

CLAIRTON MUNICIPAL AUTHORITY

BOARD OF DIRECTORS

Regular Monthly Meeting

Thursday July 20, 2017

7:00 P.M.

AGENDA

Roll Call and Pledge of Allegiance

1. Comments from the Public
2. Approval of Minutes
 - a. Motion to approve the minutes from the Regular Board Meeting of June 15, 2017.
3. Motion to approve the bills
4. Motion to approve the Year to Date Income Statements for both Treatment and Collection.
5. Motion to approve Collection System Billing Summary.
6. Finance Report
7. Collection & Operation Report
8. Engineer's Report
 - a. Approval of request submitted by John Mowry of KLH, for Requisition #314A in the amount of \$52,536.57 and #315B in the amount of \$1,698,932.55.
9. Solicitor's Report
10. New Business
11. Old Business

Motion to Adjourn

CLAIRTON MUNICIPAL AUTHORITY

BOARD OF DIRECTORS MEETING

July 20, 2017

Meeting called to order at 7:00 P.M. by Perry Ohm.

Executive Session was held at 6:00 pm until 7:00 pm on July 20, 2017 to discuss personnel and litigation.

		Present	Absent
<u>Roll Call</u>	Susan Vigliotti	<u> X </u>	<u> </u>
	Nick Nickolich	<u> </u>	<u> X </u>
	Jim Cerqua	<u> X </u>	<u> </u>
	Perry Ohm	<u> X </u>	<u> </u>
	Delwyn Peterson	<u> </u>	<u> X </u>

Administration/Professional

Brian Secrest, Superintendent
Jim Hannan, P.E., Finance Director
Gary Matta, Solicitor
John Mowry, KLH Engineers
Jeff Marcink, KLH Engineers

Citizens Comments

Jim Cerqua moved and Sue Vigliotti seconded the motion to approve the minutes from the June 15, 2017 Board Meeting. The motion carried 3-0.

Sue Vigliotti moved and Jim Cerqua seconded the motion to approve the paying of the bills from June 16, 2017-July 20, 2017. The motion carried 3-0. Ohm abstained from A& H Equipment's bill.


Jim Cerqua moved and Sue Vigliotti seconded the motion to approve the Year to Date Income Statements for Treatment and Collections. The motion carried 3-0.

Jim Cerqua moved and Sue Vigliotti seconded the motion to approve Collection System Billing Summary. The motion carried 3-0.

Sue Vigliotti moved and Jim Cerqua seconded the motion to approve the request submitted by John Mowry of KLH Engineers for Requisition #314 A in the amount of \$9,706.43 and #315B in the amount of \$1,651,860.80. The motion carried 3-0.

Jim Cerqua moved and Sue Vigliotti seconded the motion to accept the Change Order # 15 in a credit of \$57,828.00. The motion carried 3-0.

Jim Cerqua moved to adjourn at 7:11 PM.



