

## A G E N D A (Summary)

### UTILITIES BOARD REGULAR SCHEDULED MEETING

July 30, 2020

This summary is to provide information on items reported to the Board in Old and New Business. Because the meeting is being conducted via conference call, the summary is provided in order to expedite the items to be considered and provide updates on the various projects.

#### 4. Old Business

A. WRF Lab Modification Project - J. Morris – *The contractor has completed work on this project and we are currently waiting for final inspections and close out documentation.*

B. COGS County Road 8 Improvement Project - T. Segars – *No changes. Waiting for road paving completion for acceptance of project. Utility infrastructure is complete and operational.*

C. ALDOT-Foley Bch Express Connector SH 180 - T. Segars – *No news to report.*

D. Goodwyn, Mills & Caywood - State Park 16” Water Line - T. Segars – *Engineering continues on this project. GMC is in the process of submitting revised plans to ALDOT, ADCNR, and Fish and Wildlife for permitting. Timing for bidding the project is determined by turnaround time on receiving permits from the agencies.*

E. 2020 Master Plan Update – B. Hess – *Staff met with GMC a few weeks ago and provided information regarding GIS data and a had a kickoff meeting for the project. GMC has begun collection of sanitary sewer infrastructure data via survey. The project is to take approximately nine months for completion.*

F. Sludge Removal and Land Application - J. Morris – *The contractor is scheduled to start removing sludge on August 10<sup>th</sup>. They have identified 600 acres for application of the removed material.*

G. Well #8 Rehabilitation- Construction Contract – A. Bonifay – *Griner Drilling Services has pulled the existing liner and conducted a video inspection. Submittals for new liner and other appurtences have been provided to GMC for approvals. Nexts steps are inserting the new liner and pumps following a cleaning of the well. This project is anticipated to be complete in mid-August.*

H. American Water Infrastructure Act (AWIA 2018) Compliance Plan – B. Hess  
*AWIA 2018 is a mandate from EPA to provide a Risk and Resilience plan and a subsequent Emergency Response Plan with the Risk and Resilience Assessments completed by June 30, 2021 and the Emergency Response Plan submitted six months following the assessments or by December 31, 2021. Payne Environmental Services began initial data gathering with GSU staff for using the assessment tools for evaluation.*

## 5. New Business

A. \*FYE September 30, 2020 Audit Engagement with Grant, Sanders & Taylor – R. Butler  
*The annual audit engagement letter was received from Grant, Sanders and Taylor (GST) specifying their services for auditing the Board's financial statements for the fiscal year ending September 30, 2020. Their fee for this year's audit will be \$22,000. GST has a history of performing quality work with a good understanding of GSUB operations and procedures. Staff recommends accepting and executing GST's audit engagement letter.*

B. \*Access Easement Approval for Aviles Apartments Development – B. Hess  
*This access easement is for access to the Water Booster Station and above ground storage along Fort Morgan Road near Island Club Drive. Currently, the facilities are accessed through an easement off of Fort Morgan Road. The Aviles Apartment development is currently planned to encompass the area around the booster station property with buildings and parking lots. The new access easement realigns the access into the facilities taking into account the improvements to the property surrounding it. The action of the Board is to approve the access easement for Aviles Apartments development. This will provide for access to the facility booster station property continuously through development and once improvements are complete.*

6. Safety Awareness Report - J. Phillips – *This month the Safety Committee meeting was on Lock out/Tag out and stored energy. The portion regarding stored energy was a new topic that has not been discussed previously.*

*The Safety Committee discussed the importance of having more employees with a CDL License. This will be another area we will be working toward.*

*Another topic discussed was cross training and the importance of cross training to understand other department duties.*

*The certification classes are in progress. We have had eight (8) employees who passed Water and Wastewater Certification classes. We have nine (9) other employees scheduled for testing. Two (2) of the eight (8) passed their grade II and will receive the \$500 incentive.*

*We had a great Blood Drive with 31 successful donors. We are trying to schedule another blood drive since some of our employees were not able to give due to the high volume of participants..*

