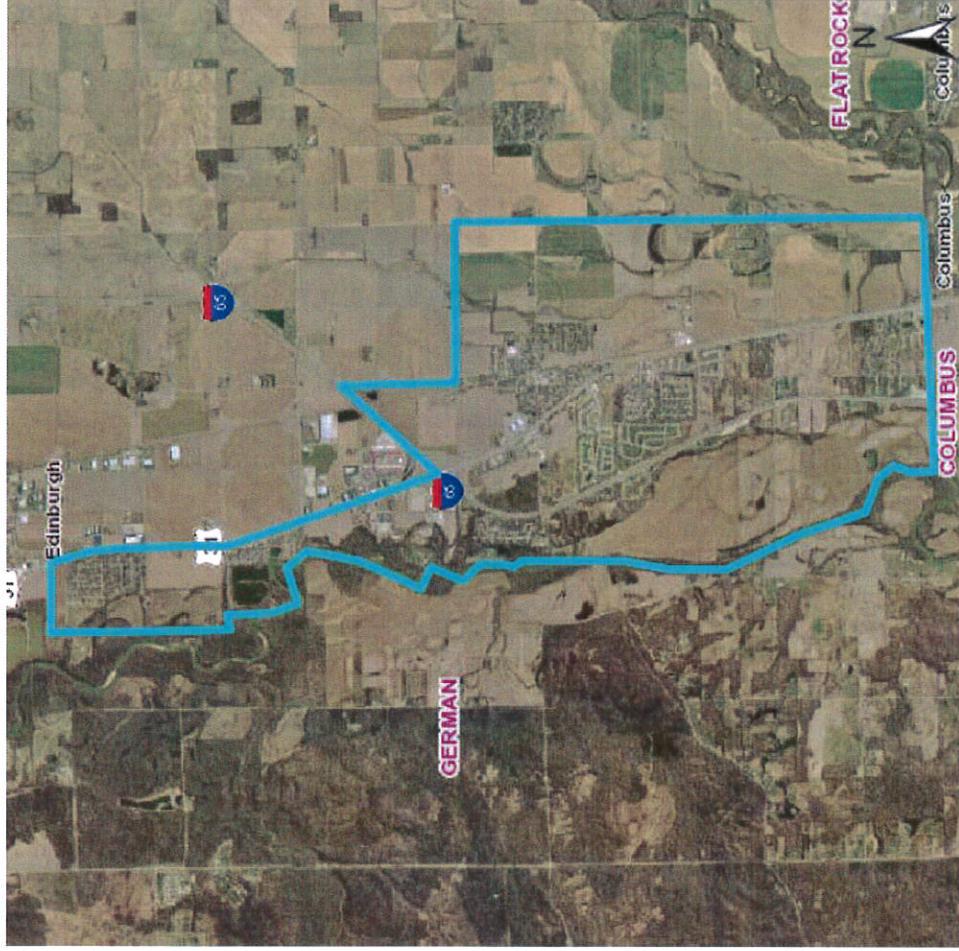
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- Driftwood operates under a Certificate of authority from the IURC that specifies an area that it can serve.



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- From its inception Driftwood has utilized the CCU for treatment.
- By the 1980's growth and infiltration had created severe problems in their system and IDEM had issued a connection ban. Overflows were a common occurrence.

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- **1988 CONTRACT REVISIONS** – When the Outlet Mall development was in the planning stages the City of Columbus considered it a priority to have involvement in (control of) this new development area, The rural utilities that technically served the area were an obstacle to that, along with the developer’s stated intention to be served by the town of Edinburgh.
- **CONTRACT PROVISIONS (RATE FREEZE)** To remove the restrictions on Driftwood’s expansion, the City CCU agrees to modify our contract including reinforcing US 31 corridor; Maintaining the central corridor and freezing rates for five years. (The Outlook Mall goes to Edinburgh anyway.)

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- NORTH CORRIDOR SEWER CONSTRUCTION New sewers are built. Phase 1 was a gravity sewer that eliminated the most notorious failed pumping station at Northgate Drive. Phase II was a gravity sewer and pumping station serving the northern area of the territory.
- The result was an increase in billed sewage (the higher flows never made it to treatment prior to the improvements) and a boom in area development with the lifting of the connection ban.

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RATE HISTORY AND THE PERCEPTION OF BEING WRONGED

- The rate freeze caused Driftwood to skip the next two City rate increases and then having to make those up when the City had its next regular increase. What wasn't anticipated, was that this would be 15 years later.
- City customers saw and 17% increase in 1989 and a 22% increase in 1992 and then saw their next increase in 2006, which was 79%. Driftwood missed and then had to "catch up" the increases in 1988 and 1992 in 2006 and saw a 155% increase. The current Driftwood Board members were not part of the 1988 negotiations or the connection bans and only see only the large increases we have imposed on them.
- (Both City and Driftwood saw a 55% in crease in 2009)





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Contract Negotiations so far

- 2-1-11 - Offered to charge same rate schedule as City customers in exchange for 20 year contract term.
- 2-1-11 – (same letter) Offered to merge and charge same as City customers always.
- 3-21-12 – Reiterated previous offer and stressed need to expedite.
- 9-24-12 - Driftwood countered, key provisions being a rate of \$2.50 per 1000 gallons and a five year term.
- 10-8-12 – Responded to letter. Insisting on long term contract, five year rate freeze
- 11-19-12 – Following discussion, sent new letter \$3.15 /1,000 gal rate; five year rate freeze; continue corridor maintenance in exchange for 20 year contract.

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IC-8-1.5-3-8.3

- A recently enacted State law provides an avenue for customers of municipal utilities who live outside of the City limits to appeal any surcharge over normal in-city rates they may be being charged (if over 15%) to the IURC.
- Columbus included the Driftwood rate of \$3.44/1000 gallons specifically in its rate ordinance of 2009.
- All other customers are billed on the same rate schedule with no surcharge for where they live.





Options to consider

- Do nothing. Existing rate is already established by ordinance. Any challenge to the IURC would have to be initiated by Driftwood, and our rate is defensible. (\$3.44/1,000 gallons)
- Lower the existing rate to within 15% limit which would exclude any IURC intervention. (\$3.35 / 1,000 gallons)
- Proactively seek approval from IURC of our current rate.



columbus utilities



Options to consider

- ✓ Do nothing. Existing rate is already established by ordinance. Any challenge to the IURC would have to be initiated by Driftwood, and our rate is defensible. (\$3.44/1,000 gallons)
- Lower the existing rate to within 15% limit which would exclude any IURC intervention. (\$3.35 / 1,000 gallons)
- Proactively seek approval from IURC of our current rate.



COLUMBUS UTI IES R E G I S T E R O F C L A I M S WATER

For the Period Beginning 01/17/13 and Ending 01/17/13 Bank # 9 Print Order: Vendor Name Description from Inv detail