SECRETARY

CMA
MEETING Check Register
For the Period From Jun 16, 2017 to Jul 20, 2017

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
4490	6/30/17	ACE WIRE SPRING	10310-G	1,905.00
4491	6/30/17	ACTION SUPPLY PR	10310-G	272.46
4492	6/30/17	AMERICAN UNITED	10310-G	1,475.63
4493	6/30/17	AMERICAN WATER	10310-G	1,830.00
4494	6/30/17	Applied Maintenance	10310-G	464.04
4495	6/30/17	COMMONWEALTH	10310-G	500.00
4496	6/30/17	COLUMBIA GAS	10310-G	162.56
4497	6/30/17	COMCAST	10310-G	440.26
4498	6/30/17	JAMES M. COX	10310-G	3,525.44
4499	6/30/17	DE LAGE LANDEN F	10310-G	110.00
4500	6/30/17	Dean Bradley	10310-G	920.00
4501	6/30/17	DIRECT ENERGY B	10310-G	36.74
4502	6/30/17	ELIZABETH ELECTR	10310-G	92.74
4503	6/30/17	EMPIRE SCALE CO	10310-G	20.88
4504	6/30/17	EXPORT FUEL CO. I	10310-G	429.12
4505	6/30/17	Georges Supply Cent	10310-G	575.00
4506	6/30/17	HACH COMPANY	10310-G	354.14
4507	6/30/17	HENDERSON PEST	10310-G	60.00
4508	6/30/17	Jelly's Garage Door	10310-G	515.00
4509	6/30/17	JOHNNY' S GLASS	10310-G	3,795.00
4510	6/30/17	KULISH III ENTERP	10310-G	1,500.00
4511	6/30/17	L/B WATER SERVIC	10310-G	5,947.00
4512	6/30/17	MCMASTER-CARR	10310-G	326.15
4513	6/30/17	MEIT	10310-G	22,864.56
4514	6/30/17	Mon River Supply	10310-G	1,200.02
4515	6/30/17	NICKOLICH SANITA	10310-G	13,740.25
4516	6/30/17	PA AMERICAN WAT	10310-G	36.80
4517	6/30/17	Pioneer Research	10310-G	477.79
4518	6/30/17	SNYDER BROTHER	10310-G	118.13
4519	6/30/17	VERIZON WIRELES	10310-G	214.02
4520	6/30/17	WATER ENVIRONM	10310-G	130.00
4521	6/30/17	Web-Makeovers	10310-G	75.00

CMA
MEETING Check Register
For the Period From Jun 16, 2017 to Jul 20, 2017

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
1545	7/5/17	PMAA UC FUND	10310-G	117.64
4522	7/20/17	A&H EQUIPMENT	10310-G	7,026.69
4523	7/20/17	ACTION SUPPLY PR	10310-G	79.00
4524	7/20/17	ALLOY OXYGEN &	10310-G	96.70
4525	7/20/17	AMERICAN WATER	10310-G	240.00
4526	7/20/17	Applied Maintenance	10310-G	2,543.66
4527	7/20/17	AQUA FILTER FRES	10310-G	169.32
4528	7/20/17	BISSNUS INC	10310-G	683.17
4529	7/20/17	BUDGET BLINDS	10310-G	292.50
4530	7/20/17	CINTAS	10310-G	2,177.82
4531	7/20/17	Clairton Piping Cons	10310-G	1,800.00
4532	7/20/17	CLAIRTON VOLUNT	10310-G	100.00
4533	7/20/17	COLUMBIA GAS	10310-G	117.73
4534	7/20/17	CUMMINS BRIDGE	10310-G	1,682.91
4535	7/20/17	DE LAGE LANDEN F	10310-G	5.50
4536	7/20/17	DIRECT ENERGY B	10310-G	164.06
4537	7/20/17	DODARO, MATTA &	10310-G	5,681.78
4538	7/20/17	DRNACH ENVIRON	10310-G	23,392.00
4539	7/20/17	DRV, Incorporated	10310-G	1,661.51
4540	7/20/17	DUQUESNE LIGHT	10310-G	272.76
4541	7/20/17	ELIZABETH ELECTR	10310-G	173.35
4542	7/20/17	EMPIRE SCALE CO	10310-G	64.20
4543	7/20/17	EXPORT FUEL CO. I	10310-G	395.29
4544	7/20/17	FAYETTE WASTE L	10310-G	85.00
4545	7/20/17	FISHER SCIENTIFIC	10310-G	205.83
4546	7/20/17	FNB Commercial Cre	10310-G	283.00
4547	7/20/17	HACH COMPANY	10310-G	1,765.40
4548	7/20/17	HENDERSON PEST	10310-G	100.00
4549	7/20/17	HOME DEPOT.	10310-G	67.62
4550	7/20/17	HORIZON	10310-G	587.75
4551	7/20/17	IDEXX Laboratories	10310-G	1,029.66
4552	7/20/17	IEH AUTO PARTS LL	10310-G	200.18