*We have hired back an employee Mike Fitts who left the organization to work for Disneyland about two (2) years ago. He was an Operator for the WTP when he left and has been hired back as FSW Utility Tech III. He has 10 year of experience in line locating and will be as asset to the organization.*

*We have two open positions and there are several candidates we are in the process of interviewing.*

*7. General Manager's Report – Brian Hess – There were two sanitary sewer overflows (SSOs) reported this month, both resulting from breaks on the same sanitary forcemain. The breaks occurred on the 12" sanitary main that runs along east Fort Morgan Road and north along East 2<sup>nd</sup> Street. One break occurred across from the Walmart and the other was adjacent to the School District office. Both leaks resulted in sewer flow contacting the ground so proper notifications and reports were completed with ADEM. The breaks were repaired and cleaned up. This main is showing signs that it is in need of replacement and has been identified as a project in the Capital Plan.*

*The Fort Morgan Road Sanitary Project, under design by Dewberry, is in the stage where agencies have been contacted for clearance and permitting. In that process, it was discovered that the Federal Bureau of Land Management (BLM) has a number of "lots" along the Fort Morgan portion of the island. It was discovered that one lift station and a number of water and sanitary mains are within these BLM properties. I have been working with the BLM to identify the locations of encroachment and the measures for ensuring the proper authorizations are received from the agency.*

*A total of 7 submittal reponses were received for the Request for Qualifications issued for the WRF Headworks project. Staff, along with members of the Projects and Planning Committee, reviewed and scored the submittals. Staff conducted reference checks and selected the firm of Dewberry to enter into contract negotiations with. It is anticipated that a engineering services contract will be presented to the Board for the project at the next Board meeting.*

#### **8. Board Committee Reports**

*B. Finance Committee - Monthly Finance Report – Total Revenue is \$198,775 over budget and Total Expenditures are \$122,902 below budget. Net Income from Operations is \$618,960 and Total Net Income is \$1,230,188 which includes Communication Income and Capital Contributions in Aid. Connection fees are \$934,162 with an additional \$648,753 in Deferred Connections which are connection fees that have been paid for but are not ready to be set.*

*FY 2021 Operating Budget – Draft Review – Rhonda Butler provided a draft of the FY 2021 Operating Budget for Board review prior to request for approval in September 2020. Highlights of the Operating Budget include the following items.*

*1. The proposed payroll budget includes filling all vacant positions and adding one additional position for a line locator. The payroll budget also includes an estimated pay increase of 3.5% next June, the certification compensation (\$14,500) and the one-time pay adjustment should the Board approve these items.*

*2. Other Income and Forfeiture Discount were down in 2020 due to COVID-19 as the Board suspended late fees or disconnects during the pandemic. These items are budgeted in FY 2021 to resume normal operations in FY 2021 should the pandemic shut downs subside.*

*3. System Repair and Maintenance includes \$300,000 for sludge removal and \$150,000 for converting meters to AMI.*

*4. Revenues are budgeted to increase approximately 3.17% from prior year and are anticipated to exceed expenditures by \$1.29 million for FY 2012.*

#### **C. Projects/Planning Committee – FY 2021 Capital Budget – Draft Review**

*Rhonda Butler provided a draft of the FY 2021 Capital Budget for Board review prior to request for approval in September 2020. Highlights of the Capital Budget include the following items:*

- 1. Total Capital Project Budget for FY 2021 is approximately \$7.6 million.*
- 2. The budget includes \$2.1 million for the State Park/East Beach 16” water line project that is currently in the engineering phase.*
- 3. \$750,000 for refurbishing the Main Office Water Tank is scheduled to be completed and paid out in FY 2021.*
- 4. WRF Headworks Project is anticipated to begin in FY 2021 with expenditures within the year budgeted at \$1.0 million for FY 2021 and \$1.2 million the following year.*
- 5. Rhonda Butler provided an Estimated Cash Flow projection to the Board reflecting Estimated Funds Available after Capital Expenditures for FY 2021 of \$6.5 million.*

**\*Requires Board Consideration for Approval**