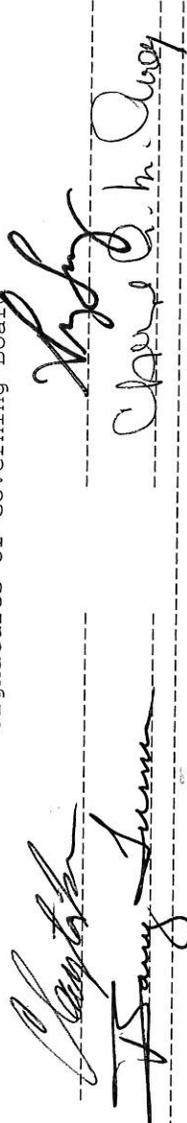
| Item # | Payee | Amount | Description | Check # | Check Date/ Due Date | Account # |
|--------|--------------------------------|-----------|--------------------------------|---------|----------------------|-----------------|
| 1 | AAA LAWN IRRIGATION, INC. | 311.00 | IRRIGATION SERVICE LAB | | 01/17/13 | 95.90.925.63100 |
| 2 | ALL-PHASE ELECTRIC SUPPLY | 96.00 | LIGHT BULBS FOR GARAGE | | 01/17/13 | 95.90.906.63100 |
| 3 | ALLIED COLLECTION SERVICE INC | 93.83 | COLLECTION FEES | | 01/17/13 | 95.90.925.72720 |
| 4 | B L ANDERSON INC | 251.38 | 1726201F REBUILD KIT | | 01/17/13 | 95.90.906.63304 |
| 5 | BARTHLOMEW COUNTY REMC | 872.51 | MONTHLY ELECTRIC CHARGES | | 01/17/13 | 95.90.905.75100 |
| 6 | BASTIN-LOGAN WATER SERVICES, I | 7,970.00 | CHEMICAL CLEANING WP2 WELL 2 | | 01/17/13 | 95.90.906.63306 |
| 7 | BASTIN-LOGAN WATER SERVICES, I | 400.00 | REMOVE MOTORS WELLS #10 & #14 | | 01/17/13 | 95.90.906.63306 |
| 8 | BASTIN-LOGAN WATER SERVICES, I | 1,410.00 | WELL CHLORINATION WP2 WELL 3 | | 01/17/13 | 95.90.906.63306 |
| 9 | BEAZER HOMES | 182.49 | CREDIT REFUND | | 01/17/13 | 95.90.900.49001 |
| 10 | BECKER ELECTRIC SUPPLY CO. | 356.52 | FUSES/CABLE | | 01/17/13 | 95.90.906.63301 |
| 11 | BRADLEY D MOORE | 5.92 | DEPOSIT REFUND | | 01/17/13 | 95.90.900.49001 |
| 12 | BREHOB ELECTRIC CORPORATION | 258.85 | HOIST INSPECTIONS | | 01/17/13 | 95.90.902.62503 |
| 13 | CDW GOVERNMENT, INC | 657.76 | 2 BLK TONER ADMIN COLOR | | 01/17/13 | 95.90.930.71603 |
| 14 | CDW GOVERNMENT, INC | 568.20 | KASPERSKY ANTI-VIRUS LIC QTY 3 | | 01/17/13 | 95.90.900.11860 |
| 15 | CINDY GRAY | 23.35 | CREDIT REFUND | | 01/17/13 | 95.90.900.49001 |
| 16 | CITY OF COLUMBUS | 1,950.00 | IDWD CHARGES | | 01/17/13 | 95.90.925.52500 |
| 17 | DANIEL-HAYDEN ELECTRIC CO. INC | 253.04 | EXHAUST FAN MOTORS | | 01/17/13 | 95.90.906.63301 |
| 18 | DIANE RODGERS | 36.96 | CREDIT REFUND | | 01/17/13 | 95.90.905.75100 |
| 19 | DUKE ENERGY | 33,889.88 | MONTHLY ELECTRIC CHARGES | | 01/17/13 | 95.90.902.62903 |
| 20 | E J PRESCOTT INC. | 800.00 | GASKET | | 01/17/13 | 95.90.925.75000 |
| 21 | EARTHLINK BUSINESS | 280.02 | TELEPHONE CHARGES | | 01/17/13 | 95.90.900.49016 |
| 22 | EMILY E GARRIS | 15.87 | DEPOSIT REFUND | | 01/17/13 | 95.90.915.73100 |
| 23 | EXECUTIVE MANAGEMENT SERVICES, | 327.00 | JANUARY CLEANING SERVICES | | 01/17/13 | 95.90.906.63301 |
| 24 | FIRST FINANCIAL BANK, NA | 427.70 | CONTROLS | | 01/17/13 | 95.90.906.63301 |
| 25 | GEORGE E BOOTH CO INC | 460.00 | PRESSURE TRANSDUCER | | 01/17/13 | 95.90.900.49001 |
| 26 | GIRISH C KURA | 13.64 | DEPOSIT REFUND | | 01/17/13 | 95.90.906.63301 |
| 27 | GRAINGER COMPANY INC | 63.54 | GLOVES/LIGHT BULBS | | 01/17/13 | 95.90.906.63301 |
| 28 | HACH CHEMICAL COMPANY CORPORAT | 1,688.31 | 30314 FERROVER | | 01/17/13 | 95.90.900.49020 |
| 29 | IMAGINATION STATION II LLC | 6.57 | DEPOSIT REFUND | | 01/17/13 | 95.90.905.62929 |
| 30 | INDIANA DEPT OF ENVIRONMENTAL | 14,630.00 | 2013 PUBLIC WATER SYSTEM FEES | | 01/17/13 | 95.90.915.62921 |
| 31 | INDIANA OXYGEN COMPANY | 295.02 | ARGON | | 01/17/13 | 95.90.925.71700 |
| 32 | INDIANA RURAL WATER ASSOCIATIO | 46.50 | LIQUID DEWARS | | 01/17/13 | 95.90.900.11860 |
| 33 | INFODYNAMICS, INC | 1,624.00 | 22 REGISTRATIONS FOR IRWA AT | | 01/17/13 | 95.90.900.11530 |
| 34 | J & C APPLIANCES | 509.00 | SUPPORT FOR QTY 1, SUP-05PCK | | 01/17/13 | 95.90.900.49001 |
| 35 | J & K COMMUNICATIONS, INC | 12.14 | DEPOSIT REFUND | | 01/17/13 | 95.90.925.77300 |
| 36 | JAMES C MENKEDICK | 15,559.90 | BI#22 UHF REPEATER/PORTABLES | | 01/17/13 | 95.90.900.49001 |
| 37 | JAMES R LEE II | 19.57 | DEPOSIT REFUND | | 01/17/13 | 95.90.900.49001 |
| 38 | JAMIE L &/OR MICHAEL CHAMPLIN | 60.00 | SAFETY SHOE REIMBURSEMENT | | 01/17/13 | 95.90.925.77300 |
| 39 | JCI JONES CHEMICALS, INC. | 5.49 | CREDIT REFUND | | 01/17/13 | 95.90.900.49001 |
| 40 | JENCY LLC LARRY E NUNN & ASSOC | 1,636.00 | CHLORINE | | 01/17/13 | 95.90.900.32640 |
| 41 | JOHN DEERE FINANCIAL | 21.29 | DEPOSIT REFUND | | 01/17/13 | 95.90.900.49020 |
| 42 | JOSEPH B CLARK | 130.96 | WORK COAT/TRK#105 HEAD LIGHT | | 01/17/13 | 95.90.906.62503 |
| 43 | KEVIN D KIMMEL | 37.82 | CREDIT REFUND | | 01/17/13 | 95.90.900.49001 |
| 44 | KIMBERLY ANN LAUBER | 37.93 | CREDIT REFUND | | 01/17/13 | 95.90.900.49001 |
| 45 | LAWSON, PUSHOR, MOTE & GAMSO, | 9.69 | CREDIT REFUND | | 01/17/13 | 95.90.900.49001 |
| 46 | LOUIS B BROWN | 583.33 | JANUARY LEGAL SERVICES | | 01/17/13 | 95.90.925.71400 |
| 47 | MENARDS | 3.23 | CREDIT REFUND | | 01/17/13 | 95.90.900.49020 |
| 48 | MICHELLE R MYERS | 80.57 | TRK #104 SUPPLIES/BULBS | | 01/17/13 | 95.90.906.62503 |
| 49 | NAPA AUTO PARTS, INC | 19.58 | DEPOSIT REFUND | | 01/17/13 | 95.90.900.49001 |
| 50 | NILES LANKEFORD GROUP, INC | 82.69 | HYDRAULIC OIL/BACKHOE FUEL | | 01/17/13 | 95.90.902.62503 |
| 51 | OFFICEMAX CONTRACT INC. | 697.00 | RETIREMENT PACKAGES | | 01/17/13 | 95.90.925.71400 |
| 52 | PATRICIA L KREBBS | 54.42 | OFFICE SUPPLIES | | 01/17/13 | 95.90.900.49001 |
| 53 | QING CHEN | 9.69 | CREDIT REFUND | | 01/17/13 | 95.90.900.49001 |
| 54 | RAINBOW PRINTING | 52.49 | CREDIT REFUND | | 01/17/13 | 95.90.900.49001 |
| 55 | SAFETY SHOE DISTRIBUTORS, INC. | 50.00 | 6000 BLANK SLIPS | | 01/17/13 | 95.90.925.61200 |
| 56 | | 180.00 | SAFETY SHOES | | 01/17/13 | 95.90.901.77300 |

REGISTR OF CLAIMS WATER
 For the Period Beginning 01/17/13 and Ending 01/17/13 Bank # 9 Print Order: Vendor Name Description from Inv detail

| Item # | Payee | Amount | Description | Check # | Check Date/ | Account # |
|--------|--------------------------------|--------------|--------------------------------|----------|-----------------|-----------|
| 57 | SHELBY MATERIALS | 186.00 | FLOWABLE FILL | 01/17/13 | 95.90.900.11600 | |
| 58 | SIQI KONG &/OR CHRISTOPHER NEA | 9.46 | CREDIT REFUND | 01/17/13 | 95.90.900.49001 | |
| 59 | SMARTBILL LTD | 4,028.87 | DECEMBER 2012 BILLING CHGS | 01/17/13 | 95.90.925.72210 | |
| 60 | SMITHVILLE DIGITAL LLC | 940.00 | MONTHLY FIBER LINE CCU/GOVT BL | 01/17/13 | 95.90.925.75000 | |
| 61 | SOUTH CENTRAL | 136.59 | BRASS TEE/VALVES/FITTINGS | 01/17/13 | 95.90.902.62902 | |
| 62 | STEVEN VERNON SMITH | 16.12 | DEPOSIT REFUND | 01/17/13 | 95.90.900.49001 | |
| 63 | TERRANCE GORDON | 23.01 | DEPOSIT REFUND | 01/17/13 | 95.90.900.49001 | |
| 64 | THE AWNING GUY INCORPORATED | 18,780.00 | CUSTOM FABRICATED CANOPY | 01/17/13 | 95.90.906.63100 | |
| 65 | TIRE BARN #36 | 72.12 | CREDIT REFUND | 01/17/13 | 95.90.900.49020 | |
| 66 | TODD FRANKE INC. | 16,734.97 | INSTALL IRRIGATION METERS | 01/17/13 | 95.90.902.61950 | |
| 67 | TURNKEY INSTRUMENT SOLUTIONS, | 570.00 | SETUP/TRAVEL FOR TRANSMITTER | 01/17/13 | 95.90.906.63301 | |
| 68 | TYCO INTEGRATED SECURITY LLC | 102.25 | JANUARY MONTHLY SERVICE CHARGE | 01/17/13 | 95.90.906.63100 | |
| 69 | UTILITY SERVICE CO., INC. | 51,755.72 | 2013 ANN TOWER/QTR STANDPIPE#4 | 01/17/13 | 95.90.906.63305 | |
| 70 | VECTREN ENERGY DELIVERY | 632.01 | MONTHLY GAS CHARGES | 01/17/13 | 95.90.905.75200 | |
| 71 | VECTREN ENERGY DELIVERY | 636.41 | MONTHLY GAS CHARGES | 01/17/13 | 95.90.905.75200 | |
| 72 | VECTREN ENERGY DELIVERY | 595.84 | MONTHLY GAS CHARGES | 01/17/13 | 95.90.915.75200 | |
| 73 | VERIZON WIRELESS | 363.62 | CELL PHONE CHARGES | 01/17/13 | 95.90.925.75000 | |
| 74 | WALMART COMMUNITY | 111.57 | CLEANING & OFFICE SUPPLIES | 01/17/13 | 95.90.905.61200 | |
| 75 | WEX BANK | 2,288.97 | MONTHLY GASOLINE CHARGES | 01/17/13 | 95.90.902.62100 | |
| 76 | WONDERWARE NORTH | 7,825.50 | 1 YR CUST SUPPORT 2012-2013 | 01/17/13 | 95.90.900.11860 | |
| 77 | XEROX CORPORATION | 49.00 | MAINTENANCE 12/01-12/30/12 | 01/17/13 | 95.90.920.62900 | |
| 78 | XEROX CORPORATION | 112.77 | MAINTENANCE 1/1-1/30/13 | 01/17/13 | 95.90.925.72240 | |
| TOTAL | | \$196,089.45 | | | | |

Allo wance Of Claims
 We have examined the claims listed on the forgoing Accounts Payable Claims Register consisting of 2 pages and
 except for claims not allowed as shown on the Register, such claims are allowed in the total amount of \$196,089.45

Dated 14 JANUARY 2013

Signatures Of Governing Board


I hereby certify that each of the above listed payments and invoices or bills attached thereto are true and correct and I have audited the same.