CMA
MEETING Check Register
For the Period From Jun 16, 2017 to Jul 20, 2017

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
4553	7/20/17	INDUSTRIAL APPRA	10310-G	190.00
4554	7/20/17	THE INTERCHANGE	10310-G	132.00
4555	7/20/17	JEFFERSON HILLS	10310-G	50.85
4556	7/20/17	KLH ENGINEERS, IN	10310-G	4,359.50
4557	7/20/17	LINK COMPUTER C	10310-G	1,184.58
4558	7/20/17	M & B Window Clean	10310-G	250.00
4559	7/20/17	Matheson Tri-Gas	10310-G	44.25
4560	7/20/17	MODEL UNIFORMS	10310-G	438.24
4561	7/20/17	NICKOLICH SANITA	10310-G	3,288.64
4562	7/20/17	PA AMERICAN WAT	10310-G	586.74
4563	7/20/17	PASTORE PLUMBIN	10310-G	200.00
4564	7/20/17	PENNSYLVANIA ON	10310-G	56.67
4565	7/20/17	PEOPLES NATURAL	10310-G	0.44
4566	7/20/17	PITNEY BOWES GL	10310-G	333.00
4567	7/20/17	PITTSBURGH POST	10310-G	701.10
4568	7/20/17	PRECISION COPY P	10310-G	432.84
4569	7/20/17	Qorpak	10310-G	229.02
4570	7/20/17	Quill.com	10310-G	82.95
4571	7/20/17	RC WALTER & SON	10310-G	248.73
4572	7/20/17	RONDINELLI, DEBO	10310-G	500.00
4573	7/20/17	SAMS CLUB	10310-G	255.58
4574	7/20/17	SHILOH SERVICE, I	10310-G	923.25
4575	7/20/17	SPEEDWAY, LLC	10310-G	4,030.05
4576	7/20/17	STONE & CO	10310-G	130.00
4577	7/20/17	TIGER PACK, INC.	10310-G	1,610.00
Total				<u>137,634.19</u>



CLAIRTON MUNICIPAL AUTHORITY

Consulting Engineer's Report

July 20, 2017

ACTIVE ITEMS

WWTP Phase 1 Expansion Project

All excavation is complete at the Pump Station. The mud mats are nearing completion. The two bottom concrete slabs have been poured and the wall pours are beginning. Headworks block laying continues. All diffusers and air line are installed in the new digester tank. Three of the existing digester roofs are nearing completion and demolition has begun on the fourth roof. Work also continues on site piping and various electrical items.

Maintenance Garage and Trail Relocation

A meeting was held with Arcon, KLH and the Solicitor. All pending change orders were reviewed and discussed. KLH is awaiting a response from Arcon to determine the final closeout payment.

Coal Valley Road Pump Station

KLH has finalized the gravity sewer drawings and forwarded to Gateway Engineers to incorporate in the overall project drawing set. KLH will be meeting with Gateway on July 31 to determine final plans and specs.

Billing Meter Improvements

KLH is proceeding with the design of the improvements in conjunction with the upstream communities' requests. It is anticipated the new metering configuration will be active the second quarter of this year.

State Street Sewer CCTV and Heavy Cleaning

Jet Jack has made significant progress. There is approximately three (3) weeks of work remaining to completely clean and CCTV the line.

CDBG Year 41 Projects

All work is complete. The Solicitor provided a release for Mr. Fox to sign. The release was delivered to Mr. Fox, but he would like to wait and see if the concrete holds up for a longer period of time.

CDBG Year 43 Projects

The CDBG Full Application was submitted to the Steel Rivers COG. CMA did not receive grant funding this year. KLH will resubmit the application for CDBG Year 44, which begins August 2017.

Chlorine Room Hoist Upgrades

The new conductor bar system is installed. Since the new conductor bar system is installed, there are no safety concerns while operating the hoist. The new hoist is scheduled to be delivered August 23. Installation will take one (1) day.

