

## **Waterworks Board**

MEETING DATE: June 18, 2020

LOCATION: Pendleton Town Hall  
100 W. State Street  
Pendleton, Indiana

TIME: 4:30p.m.

### **ORDER OF BUSINESS**

#### **1. CALL TO ORDER**

Meeting was called to order at 4:32pm by Sammi Thatcher

#### **2. ROLL CALL AND DETERMINATION OF QUORUM**

Board members in attendance were Donnie Myer and Sammi Thatcher. A quorum was established with two of three present. Representing the Town was Interim Town Manager Rachel Christenson, Town Attorney Jeff Graham Tracie Dodd, Justin Wood and Ryan Brashears

#### **3. APPROVAL OF MINUTES OF PREVIOUS MEETING**

MOVED BY DONNIE MYER, SECONDED BY SAMMI THATCHER TO APPROVE MEETING MINUTES FROM THE FEBRUARY 20TH MEETING. MOTION CARRIED.

#### **4. OLD BUSINESS**

##### **A. Update on Mapping of Waterworks District**

Board felt it was important to have a Mapping of Waterworks District along with Infrastructure Mapping. Rachel explained with water we can serve any customer that you want, they do not have to be within our town boundaries. There is a cost to extending the water lines, the expense would go to the builder or property owners. We do have a choice on where our waterlines go. Rachel would like to map our customers in GIS and see where our water extends. Staff will get quotes for infrastructure mapping. Staff would like to have access on tablets when in the field. Having all that information will help us to plan in for future projects.

## **B. Update on Ordinance / Updating Bylaws**

**Updates are needed on Ordinance No. 2015-16**

**Whereas, the board of directors of a department of water works has the jurisdiction over the waterworks and may, pursuant to the Act, build, finance, set rates for and take other actions in respect of the waterworks pursuant to the Act, certain of which actions such as the approval of rates and charges and financing through the issuance of bonds also requires approval of the town council;**

What is the role of the Water Board

Board agreed URAB should be the ones to set the rates and the Waterworks board would oversee anything dealing with water.

Water board will look at 5 year plan and beyond for what Water Dept. will need: Staffing, equipment, infrastructure projects and pass this information on to the URAB to determine rates.

Staff will prepare for July meeting to vote on and pass to Town Council to approve.

Bylaw updates needed can be made by water board.

Annual Meeting would not need to be first day of January but on the first regular scheduled meeting in January.

## **5. NEW BUSINESS**

### **A. Discussion on Restructuring Water Department Staff**

Staff is recommending two divisions within the Department

Water Department Lead Water Plant Operator - Water Filtration

Water Department Distribution Foreman - Water Distribution

Board agreed the restructuring would benefit the entire department and want to move forward finding out what the budget will allow for staff, equipment and projects so they can make recommendations.

## **B. Discussion on Partnership with FCRWD**

FCRW has requested partnering with the Town on sewer disconnections due to delinquent accounts.

Currently, when they have to disconnect a customer's service, they hire a contractor to dig down to the tap at the main line and physically disconnect and cap the lateral line. This process is destructive, disruptive and expensive. In many areas, the point of disconnection is under streets, sidewalks or alleys. After disconnection, we notify the Madison County Board of Health and they can condemn the property. In order to reconnect service, the customer must pay the delinquent account in full, pay the cost of the disconnection, and pay someone to reconnect their line. When this happens, it is our last option. We go to a lot of effort to avoid physically disconnecting a customer's service.

They would prefer to partner with the Town and have the customer's water turned off instead of physically disconnecting the lateral. FCRW would pay the Town for our time and effort to turn off the water and then to turn it back on once the customer has paid off their delinquent account.

Advantages of having an agreement would be:

1. Less destructive of streets, sidewalks and alleys for disconnection, 2. Less disruptive to town residents 3. Less expensive for the customer to reconnect. A possible disadvantage would be that you might receive a phone call from the disconnected customer. We would recommend that you refer them to us when they call.

Since 2011, they have successfully implemented this program with the Ingalls Water Company without any problems.

Board agreed would be something we could move forward with. Would like an idea of how many shut offs this would add, what the reimbursement amount would be. Make sure the rate would cover the expense to the town. We need to check the Ordinance for what the charges set are and do updates where needed.

## **C. Water Loss Audit and Validations – Update**

The Indiana Legislature enacted SEA 4 in 2019, which obligates water utilities to complete annual water audits. - Every other year, this audit must be validated by a

certified, third party water audit validator and submitted to the Indiana Finance Authority for compilation into a biennial report to the General Assembly.

Due on August 1<sup>st</sup>

Water loss is determined by pumped vs billed.

#### **D. July 16<sup>th</sup> Meeting**

July 16<sup>th</sup> meeting will not work, July 23<sup>rd</sup> was chosen

## **6. ADJOURNMENT**

Next meeting is scheduled for July 23<sup>rd</sup> at 4:30pm

**Motion to adjourn meeting was made by Donnie Myer, seconded by Sammi Thatcher. Meeting adjourned at 5:15 pm**