1-16-13
 Date

 Fiscal Officer

R E G I S T E R O F C L A I M S W A S T E W A T E R

For the Period Beginning 01/17/13 and Ending 01/17/13 Bank # 8 Print Order: Vendor Name Description from Inv detail

| Item # | Payee | Amount | Description | Check # | Due Date | Account # |
|--------|--------------------------------|-----------|--------------------------------|---------|----------|-----------------|
| 1 | AAA LAWN IRRIGATION, INC. | 203.00 | IRRIGATION SERV FRONT OFFICE | | 01/17/13 | 85.91.990.73100 |
| 2 | ASTBURY WATER TECHNOLOGY | 157.50 | TOTAL CN - INDUSTRIALS | | 01/17/13 | 85.91.970.62901 |
| 3 | ASTBURY WATER TECHNOLOGY | 179.40 | CD,CR(T),CU,NI,PB,ACN,ZN | | 01/17/13 | 85.91.970.62900 |
| 4 | ASTBURY WATER TECHNOLOGY | 293.10 | CD,CR(T),CU,NI,PB,ACN,ZN | | 01/17/13 | 85.91.970.62902 |
| 5 | BARTHOLOMEW COUNTY RECORDER | 636.00 | RELEASE SEWER LIENS | | 01/17/13 | 85.91.990.72720 |
| 6 | BARTHOLOMEW COUNTY REMC | 896.91 | MONTHLY ELECTRIC CHARGES | | 01/17/13 | 85.91.953.75100 |
| 7 | BARTHOLOMEW COUNTY REMC | 3,338.24 | MONTHLY ELECTRIC CHARGES | | 01/17/13 | 85.91.953.75100 |
| 8 | BECKER ELECTRIC SUPPLY CO. | 39.46 | REPAIR PARTS FOR LIGHTS | | 01/17/13 | 85.91.970.62900 |
| 9 | BEVERLY CARMICHAEL | 2,075.96 | ACCOUNTING CLASSES | | 01/17/13 | 85.91.990.71700 |
| 10 | BIO CHEM, INC | 3,519.73 | ONE TOTE OF POLYMER | | 01/17/13 | 85.91.950.32640 |
| 11 | BREHOB ELECTRIC CORPORATION | 291.15 | HOIST INSPECTIONS | | 01/17/13 | 85.91.954.63405 |
| 12 | BRENTAG MID-SOUTH INC | 391.04 | TOTE PUMP OFF OF BLEACH | | 01/17/13 | 85.91.961.62924 |
| 13 | CDW GOVERNMENT, INC | 568.20 | KASPERSKY ANTI-VIRUS LIC QTY 3 | | 01/17/13 | 85.91.950.11860 |
| 14 | COMCAST CABLE COMMUNICATIONS, | 91.95 | INTERNET SERVICE | | 01/17/13 | 85.91.990.75000 |
| 15 | CRESCENT ELECTRIC SUPPLY COMPA | 4,627.41 | BI#S1 WALESBORO LS & FM | | 01/17/13 | 89.91.950.11590 |
| 16 | DUKE ENERGY | 661.60 | MONTHLY ELECTRIC CHARGES | | 01/17/13 | 85.91.953.75100 |
| 17 | EARTHLINK BUSINESS | 280.03 | TELEPHONE CHARGES | | 01/17/13 | 85.91.990.75000 |
| 18 | EASTERN BARTHOLOMEW WATER CORP | 202.75 | MONTHLY METER READINGS | | 01/17/13 | 85.91.990.71950 |
| 19 | EMILY E GARRIS | 17.48 | DEPOSIT REFUND | | 01/17/13 | 85.91.950.49016 |
| 20 | EXECUTIVE MANAGEMENT SERVICES, | 470.00 | JANUARY CLEANING SERVICES | | 01/17/13 | 85.91.990.73100 |
| 21 | FIRST FINANCIAL BANK, NA | 129.52 | OUTLET SENSORS | | 01/17/13 | 85.91.961.61901 |
| 22 | GIRISH C KURA | 10.36 | DEPOSIT REFUND | | 01/17/13 | 85.91.950.49001 |
| 23 | GRIFF INC. | 160.75 | 603704075 Teledyne ISCO Sample | | 01/17/13 | 85.91.970.62901 |
| 24 | INDIANA DEPT OF ENVIRONMENTAL | 11,500.00 | 2013 NPDES PERMIT FEES | | 01/17/13 | 85.91.961.62929 |
| 25 | INFODYNAMICS, INC | 509.00 | SUPPORT RENEWAL SUP-05PCK | | 01/17/13 | 85.91.950.11860 |
| 26 | J & C APPLIANCES | 7.70 | DEPOSIT REFUND | | 01/17/13 | 85.91.950.49020 |
| 27 | JAMES C MENKEDICK | 20.57 | DEPOSIT REFUND | | 01/17/13 | 85.91.950.49001 |
| 28 | JEFFREY A MOORE | 1.89 | CREDIT REFUND | | 01/17/13 | 85.91.950.49001 |
| 29 | JENCY LLC LARRY E NUNN & ASSOC | 27.29 | DEPOSIT REFUND | | 01/17/13 | 85.91.950.49001 |
| 30 | JOHN DEERE FINANCIAL | 155.98 | OIL/BATTERY/GREASE | | 01/17/13 | 85.91.950.49020 |
| 31 | JOSEPH L RYAN | 30.79 | DEPOSIT REFUND | | 01/17/13 | 85.91.960.62503 |
| 32 | KEVIN D KIMMEL | 31.26 | CREDIT REFUND | | 01/17/13 | 85.91.950.49001 |
| 33 | KIRBY RISK SUPPLY COMPANY INC | 515.54 | BI#S1 WALESBORO | | 01/17/13 | 85.91.950.11590 |
| 34 | LAWSON, PUSHOR, MOTE & GAMSO, | 583.33 | JANUARY LEGAL SERVICES | | 01/17/13 | 85.91.990.71400 |
| 35 | LOWE'S | 41.85 | TOOLS | | 01/17/13 | 85.91.970.62900 |
| 36 | MENARDS | 356.83 | SOLAR PANEL/UTILITY KNIFE/BULB | | 01/17/13 | 85.91.951.62909 |
| 37 | MICHELLE R MYERS | 5.91 | DEPOSIT REFUND | | 01/17/13 | 85.91.950.49001 |
| 38 | MILLER PIPELINE LLC | 41,782.77 | WALESBORO SEWER REHAB | | 01/17/13 | 85.91.950.22055 |
| 39 | NILES LANKFORD GROUP, INC | 697.00 | RETIREMENT PACKAGES | | 01/17/13 | 85.91.990.71400 |
| 40 | OFFICEMAX CONTRACT INC. | 55.98 | XSTAMPERS | | 01/17/13 | 85.91.990.61200 |
| 41 | OFFICEMAX CONTRACT INC. | 26.39 | PRINTER TONER/BUS CARD HOLDER | | 01/17/13 | 85.91.955.71603 |
| 42 | PATRICIA L KREBBS | 14.17 | CREDIT REFUND | | 01/17/13 | 85.91.950.49001 |
| 43 | PATRIOT PUMPS LLC | 1,922.36 | BI# S15 4" CHECK VALVE | | 01/17/13 | 89.91.950.11530 |
| 44 | QING CHEN | 18.95 | CREDIT REFUND | | 01/17/13 | 85.91.950.49001 |
| 45 | RENASCENT, INC. | 38,953.78 | BI#3 GARDEN CITY FARM ESCROW | | 01/17/13 | 89.91.950.11590 |
| 46 | RENNER MOTORS INC | 324.83 | TRUCK #215 MAINTENANCE | | 01/17/13 | 85.91.951.62503 |
| 47 | RESERVE ACCOUNT | 600.00 | POSTAGE FOR METER | | 01/17/13 | 85.91.990.72200 |
| 48 | RUMPKO OF INDIANA LLC | 8,105.13 | BIOSOLIDS TO LANDFILL | | 01/17/13 | 85.91.961.62927 |
| 49 | SAFETY SHOE DISTRIBUTORS, INC. | 240.00 | SAFETY SHOES | | 01/17/13 | 85.91.970.77300 |
| 50 | SAMS CLUB DIRECT | 118.99 | SUPPLTES | | 01/17/13 | 85.91.961.62900 |
| 51 | SHARP ELECTRONICS CORPORATION | 9.48 | COPIER MAINT 11/13-12/11/12 | | 01/17/13 | 85.91.955.71603 |
| 52 | SMARTBILL LTD | 4,028.87 | DECEMBER 2012 BILLING CHGS | | 01/17/13 | 85.91.990.72210 |
| 53 | SMITHVILLE DIGITAL LLC | 600.00 | MONTHLY FIBER LINE CCU/CO GOVT | | 01/17/13 | 85.91.961.61901 |
| 54 | SOUTH CENTRAL | 242.72 | FILTERS | | 01/17/13 | 85.91.990.72210 |
| 55 | SOUTHWESTERN BARTH. WATER CORP | 17.50 | CUSTOMER USAGE | | 01/17/13 | 85.91.950.49001 |
| 56 | STEVEN VERNON SMITH | 7.23 | DEPOSIT REFUND | | 01/17/13 | 85.91.950.49001 |