PA Small Water and Sewer Program

KLH submitted a portion of the Golden Gate Sewer Improvements for DCED Grant. The Authority was granted \$85,750.00 to complete the work. A preconstruction meeting was held July 12. The contractor proposes to mobilize July 24. Test pit digging is proposed to begin July 25.

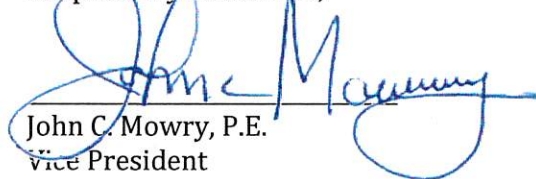
Sludge Hauling Contract

KLH has prepared bid documents for the Authority's Sludge Hauling contract. The contract will be a five (5) year contract.

Capital Requisition

Requisition 314-A in the amount of \$52,536.57, and 315-B in the amount of \$1,698,932.55 are presented for Board approval.

Respectfully Submitted,


John C. Mowry, P.E.
Vice President

CMA
Year to Date Income Statement
WWTP Budget to Actual
For the Six Months Ending June 30, 2017
Percent of Year 50.00% (6 months / 12 months)

	Current Year Actual	Current Year Budget	Remaining Amount	Percent Expended
Revenues				
Clairton Collecti/Debt Service	\$ 596,022.84	\$ 1,191,025.00	595,002.16	50.04
Jefferson Hills Debt Service	464,042.82	928,123.00	464,080.18	50.00
Petersan WWTP Debt Service	400,311.60	800,656.00	400,344.40	50.00
South Park Debt Service	72,157.20	144,320.00	72,162.80	50.00
Total Debt Service Revenues	1,532,534.46	3,064,124.00	1,531,589.54	50.02
Clairton Collec/Operation/Main	506,378.00	1,200,000.00	693,622.00	42.20
Jefferson Hills Operation/Main	492,908.00	918,000.00	425,092.00	53.69
Petersan Operation/Maint	531,418.00	936,000.00	404,582.00	56.78
South Park Operation/Maint	96,002.00	136,000.00	39,998.00	70.59
Total Consumption Revenues	1,626,706.00	3,190,000.00	1,563,294.00	50.99
Other Revenue				
Sludge Acceptance	71,105.75	136,000.00	64,894.25	52.28
Miscellaneous Income	3,474.01	0.00	(3,474.01)	0.00
Collection Office Rent	0.00	12,000.00	12,000.00	0.00
Interest Income	8,179.66	8,800.00	620.34	92.95
Investment Interest	78,049.19	220,000.00	141,950.81	35.48
Capacity Fees	30,082.04	24,180.00	(5,902.04)	124.41
Total Other Revenues	190,890.65	400,980.00	210,089.35	47.61
Total Revenues	\$ 3,350,131.11	\$ 6,655,104.00	3,304,972.89	50.34
Expenses				
Office Expenses	\$ 6,381.01	\$ 12,550.00	6,168.99	50.84
Treatment Supplies & Chemicals	40,771.33	95,300.00	54,528.67	42.78
Treatment Sludge Disposal	107,694.16	306,681.00	198,986.84	35.12
Flow Monitoring Data & Fees	71,507.09	123,000.00	51,492.91	58.14
Equipment	40,044.47	402,700.00	362,655.53	9.94
Maintenance & Repair	31,999.04	178,000.00	146,000.96	17.98
Vehicle Expense	3,441.14	59,200.00	55,758.86	5.81
Utilities	73,979.43	209,922.00	135,942.57	35.24
Wages & Taxes	372,912.74	736,860.00	363,947.26	50.61
Employee Benefits	132,734.11	320,915.00	188,180.89	41.36
Conference & Memberships	2,701.53	28,450.00	25,748.47	9.50
Professional Services	76,322.45	113,650.00	37,327.55	67.16
Insurance	45,325.62	55,000.00	9,674.38	82.41
Total Operating Expenses	1,005,814.12	2,642,228.00	1,636,413.88	38.07
Total Debt Payments				
Series B Bond Interest Expense	1,057,000.00	0.00	(1,057,000.00)	0.00
Debt Service Coverage - 10%	0.00	306,413.00	306,413.00	0.00
DEBT PMT Transfers Wells Fargo	1,531,999.98	3,064,125.00	1,532,125.02	50.00
Total Debt Payments	2,588,999.98	3,370,538.00	781,538.02	76.81
Total Expenses	3,594,814.10	6,012,766.00	2,417,951.90	59.79
Over/Under Budget	\$ (244,682.99)	\$ 642,338.00	887,020.99	(38.09)