R E G I S T E R O F C L A I M S W A S T E W A T E R

For the Period Beginning 01/17/13 and Ending 01/17/13 Bank # 8 Print Order: Vendor Name Description from Inv detail

| Item # | Payee | Amount | Description | Check # | Check Date/ | Account # |
|--------|--------------------------------|-----------|--------------------------------|---------|-------------|-----------------|
| 57 | TERRANCE GORDON | 33.91 | DEPOSIT REFUND | | 01/17/13 | 85.91.950.49001 |
| 58 | THE TWAY COMPANY | 246.60 | GLOVES FOR WWTP | | 01/17/13 | 85.91.961.62900 |
| 59 | TINY'S FIRE EXTINGUISHER SALES | 157.00 | CHECK EXTINGUISHERS | | 01/17/13 | 85.91.970.62902 |
| 60 | VECTREN ENERGY DELIVERY | 19.45 | MONTHLY GAS CHARGES | | 01/17/13 | 85.91.963.75200 |
| 61 | VECTREN ENERGY DELIVERY | 1,448.88 | MONTHLY GAS CHARGES | | 01/17/13 | 85.91.990.75200 |
| 62 | VECTREN ENERGY DELIVERY | 4,327.44 | MONTHLY GAS CHARGES | | 01/17/13 | 85.91.961.75200 |
| 63 | VERIZON WIRELESS | 441.22 | CELL PHONE CHARGES | | 01/17/13 | 85.91.990.75000 |
| 64 | WALMART COMMUNITY | 5.97 | CLOCK BATTERY | | 01/17/13 | 85.91.951.62909 |
| 65 | WELDING & THERAPY SERVICE INC | 5.58 | TANK RENTAL DEC 2012 | | 01/17/13 | 85.91.951.62909 |
| 66 | WEX BANK | 3,293.50 | MONTHLY GASOLINE CHARGES | | 01/17/13 | 85.91.951.62100 |
| 67 | WONDERWARE NORTH | 7,825.50 | CUST SUPPORT 1 YR 2012-2013 RE | | 01/17/13 | 85.91.950.11860 |
| 68 | WONDERWARE NORTH | 12,000.00 | SYS PLATFORM #1 TRAINING | | 01/17/13 | 85.91.990.71700 |
| | | | TOTAL | | | \$160,600.68 |

A l l o w a n c e O f C l a i m s

We have examined the claims listed on the forgoing Accounts Payable Claims Register consisting of 2 pages and except for claims not allowed as shown on the Register, such claims are allowed in the total amount of \$160,600.68

Dated 14 JANUARY 2013

Signatures Of Governing Board

[Handwritten Signature]
[Handwritten Signature]

I hereby certify that each of the above listed payments and invoices or bills attached thereto are true and correct and I have audited the same.

1-14-13
 Date *[Handwritten Signature]*
 Fiscal Officer

FINANCE & BUSINESS REPORT
January 2013
Dale Langferman
Manager of Finance & Business Operations

My comments this month are for the full year of 2012. We have finalized all activity except some minor balance sheet adjustments. The only thing that will affect the income statement is any asset write off we might have. I will use the first chart in the packet, Qtrly Comparison, as a basis for my comments. The chart is a comparison of 2011 actual with 2012 actual.

Cash

Water cash increased by \$605,996 or 17%. This was primarily due to the drought that increased water usage. This should continue as we will save over \$600,000 in debt expense starting in 2013. Wastewater cash continues to decline as we complete our large construction projects and adjust the operating costs for the new wastewater plant. The total decrease was \$5,172,035 or 22%. The wastewater cash balances should become more stable, as we only have \$456,759 remaining in SRF construction funds.

Income

Water income increased by \$491,463 or 11%. This was primarily due to the dry weather. Wastewater income decreased by \$97,494, or less than 1%. This accounts for normal fluctuation in usage and fees. In order to answer a question you might have, other usage is the sum of apartments, government, special contracts, commercial and institutional.

Expenses

Expenses increased by \$1,426,355 or 11%. Depreciation increased by \$1,191,301, which means a very small increase for all other expenses. Wages were actually down slightly due to some employee turn-over during the year that created a few vacant positions before replacements were hired. On the second chart of the packet is a graph that shows the expense comparisons by category.

Capital

Water spent \$959,720 on capital projects for 2012. The major expenditures are listed below:

| | |
|----------------|------------|
| ARM Meters | \$391, 909 |
| Central Avenue | \$263, 398 |
| Fourth Street | \$148, 916 |

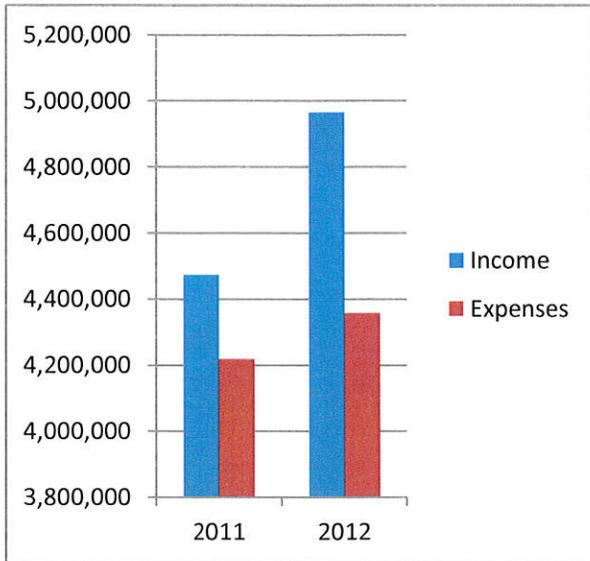
Wastewater had expenditures of \$5,136,233. The majority was spent on the Walesboro Lift Station project and restoration of the Garden City Biosolids site (\$4,899,270).

This was intended to be a quick overview of the 2012 financial activity for the Utilities. If you have questions, or would like more details, please let me know.

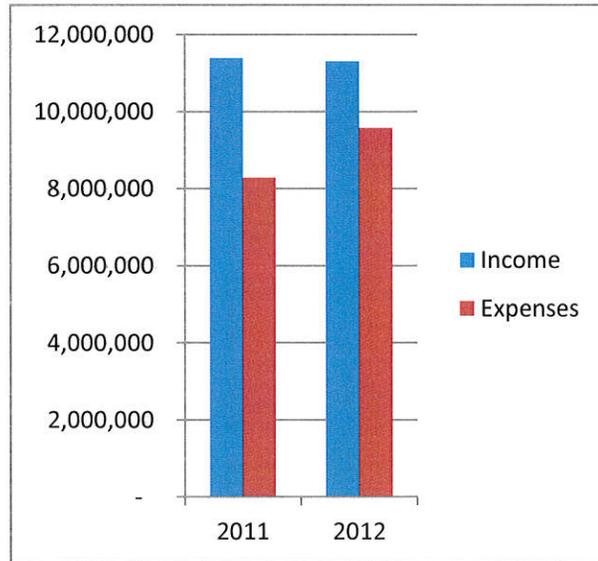
**Columbus City Utilities
Qtrly Comparison**

| | Water Actual YTD | | Wastewater Actual YTD | |
|-------------------|---------------------|-----------|--------------------------|------------|
| | 2011 | 2012 | 2011 | 2012 |
| Cash | 3,476,390 | 4,082,386 | 23,225,984 | 18,510,708 |
| Income: | | | | |
| Residential | 1,872,425 | 2,068,219 | 5,283,556 | 5,290,108 |
| Industrial | 595,323 | 601,803 | 1,768,191 | 1,832,628 |
| Fire Protection | 635,441 | 630,228 | - | |
| Other Usage | 1,137,607 | 1,233,894 | 3,707,846 | 3,657,935 |
| Fee's and Charges | 232,169 | 430,284 | 630,226 | 511,654 |
| Income | 4,472,965 | 4,964,428 | 11,389,819 | 11,292,325 |
| Expenses | | | | |
| Line System Costs | 611,345 | 665,081 | 715,292 | 713,934 |
| Treatment Costs | 1,138,892 | 1,154,229 | 1,686,449 | 1,838,726 |
| Administration | 1,406,321 | 1,469,957 | 1,686,688 | 1,779,329 |
| Depreciation | 966,806 | 999,913 | 1,773,729 | 2,931,923 |
| Bond Costs | 94,975 | 67,725 | 2,418,798 | 2,304,833 |
| Expenses | 4,218,339 | 4,356,905 | 8,280,956 | 9,568,745 |
| Net Income | 254,626 | 607,523 | 3,108,863 | 1,723,580 |

Water

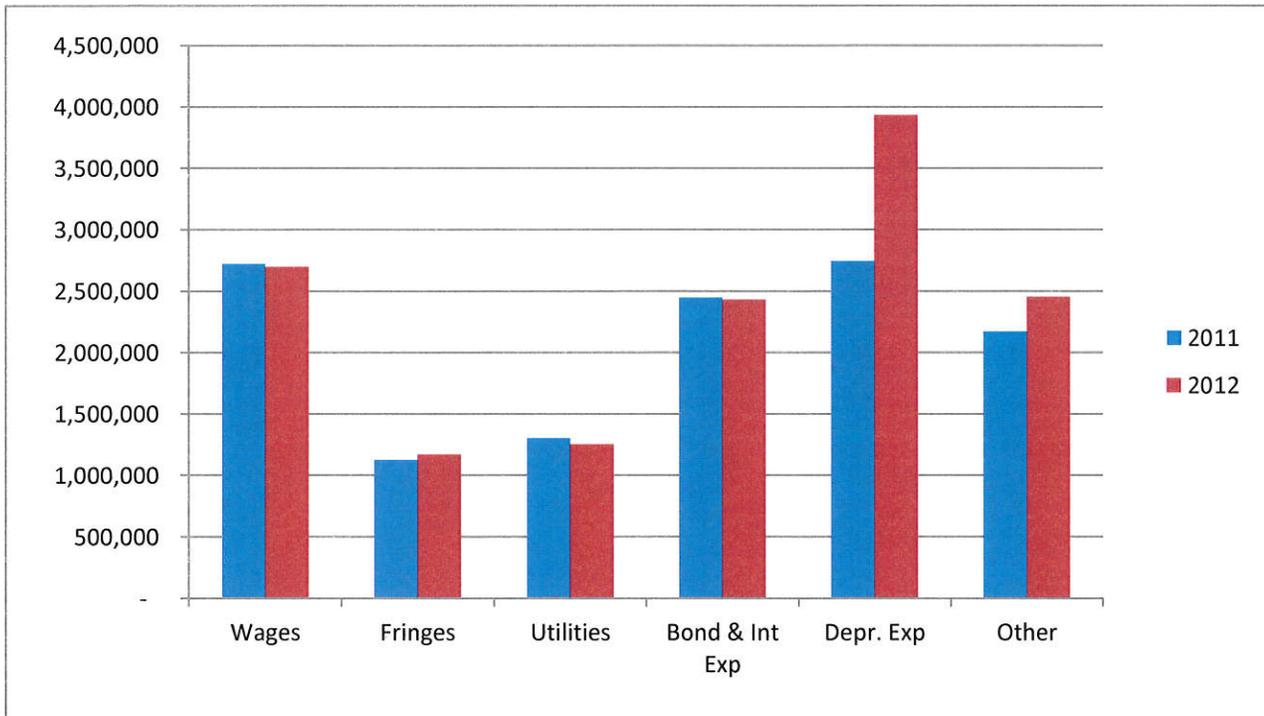


Wastewater



**Columbus City Utilities
Expense
2012 vs 2011**

| | 2011 | 2012 |
|--------------------|-------------------|-------------------|
| Wages | 2,717,571 | 2,693,971 |
| Fringes | 1,124,398 | 1,167,234 |
| Utilities | 1,301,646 | 1,251,845 |
| Bond & Int Exp | 2,444,670 | 2,428,507 |
| Depr. Exp | 2,740,535 | 3,931,836 |
| Other | 2,170,475 | 2,452,257 |
| Grand Total | 12,499,295 | 13,925,650 |



WATER UTILITY

Financial Comparison

Standing Report #2A

12/31/2012

| Cash & Invest. | | | |
|---------------------------|------------------|------------------|----------------|
| | Fcst | Actual | Variance |
| Operating | 2,022,232 | 1,662,847 | (359,385) |
| Bond & Interest | 641,475 | 641,475 | 0 |
| Depreciation | 966,240 | 1,675,586 | 709,346 |
| Deposits | 97,123 | 102,478 | 5,355 |
| Total | 3,727,070 | 4,082,386 | 355,316 |

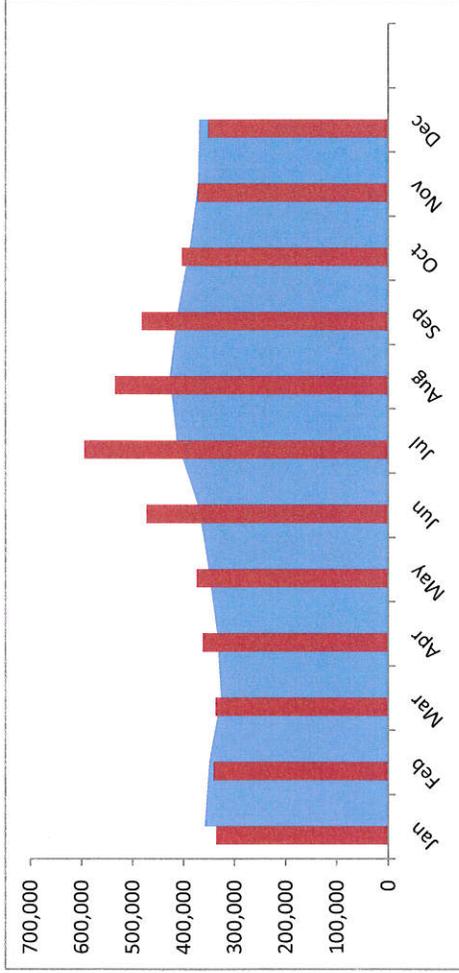
| Income | Current Month | | Year-to-Date | | Y-T-D | % |
|-----------------------|----------------|----------------|------------------|------------------|----------------|--------------|
| | Fcst | Actual | Fcst | Actual | Variances | Variance |
| Residential | 153,000 | 138,573 | 1,776,000 | 2,068,219 | 292,219 | 16.5% |
| Industrial | 36,000 | 42,221 | 550,000 | 601,803 | 51,803 | 9.4% |
| Fire Protection | 44,600 | 45,487 | 535,200 | 529,293 | (5,907) | -1.1% |
| Sprinklers Sys. | 8,300 | 8,250 | 99,600 | 100,935 | 1,335 | 1.3% |
| New Cust. Services | 5,000 | 6,796 | 60,000 | 106,701 | 46,701 | 77.8% |
| Penalties | 1,600 | 1,999 | 19,200 | 23,144 | 3,944 | 20.5% |
| Turn On/Off | 5,000 | 1,955 | 60,000 | 45,630 | (14,370) | -24.0% |
| Misc. | 11,000 | 15,744 | 132,000 | 139,475 | 7,475 | 5.7% |
| Apartments | 26,000 | 26,667 | 324,000 | 336,220 | 12,220 | 3.8% |
| Governmental | 4,500 | 3,455 | 56,500 | 64,694 | 8,194 | 14.5% |
| Spec. Contracts | 13,000 | 13,971 | 192,000 | 221,503 | 29,503 | 15.4% |
| Commercial | 40,000 | 28,892 | 434,000 | 458,372 | 24,372 | 5.6% |
| Institutional | 14,000 | 9,448 | 145,000 | 153,105 | 8,105 | 5.6% |
| Interest | 1,240 | 1,887 | 15,452 | 30,134 | 14,682 | 95.0% |
| Rental | 7,100 | 7,100 | 85,200 | 85,200 | 0 | 0.0% |
| Gain/(Loss) on Assets | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| Total | 370,340 | 352,445 | 4,484,152 | 4,964,428 | 480,276 | 10.7% |

| Expenses | Current Month | | Year-to-Date | | Y-T-D | % |
|--------------------|----------------|----------------|------------------|------------------|---------------|-------------|
| | Fcst | Actual | Fcst | Actual | Variances | Variance |
| Distr.-Oper. | 10,309 | 12,500 | 135,438 | 137,028 | (1,590) | -1.2% |
| Distr.-Maint. | 39,214 | 117,959 | 507,548 | 528,053 | (20,505) | -4.0% |
| WTP Oper. | 75,035 | 16,231 | 860,117 | 791,473 | 68,644 | 8.0% |
| WTP Maint. | 32,176 | 27,145 | 397,897 | 362,756 | 35,141 | 8.8% |
| Quality Control | 11,055 | 10,925 | 134,737 | 144,483 | (9,746) | -7.2% |
| Engineering | 6,360 | 6,098 | 82,222 | 85,264 | (3,042) | -3.7% |
| Administration | 74,873 | 110,890 | 911,435 | 942,093 | (30,658) | -3.4% |
| EDP/MIS | 8,324 | 6,378 | 107,235 | 98,117 | 9,118 | 8.5% |
| Employee Pension | 0 | 0 | 200,000 | 200,000 | 0 | 0.0% |
| Depreciation | 82,100 | 83,322 | 985,200 | 999,913 | (14,713) | -1.5% |
| Bond & Interest | 3,958 | -3,221 | 50,921 | 50,922 | (1) | 0.0% |
| Bond Issue Expense | 1,400 | 1,403 | 16,800 | 16,803 | (3) | 0.0% |
| Total | 344,803 | 389,630 | 4,389,550 | 4,356,905 | 32,645 | 0.7% |

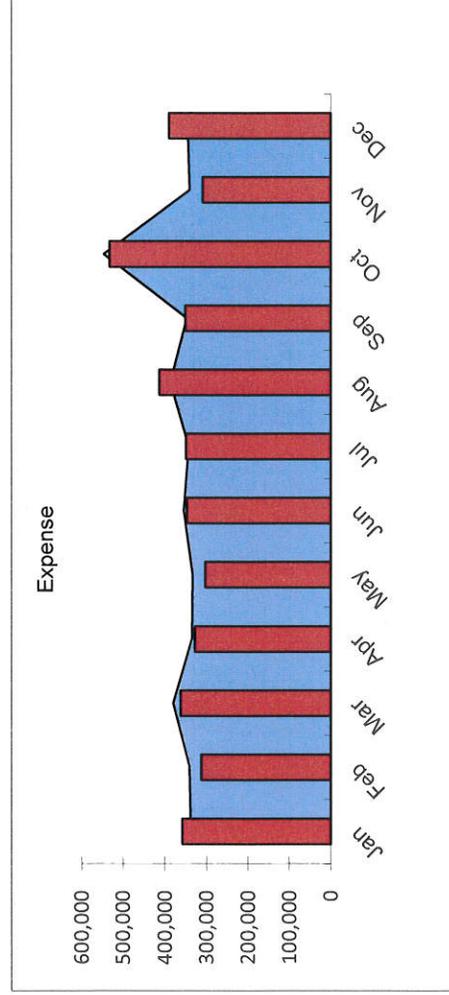
WATER

Standing Report #2B
12/31/2012

| | Fcst | Actual |
|-----|-----------|-----------|
| Jan | 360,419 | 336,277 |
| Feb | 351,048 | 340,955 |
| Mar | 327,384 | 337,196 |
| Apr | 334,959 | 363,500 |
| May | 352,357 | 374,774 |
| Jun | 372,359 | 472,771 |
| Jul | 414,322 | 595,027 |
| Aug | 427,859 | 534,237 |
| Sep | 412,378 | 481,558 |
| Oct | 388,916 | 403,129 |
| Nov | 371,811 | 372,559 |
| Dec | 370,340 | 352,445 |
| | 4,484,152 | 4,964,428 |



| | Fcst | Actual |
|-----|-----------|-----------|
| Jan | 338,100 | 358,795 |
| Feb | 340,619 | 312,417 |
| Mar | 379,835 | 362,504 |
| Apr | 335,162 | 327,996 |
| May | 333,199 | 303,828 |
| Jun | 354,411 | 346,840 |
| Jul | 342,722 | 349,552 |
| Aug | 386,535 | 413,538 |
| Sep | 347,174 | 350,891 |
| Oct | 546,440 | 532,096 |
| Nov | 340,552 | 308,818 |
| Dec | 344,803 | 389,630 |
| | 4,389,550 | 4,356,905 |