For Management Purposes Only

CMA
Year to Date Income Statement
Collection Budget to Actual
For the Six Months Ending June 30, 2017
Percent of Year 50.00% (6 months / 12 months)

	Current Year Actual	Current Year Budget	Remaining Amount	Percent Expended
Revenues				
Residential Flat Rate	\$ 842,345.78	\$ 1,680,000.00	837,654.22	50.14
Commerical Flat Rate	88,784.45	178,000.00	89,215.55	49.88
Alleg Housing Flat Rate	57,600.00	115,200.00	57,600.00	50.00
School Flat Rate	10,800.00	21,600.00	10,800.00	50.00
USS Flat Rate	429,900.00	859,800.00	429,900.00	50.00
Total Debt Service Revenues	1,429,430.23	2,854,600.00	1,425,169.77	50.07
Total Consumption Revenues	618,974.15	1,130,000.00	511,025.85	54.78
Total Consumption Revenues	\$ 618,974.15	\$ 1,130,000.00	511,025.85	54.78
CTH Consumption Revenues	\$ 45,128.00	\$ 30,000.00	(15,128.00)	150.43
CTH Debt Service Revenues	83,900.00	184,200.00	100,300.00	45.55
CTH Penalty and Interest	13,360.31	0.00	(13,360.31)	0.00
Total Century Townhomes	142,388.31	214,200.00	71,811.69	66.47
Other Revenue				
Penalty	41,070.76	72,000.00	30,929.24	57.04
Dye Test Fees - Plumber	(3,200.00)	0.00	3,200.00	0.00
Dye Test - Application Fees	1,350.00	2,200.00	850.00	61.36
Lien Letter Fees	1,215.00	1,900.00	685.00	63.95
NSF Fees	185.00	300.00	115.00	61.67
Posting Fees -Terminations \$20	5,780.00	7,200.00	1,420.00	80.28
Magistrate & Legal Fees	0.00	500.00	500.00	0.00
Notice Fee - \$15	36,442.41	42,000.00	5,557.59	86.77
Vactor Rental	750.00	100.00	(650.00)	750.00
Miscellaneous Income	31,873.55	0.00	(31,873.55)	0.00
Investment Interest	(4,890.11)	0.00	4,890.11	0.00
Prior Sewage Fee	1,197.94	0.00	(1,197.94)	0.00
Total Other Revenues	111,774.55	126,200.00	14,425.45	88.57
Total Revenues	\$ 2,302,567.24	\$ 4,325,000.00	2,022,432.76	53.24
Expenses				
Office Expenses	\$ 5,331.78	\$ 5,200.00	(131.78)	102.53
Billing Expense	16,239.98	58,050.00	41,810.02	27.98
Collection System Supplies	32,031.15	25,980.00	(6,051.15)	123.29
Equipment	70,551.59	164,787.00	94,235.41	42.81
Maintenance & Repair	33,851.48	126,000.00	92,148.52	26.87
Vehicle Expense	5,889.14	12,800.00	6,910.86	46.01
Utilities	6,460.72	25,440.00	18,979.28	25.40
Wages & Taxes	188,113.68	328,023.00	139,909.32	57.35
Employee Benefits	41,487.39	186,010.00	144,522.61	22.30
Conference & Memberships	688.64	2,650.00	1,961.36	25.99
Professional Services	58,377.12	85,450.00	27,072.88	68.32
Insurance	30,277.38	25,000.00	(5,277.38)	121.11
WWTP Treatment Charges	506,378.00	1,100,000.00	593,622.00	46.03
Total Operating Expenses	995,678.05	2,145,390.00	1,149,711.95	46.41