WASTEWATER UTILITY

Financial Comparison

Standing Report #2A

12/31/2012

| Cash & Invest. | | | |
|-----------------|------------|------------|-------------|
| | Fcst | Actual | Variance |
| Operating | 3,707,613 | 2,053,142 | (1,654,471) |
| Bond & Interest | 4,103,254 | 4,045,167 | (58,087) |
| Depreciation | 6,693,771 | 7,982,653 | 1,288,882 |
| Deposits | 157,362 | 172,987 | 15,625 |
| Bond Reserve | 3,203,223 | 3,800,000 | 596,777 |
| Project Funds | | 456,759 | 456,759 |
| Total | 17,865,223 | 18,510,708 | 645,485 |

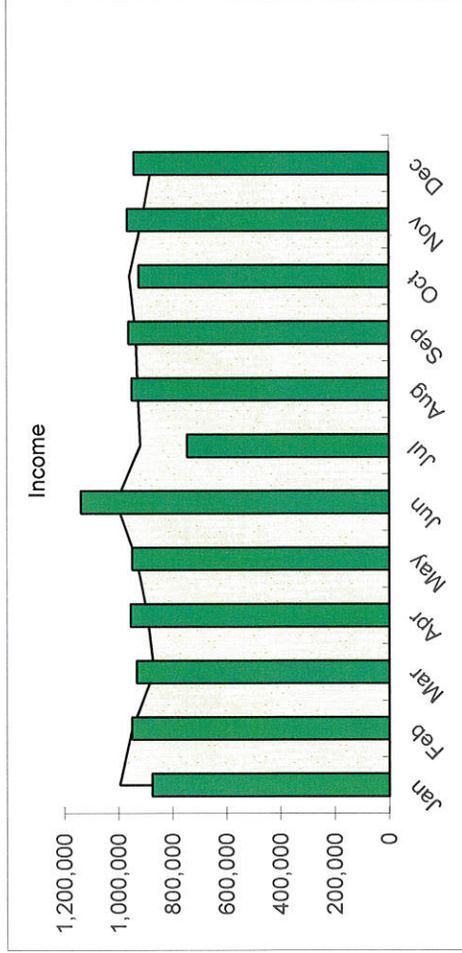
| Income | Current Month | | Year-to-Date | | Y-T-D Variances | % |
|--------------------|---------------|---------|--------------|------------|--------------------|---------|
| | Fcst | Actual | Fcst | Actual | | |
| Residential | 415,000 | 463,828 | 5,272,000 | 5,290,108 | 18,108 | 0.3% |
| Industrial | 120,000 | 124,482 | 1,538,000 | 1,660,487 | 122,487 | 8.0% |
| Surcharges | 12,000 | 9,320 | 157,000 | 172,141 | 15,141 | 9.6% |
| New Cust. Services | 1,000 | 3,435 | 25,000 | 20,313 | (4,687) | -18.7% |
| Penalties | 13,000 | 14,203 | 153,000 | 144,287 | (8,713) | -5.7% |
| Misc. | 4,500 | 11,956 | 54,000 | 59,738 | 5,738 | 10.6% |
| Apartments | 96,000 | 100,676 | 1,215,000 | 1,255,490 | 40,490 | 3.3% |
| Governmental | 9,000 | 7,722 | 109,000 | 128,857 | 19,857 | 18.2% |
| Spec. Contracts | 50,000 | 33,691 | 636,000 | 500,722 | (135,278) | -21.3% |
| Commercial | 105,000 | 100,256 | 1,314,000 | 1,352,889 | 38,889 | 3.0% |
| Institutional | 31,000 | 33,143 | 406,000 | 419,977 | 13,977 | 3.4% |
| Trash | 3,500 | 904 | 42,100 | 14,391 | (27,709) | -65.8% |
| Farm Income | 0 | 11,650 | 98,300 | 100,550 | 2,250 | 2.3% |
| Interest | 4,652 | 17,740 | 61,248 | 82,375 | 21,127 | 34.5% |
| Disposal of Assets | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| Rental | 7,500 | 7,500 | 90,000 | 90,000 | 0 | 0.0% |
| Total | 872,152 | 940,506 | 11,170,648 | 11,292,325 | 121,677 | 1.1% |

| Expenses | Current Month | | Year-to-Date | | Y-T-D Variances | % |
|-----------------|---------------|---------|--------------|-----------|--------------------|--------|
| | Fcst | Actual | Fcst | Actual | | |
| Coll Oper | 11,464 | 10,181 | 144,398 | 147,718 | (3,320) | -2.3% |
| Line Maint | 21,923 | 20,942 | 281,541 | 270,561 | 10,980 | 3.9% |
| Lift Sta. Oper | 20,460 | 18,285 | 271,159 | 267,637 | 3,522 | 1.3% |
| Lift Sta. Maint | 2,084 | 160 | 25,008 | 28,018 | (3,010) | -12.0% |
| Elec. Maint | 4,240 | 4,833 | 54,995 | 57,555 | (2,560) | -4.7% |
| Sewage Plt | 90,340 | 38,917 | 1,125,154 | 1,229,199 | (104,045) | -9.2% |
| Biosolids Disp. | 569 | 0 | 384,726 | 424,121 | (39,395) | -10.2% |
| Headworks | 9,265 | (3,234) | 108,832 | 124,122 | (15,290) | -14.0% |
| Mariah Lagoons | 4,317 | (10) | 54,858 | 3,729 | 51,129 | 93.2% |
| Quality Control | 21,144 | 26,474 | 263,140 | 277,519 | (14,379) | -5.5% |
| Engineering | 7,485 | 6,525 | 96,893 | 108,835 | (11,942) | -12.3% |
| Administration | 94,395 | 92,950 | 1,107,714 | 1,025,345 | 82,369 | 7.4% |
| Info. Systems | 13,363 | 11,424 | 172,742 | 167,630 | 5,112 | 3.0% |
| Pension | 0 | 0 | 200,000 | 200,000 | 0 | 0.0% |
| Depr. Exp | 209,931 | 254,680 | 2,519,172 | 2,931,923 | (412,751) | -16.4% |
| Bond Int. Exp | 188,831 | 300,292 | 2,278,828 | 2,278,711 | 117 | 0.0% |
| Bond Amort. Exp | 2,177 | 2,175 | 26,124 | 26,122 | 2 | 0.0% |
| Total | 701,987 | 784,594 | 9,115,285 | 9,568,745 | (453,460) | -5.0% |

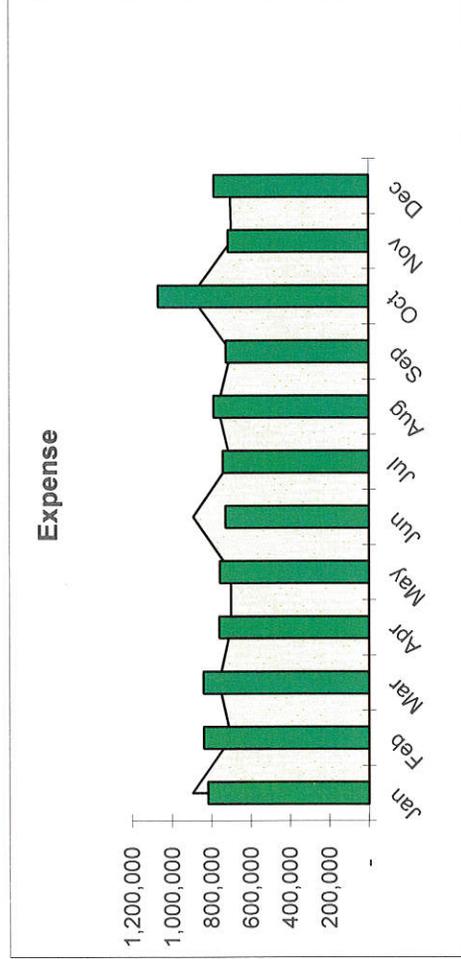
WASTEWATER

Standing Report #2B
12/31/2012

| | Fcst | Actual |
|-----|------------|------------|
| Jan | 996,176 | 874,804 |
| Feb | 948,743 | 950,509 |
| Mar | 867,673 | 932,903 |
| Apr | 891,365 | 955,521 |
| May | 933,724 | 949,354 |
| Jun | 1,009,679 | 1,140,198 |
| Jul | 918,452 | 746,125 |
| Aug | 927,436 | 950,483 |
| Sep | 935,015 | 961,945 |
| Oct | 958,530 | 922,720 |
| Nov | 911,703 | 967,257 |
| Dec | 872,152 | 940,506 |
| | 11,170,648 | 11,292,325 |



| | Fcst | Actual |
|-----|-----------|-----------|
| Jan | 895,725 | 818,312 |
| Feb | 701,019 | 839,929 |
| Mar | 762,506 | 841,353 |
| Apr | 700,553 | 761,152 |
| May | 700,630 | 756,787 |
| Jun | 892,179 | 728,940 |
| Jul | 701,713 | 741,301 |
| Aug | 765,864 | 788,544 |
| Sep | 697,645 | 724,766 |
| Oct | 899,003 | 1,068,406 |
| Nov | 696,460 | 714,661 |
| Dec | 701,987 | 784,594 |
| | 9,115,285 | 9,568,745 |



**Columbus City Utilities
Fund Requirements**

| | Current Required Amount | 12/31/2012 <u>Balance</u> |
|---|-------------------------------|------------------------------|
| Water | | |
| Operation and Maintenance Fund | | |
| Three month's operations and maintenance requirement (less depr. & bond exp) per IURC | 924,378 | 1,662,847 |
| Bond Sinking Fund | | |
| 1/6th of the next semi-annual interest payment, plus 1/12th of the next annual payment other than interest | 641,475 | 641,475 |
| Depreciation Fund | | |
| The greater of: | | |
| a. One year average capital program | 750,000 | 1,675,586 |
| b. \$750,000 (Bond Required) | | |
| Total Water | 2,315,853 | 3,979,908 |
| Wastewater | | |
| Operation and Maintenance Fund | | |
| Three month's operations and maintenance requirement (less depr. & bond exp) per IURC | 682,341 | 2,053,142 |
| Bond Sinking Fund | | |
| 1/6th of the next semi-annual interest payment, plus 1/12th of the next annual payment other than interest | 4,045,167 | 4,045,167 |
| Depreciation Fund | | |
| The greater of: | | |
| a. One year average capital program | 750,000 | 7,982,653 |
| b. \$750,000 (Bond Required) | | |
| Total Wastewater | 5,477,508 | 14,080,962 |

Columbus City Utilities
 2012 Actual
 Water

12/31/2012

| | Project Name | Budget | Committed | Paid | Balance |
|-----------------------------------|---|-----------|-----------|---------|----------|
| Distribution | | | | | |
| W1 | Air Compressor | 10,000 | 0 | 0 | 10,000 |
| W2 | Line Extensions/Relocations | 10,000 | 15,271 | 15,271 | (5,271) |
| W3 | AMR Meter Program | 400,000 | 398,249 | 391,909 | 1,751 |
| W4 | PARKING LOT Sweeper | 30,000 | 0 | 0 | 30,000 |
| W5 | Locators | 2,000 | 2,830 | 2,830 | (830) |
| WTP | | | | | |
| W6 | Seal Coat & Restripe Plant #2 Parking Lot | 6,000 | 4,967 | 4,967 | 1,033 |
| W7 | Metering Upgrades | 30,000 | 4,764 | 4,764 | 25,236 |
| W8 | Double Walled Chemical Tanks | 10,000 | 7,927 | 7,927 | 2,073 |
| W9 | IDEM Compliance Items | 15,000 | 12,164 | 12,164 | 2,836 |
| Engineering(water) | | | | | |
| W10 | Misc Safety & Maint. | 7,500 | 3,193 | 3,193 | 4,307 |
| W11 | Central Ave. Water replacement | 228,000 | 263,398 | 263,398 | (35,398) |
| W12 | Fourth St. Relocations | 105,800 | 148,916 | 148,916 | (43,116) |
| Information Systems(water) | | | | | |
| W13 | Printer replacements/upgrades | 2,500 | 0 | 0 | 2,500 |
| W14 | PC upgrade (Windows 7) Project* | 34,000 | 31,149 | 31,149 | 2,851 |
| W15 | Upgrade Exchange Server (hrd,sft,gord)* | 8,000 | 0 | 0 | 8,000 |
| W16 | LAN Connections/Communications | 5,000 | 0 | 0 | 5,000 |
| W17 | Wireless Communications | 1,000 | 0 | 0 | 1,000 |
| W18 | Phonetree | 2,000 | 1,236 | 1,236 | 764 |
| W19 | Backup Software - CommVault | 7,500 | 3,694 | 3,694 | 3,806 |
| Quality Control(water) | | | | | |
| W20 | Bldg Controller Software | 16,000 | 0 | 0 | 16,000 |
| Vehicles(water) | | | | | |
| W21 | Dist - Pickup 2001 | 25,000 | 0 | 0 | 25,000 |
| W22 | Contingency | 50,000 | 52,873 | 34,088 | (2,873) |
| Totals Water | | 1,005,300 | 950,631 | 925,506 | 54,669 |
| W16 | 17TH St Observation | | 1,511 | 1,511 | |
| W14-07 | Eastside Water | | 0 | 0 | |
| W18-09 | US 31 Utility Relocation | | 0 | 0 | |
| Carryover | | | 32,703 | 32,703 | |

Columbus City Utilities
 2012 Actual
 Wastewater

12/31/2012

| | Project Name | Budget | Committed | Paid | Balance |
|--|-------------------------------------|-----------|-----------|-----------|-----------|
| Bond Issue Projects | | | | | |
| S1 | Walesboro LS & FM | 3,200,000 | 3,298,541 | 2,774,680 | (98,541) |
| WWTP Equip and Rehab. | | | | | |
| Engineering(Wastewater) | | | | | |
| S2 | Misc safety & maint | 7,500 | 6,237 | 6,237 | 1,263 |
| S3 | Garden City Farms Closure | 805,500 | 1,024,886 | 985,931 | (219,386) |
| S4 | Seal Coat & restripe Parking Lot | 7,500 | 7,750 | 7,750 | (250) |
| Administration | | | | | |
| S5 | Paint Walls | 10,000 | 8,109 | 8,109 | 1,891 |
| S6 | Windows | 2,000 | 729 | 729 | 1,271 |
| Information Systems(Wastewater) | | | | | |
| S7 | Printer replacements/upgrades | 2,500 | 0 | 0 | 2,500 |
| S8 | PC upgrade (Windows 7) Project* | 34,000 | 30,194 | 30,194 | 3,806 |
| S9 | Upgrade Exchange Server (hrd,sft,gc | 8,000 | 0 | 0 | 8,000 |
| S10 | LAN Connections/Communications | 5,000 | 0 | 0 | 5,000 |
| S11 | Wireless Communications | 7,000 | 0 | 0 | 7,000 |
| S12 | Phonetree | 2,000 | 1,236 | 1,236 | 764 |
| S13 | Backup Software - CommVault | 7,500 | 3,694 | 3,694 | 3,806 |
| Collection | | | | | |
| S14 | Line Extensions | 40,000 | 59,582 | 57,503 | (19,582) |
| S15 | LS Rehabilitations | 50,000 | 51,166 | 49,269 | (1,166) |
| S16 | Water Hose Replacement for Vac | 1,800 | 0 | 0 | 1,800 |
| S17 | Computer/Software upgrade for 254 (| 5,000 | 0 | 0 | 5,000 |
| Quality Control | | | | | |
| Vehicles | | | | | |
| S18 | WWTP - 4WD Pickup 2002 | 25,000 | 0 | 0 | 25,000 |
| S19 | Coll - 4WD Pickup 2002 | 30,000 | 0 | 0 | 30,000 |
| S20 | Coll - Serv. Body 2003 | 40,000 | 43,488 | 19,589 | (3,488) |
| S21 | QC - Light Van 2002 | 25,000 | 18,784 | 18,784 | 6,216 |
| S22 | Contingency | 60,000 | 27,308 | 24,083 | 32,692 |
| Total Wastewater | | 4,375,300 | 4,581,704 | 3,987,789 | (206,404) |
| Carryover | | | 1,302,870 | 1,138,659 | 164,211 |
| B4 | Southside | | 9,785 | 9,785 | |

**Columbus City Utilities
Other Payments**

12/31/2012

| | Current Month | Year to-Date |
|-----------------------------|------------------|--------------------|
| Water | | |
| Payroll | 84,050.29 | 1,148,270.54 |
| Sales Tax | 16,987.99 | 231,384.90 |
| Health Insurance | 19,916.21 | 236,641.40 |
| Sewer Bill | 413.78 | 4,564.90 |
| Acc Analysis Charge/CC | 1,895.69 | 20,212.29 |
| Utility Receipts Tax | 13,000.00 | 56,884.00 |
| Clerk-Treas/Payroll Charges | - | 4,800.00 |
| | <hr/> 136,263.96 | <hr/> 1,702,758.03 |
| Wastewater | | |
| Payroll | 133,281.89 | 1,714,756.79 |
| Health Insurance | 27,253.38 | 321,005.24 |
| Water Bill | 1,055.79 | 21,244.41 |
| Acc Analysis Charge | 1,895.68 | 20,377.43 |
| Clerk-Treas/Payroll Charges | - | 4,800.00 |
| | <hr/> 163,486.74 | <hr/> 2,082,183.87 |

UTILITY ENGINEERING REPORT
January 2013
Ed Bergsieker
Manager of Engineering

Wastewater Collection

During the month of December, Collection crews responded to 34 total possible main blockage calls in which 5 of them were actually blocked. There were 8 septic tank issues during the month and 5 of them required pumping out the tanks. A ring and lid on the manhole located at 3435 Duffer Drive had to be replaced, as well as the one at 1411 Parkside Drive. There were 4 laterals that had to be located, and 2 TV Inspections were performed. Normal daily duties and routine maintenance were also performed throughout the month as well.

Lift Station crews responded to 2 pump maintenance issues during the month. A pump at 3165 S. Pisgah had to be replaced and Flatrock Park Lift Station had to have the pump pulled and debris cleaned from it. The bar screens and wet wells had to be cleaned at 3rd Street, Clifty and Harvest Meadows. Level sensors at Bakalar South had to be replaced and the sensors at 3rd Street were hung up and had to be cleaned and freed several times during the month.

Crews also performed normal daily duties and routine maintenance throughout the month as well.

Water Distribution

During the month of December, Distribution crews spent several hours repairing main breaks at 152 Cleveland Street and 151 S Beatty Street. A service line located at 2790 18th Street also required many hours to repair. There were a total of 6 meter pits that were damaged and had to be repaired. Crews spent several days repairing a leaking meter pit at 3810 Oriole Drive and at 161 Carrie Lane, which also required a 2" meter to be replaced with a new radio read meter. Crews relocated a meter pit at 3805 Cove Road. A new ring and lid had to be replaced at 919 Lafayette Avenue and a water valve was repaired at 1225 7th Street. Crews spent many hours replacing the fire hydrants at 601 Wilson Street and 432 11th Street.

Distribution crews changed out a total of 107 of 5/8" meters and 4 of 1" meters, and replaced them with the new radio read meters. There were 22 new 5/8" services installed and a total of 138 Remote Read Meter Units installed. Crews also performed normal daily duties and routine maintenance throughout the month.

Engineering

The Engineering Department did 8 tap inspections and 340 line locations in December.

Construction continues on the Walesboro Lift Station project. We will be wrapping up the project in late January. The project had considerable changes in the force main part of the project due to record drawings from the original project some 30 + years ago being very inaccurate in its

location causing the new force main installation to be in conflict at various sections along its corridor.

Staff attended meetings of the Bartholomew County Utility Coordinating Committee and the Indiana Rural water Association.

Developments continue to move forward in the construction phase with Shadow Creek Farms Section 9 Subdivision and Princeton Parks Phase 4. Neither project will be ready for board approval until February's board meeting at the earliest.

The Water Distribution Supervisor retired at the start of the new year. We are in the process of seeking qualified candidates for his replacement.

Water Treatment Plant

Water Treatment staff viewed a video titled "Today Matters". The video is a follow up to a book of the same title written by John Maxwell. Mr. Maxwell makes the point that one's attitude is a difference-maker in our daily lives.

Follow-up discussion with staff members included ways we could improve our awareness of safety on the job.