For Management Purposes Only

CMA
 Year to Date Income Statement
 Collection Budget to Actual
 For the Six Months Ending June 30, 2017
 Percent of Year 50.00% (6 months / 12 months)

	Current Year Actual	Current Year Budget	Remaining Amount	Percent Expended
Total Debt Payments				
Series A Bond Interest Expense	176,543.76	0.00	(176,543.76)	0.00
Debt Pmt City of Clairton	203,868.96	407,738.00	203,869.04	50.00
Debt Pmt (full bond)	264,043.74	528,088.00	264,044.26	50.00
Debt Service Coverage - 10%	0.00	52,809.00	52,809.00	0.00
Debt Pmt WWTP Transfers	596,022.84	1,190,977.00	594,954.16	50.04
	<hr/>	<hr/>	<hr/>	
Total Debt Payments	1,240,479.30	2,179,612.00	939,132.70	56.91
	<hr/>	<hr/>	<hr/>	
Total Expenses	2,236,157.35	4,325,002.00	2,088,844.65	51.70
	<hr/>	<hr/>	<hr/>	
Over/Under Budget	\$ 66,409.89	\$ (2.00)	(66,411.89)	(3,320,494)

Collection System - Sewage Billing Summary

Accounts Receivable

As of 7/12/2017	\$ 1,197,967.89
Minus CTH Delinq.*	\$ (138,575.79)

Total Accts Receivable	\$ 1,059,392.10
------------------------	-----------------

Century Townhomes delinquent plus the \$164,801.87		\$ 302,422.46
Active Accounts	Number of accounts 2,956	\$ 819,454.13
Inactive Accounts	Number of accounts 579	\$ 199,378.47
		\$ 1,321,255.06

Current	31-60 Days	61-90 Days	91-120 DAYS
\$ 510,013.32	\$ 51,436.36	\$ 54,688.60	\$ 705,116.78

**Monthly Billing

January	\$ 390,517.06
February	376,077.56
March	353,064.36
April	375,009.53
May	316,845.35
June	436,927.32
July	
August	
September	
October	
November	
December	
Total Billing	\$ 2,248,441.18

Monthly Collections

January	\$ 383,094.46
February	385,067.00
March	386,076.48
April	347,814.18
May	331,936.36
June	335,421.32
July	
August	
September	
October	
November	
December	
Total Collections	\$ 2,169,409.80

*Century Townhomes Delinquent Portion

** Includes: All Sewage Billing and adjustments, Penalties, PAWC on-off Fees, NSF Check Fees, Constable Fees for posting.

	March	Fee Charged
	Sent	
Notices Sent for Delinquent	227	\$3,405
Posting of Property for termination	92	\$1,840

CTH Billing
Summary
January

2017

gallons used
1,408,000

Consumption Charge	\$	11,264.00
flat fee billed	\$	13,200.00
<u>Total Bill</u>	<u>\$</u>	<u>24,464.00</u>
payment	\$	(20,500.00)

Feb

Consumption Charge	\$	13,560.00	1,695,000
flat fee billed	\$	13,200.00	
<u>Total Bill</u>	<u>\$</u>	<u>26,760.00</u>	
payment	\$	(31,284.00)	

March

Consumption Charge	\$	9,544.00	1,193,000
flat fee billed	\$	13,200.00	
<u>Total Bill</u>	<u>\$</u>	<u>22,744.00</u>	
payment	\$	(45,000.00)	

April

Consumption Charge	\$	10,760.00	1,345,000
flat fee billed	\$	13,200.00	
<u>Total Bill</u>	<u>\$</u>	<u>23,960.00</u>	
payment	\$	(19,810.00)	