- Wells
 - General - Operators measured and documented static water levels of ten (10) observation wells (weekly) and performed well drawdown tests on (23) production wells (monthly).
 - Well No. 1 (WP2) – Operators continue to adjust packing to reduce the high volume of water leaking past the shaft packing, but are going to install a different type of packing in early January (*to see if it makes a difference*). Packing adjustment/replacement rates are still well beyond normal or acceptable limits.
 - Well No. 6 (WP1) – motor will run, but is still drawing high amps because the circuit is going to ground between the circuit disconnect and well motor.
 - December 26th – Lost power to three wells due to a snowstorm (10, 13, & 14). Operators reset Well 13, which continues to work. Operators pulled the well motors on 10 and 14 and took them to Columbus Industrial Electric, Inc. (CIE) for inspection. We are waiting for CIE to provide an inspection report and a preliminary estimate for repairs (*ETA = week of January 7, 2013*).
- Water Plant No. 1
 - Ran generator under load
 - Requested quotes to repair the radiator in the generator
- Water Plant No. 2
 - Ran generator under load
 - Repaired the exhaust fan in the fluoride room
 - Replaced multiple ceiling fixture bulbs in the garage and plant
- Booster Station No.1
 - Ordered, received, and installed two (2) new exhaust fan motors.

- Inspected Pump No. 1 for cause of pumping problems; repaired and put back into service.
- Booster Station No.2
 - Excavated sump discharge line and installed piping that will discharge above grade, near the west end of the station.
 - Operators installed repair parts for Pump No. 2; solved pumping problem.
 - Operators inspected Pump No. 3 for “failure to turn off” alarm conditions related to the position of a shaft (*penetrating through the valve body*). Operators adjusted the collar position, which fixed the problem.
- Misc.
 - Several operators attended the IRWA conference

Bastin & Logan cleaned Well No. 2 and disinfected Well No. 3 at WP2.

**WASTEWATER OPERATIONS REPORT
January 2013
Garry Pugh
Manager of Wastewater Operations**

Influent Pump #1 was found tripped out due to current overload. The wastewater treatment plant personnel pulled the pump and found a small rag stuck in the impeller had caused the overload. The Influent Pump was placed back in service the same day.



SRAS Pump #2 VFD



Centrifuge #1

Personnel from the sewer crew department used the Vector Truck to clean excess solids out of the Scum Wet Well for Finals #3 and #4.

46.3 dry tons of solids were processed through the centrifuges during December. The process used 1,087 pounds of active polymer. On average, the ratio of polymer to dry tons of solids was 23.5 pounds active polymer per dry ton of solids processed.

The Utility electrician replaced the Variable Frequency Drive for Screened Return Activated Sludge Pump #2.



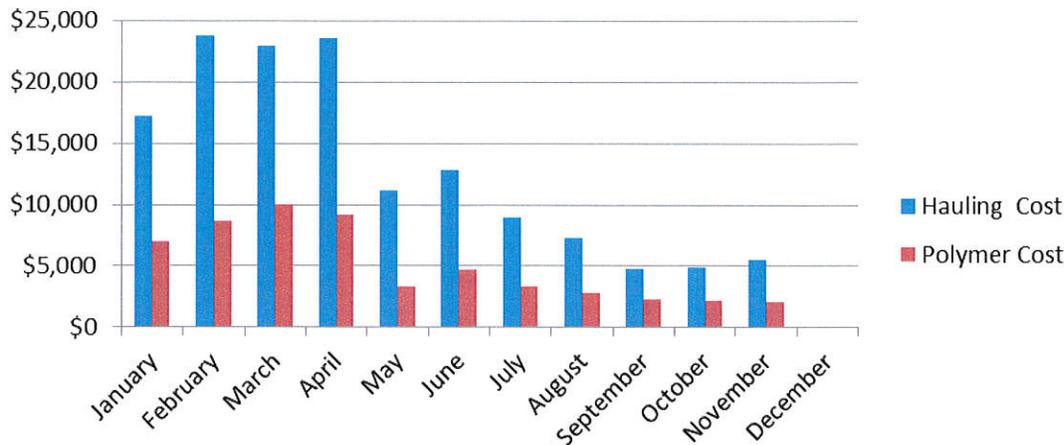
**Final Effluent
December Monthly Averages**

| | Permit Limit | December Average |
|-------|--------------|------------------|
| CBOD | 25.0 mg/l | 2.0 mg/l |
| NH3-N | 6.20 mg/l | 0.1 mg/l |
| TSS | 30.0 mg/l | 5.0 mg/l |
| D.O. | 4.0 mg/l | 9.5 mg/l |

Winter discharge limits went into effect on December 1, 2012.

The WWTP will operate under these limits until they end on April 30, 2013.

Solids Processing and Hauling Cost For 2012



We continue to work with Siemens in an effort to maximize our treatment operations. As previously stated, removal of solids in the system is the primary area of concern.

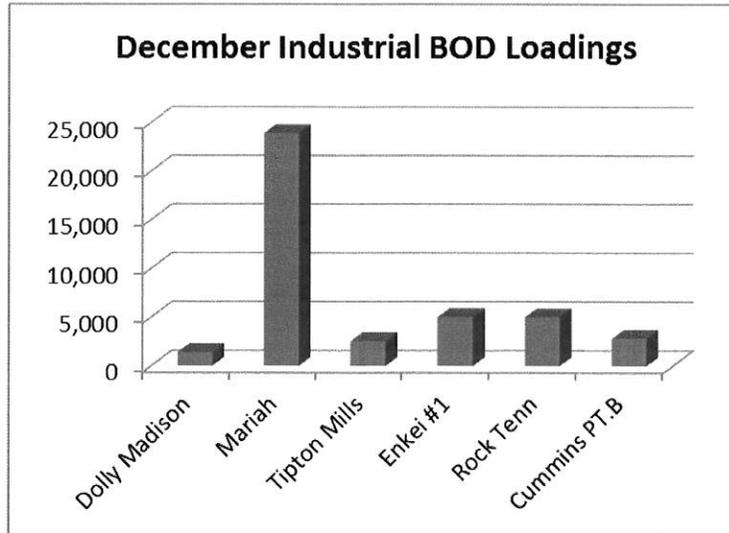
Monitoring of a dewatered sample of biosolids was analyzed in December to determine if the background level of pollutants met the limitations given in 40 CFR Part 503 Biosolids Rule. All but one of the results for this analytical scan is in and all of those were well within the ceiling concentration limit.

Meeting limitations given in Part 503 will allow us to land apply biosolids if so desired. Preliminary investigation indicates this may be a more cost effective way to dispose of solids. In the coming weeks we will be meeting with parties interested in having biosolids applied to their property.

Pretreatment

Composite sampling was conducted at Toyota End of Process, Cummins Technical Center, Cummins Fuel Systems Plant Amchem Process, and Rightway Fasteners End of Process. Various industrial locations were sampled and/or spot-checked. Industrial flow meter readings were taken on November 30th and December 10th.

The total BOD loading on the WWTP in December was 264,117 pounds. This was similar to the previous month due to slightly higher flow and slightly lower concentration. The following graph depicts the BOD contributions from several industries.



A Non-Polar Oil and Grease violation for Area #1 appeared on the November Enkei self-monitoring report submitted on December 20th. The violation occurred on November 7th. Enkei was cited for the violation and failure to report as soon as they became aware of it. The LOV response is pending.

Pretreatment staff modified the Total Toxic Organics (TTO) reporting options in several discharge permits as a result of the IDEM pretreatment program audit conducted in November. This included sending notification to the affected industries of the requirement to develop a Toxic Organic Management Plan (TOMP) within 90 days.

The Clinton County Landfill delivered 39,600 gallons of leachate to the WWTP during December. The lab results were in line with previous loads.

The Victory Landfill delivered 79,973 gallons of leachate to the WWTP during December. The lab results were consistent with past results.

Pretreatment inspections were conducted at Columbus Container, Cummins Technical Center, Cummins Columbus Engine Plant, Cummins Fuel Systems Plant, and Rightway Fasteners.

Laboratory

In addition to routine laboratory duties and analysis during December, the following items were also completed.

Industrial testing included: Cummins Tech Center, Cummins Engine Plant Point B. and Point C., Enkei #2 and Toyota End of Process.

A metals method for dried sludge was developed and implemented. The dried sludge cake from the WWTP was analyzed and results were comparable to the results obtained from an outside laboratory.

The Quality Control staff received training on the collection of samples for the newly implemented Unregulated Contaminant Monitoring Rule (UCMR 3). EPA uses the UCMR program to collect data for contaminants suspected to be present in drinking water, but that do not have health-based standards set under the Safe Drinking Water Act (SDWA). Every five years EPA reviews the list of contaminants.

UCMR 3 will require monitoring for 30 contaminants using EPA and/or consensus organization analytical methods during 2013-2015. Together EPA, states, laboratories and public water systems (PWSs) will participate in UCMR 3

Test Count/Laboratory Outsource Billing

| Analytes | # Of Tests |
|---------------------------|-------------------|
| Amenable Cyanide | 2 |
| Ammonia Nitrogen | 106 |
| Bacteriological | 192 |
| Balance Check | 28 |
| Biochemical Oxygen Demand | 571 |
| Chlorine Residual | 114 |
| Conductivity/TDS | 21 |
| Dissolved Oxygen | 27 |
| E.coli | 0 |
| Fecals | 0 |
| Fluoride | 63 |
| Fume Hoods | 19 |
| Haloacetic Acids | 0 |
| Hardness | 0 |
| Heavy Metals | 336 |
| Iron | 0 |
| Manganese | 4 |
| Nitrates | 23 |
| Oil & Grease | 2 |
| PCB's | 0 |
| Pesticides | 0 |
| pH | 105 |
| Phthalates | 0 |
| Potassium | 0 |
| Settleable Solids | 3 |
| Sulfides | 2 |
| SOC's | 0 |
| SVOC's | 0 |
| Temperature | 152 |
| TKN | 0 |

Columbus Utility Service Board
2013 Meeting Schedule

January 17

February 21

March 14 (2nd Thursday)

April 18

May 16

June 20

July 18

August 15

September 19

October 24 (4th Thursday) / Approval of 2014 Budget

November 21

December 19