May

Consumption Charge	\$	-	0
flat fee billed	\$	13,200.00	
<u>Total Bill</u>	<u>\$</u>	<u>13,200.00</u>	
payment	\$	(13,200.00)	

June

Consumption Charge	\$	2,314.40	289,300
flat fee billed	\$	13,200.00	
<u>Total Bill</u>	<u>\$</u>	<u>15,514.40</u>	
payment	\$	39,000.00	

July

Consumption Charge	\$	955.20	119,400
flat fee billed	\$	13,200.00	
<u>Total Bill</u>	<u>\$</u>	<u>14,155.20</u>	
payment			

August

Consumption Charge			0
flat fee billed	\$	13,200.00	
<u>Total Bill</u>	<u>\$</u>	<u>13,200.00</u>	
payment			

September

Consumption Charge			0
flat fee billed	\$	13,200.00	
<u>Total Bill</u>	<u>\$</u>	<u>13,200.00</u>	
payment			

October

Consumption Charge			0
flat fee billed	\$	13,200.00	
<u>Total Bill</u>	<u>\$</u>	<u>13,200.00</u>	
payment			

November

Consumption Charge			0
flat fee billed	\$	13,200.00	
<u>Total Bill</u>	<u>\$</u>	<u>13,200.00</u>	
payment			

December

Consumption Charge			0
flat fee billed	\$	13,200.00	
<u>Total Bill</u>	<u>\$</u>	<u>13,200.00</u>	
payment			

TOTAL TO DATE	Charges	Gallons	
Consumption Charge	48,397.60	6,049,700	6,049,700
flat fee billed	66,000.00		
<u>Total Bill</u>	<u>\$ 114,397.60</u>		

Total Payments	\$ (129,794.00)	\$ (15,396.40)
----------------	-----------------	----------------

Report of the Finance Director – June 15, 2017

Century Townhomes – We adjusted the bankruptcy off of the account going back to 2/1/2016. We will have discussions with them on their delinquent amounts. We had a meeting with them on May 26, 2017 to discuss their delinquent account.

Delinquent Accounts shutoffs - In June we sent out 227 – 10- day delinquent notices, 92 properties were posted for shutoff, and 12 accounts were shut off.

Collections Crew Management and Reporting – The June 2017 report is in your packet.

Short Term Disability – We have no employees out on short term disability (LTD).

Liens – Working with the solicitor to lien properties. We have submitted documentation to the solicitor to lien properties on the demolition list recently published in the paper. The solicitor has filed then liens on the 11 properties that have amounts owed greater than \$250.

We are also looking at the list of the 2014 Tax sale properties that the City would like us to join them in removing the liens to get the properties back on the tax rolls. The school district is not willing to participate and the City is exploring whether to proceed with the CMA and hopefully get the county to participate to see if this could move forward.

Sewage Sludge Hauling and Disposal Contract – The contract proposals will be accepted next week.

\$Energy Fund – In June the fund processed 8 applications, approved 4 and denied 4. We received our first check from the fund the week of July 10.

Bill Inserter – The bill inserter has been delivered and was installed on July 13, 2017

JULY 2017 OPERATIONS AND COLLECTIONS REPORT

Mascaro Update – Masonry work continues at the headworks building, underground utility work continues, and a concrete mud mat was poured and rebar work started at the pump station.

JetJack Update – JetJack continues to plug away at State Street heavy deposits.

On June 29th, I had Cintas give a CPR/AED/Bloodborne Pathogen refresher course to all of the employees.

On June 21st, Dr. Kulish was on site to give a heavy equipment training course to our employees on the backhoe and mini excavator.

On July 14th, A&H will be holding a training day with our employees on the proper operation of the Vactor equipment.

I received a call from ALCOSAN and they'd like to see our CSO structures and how we provide solids screenings at our outflows. They will be here on July 17th.

Jim Splenda and I have been working diligently with Hach in the construction of our new WIMS Software. We've had several more conference calls and sent them a lot of data on how we'd like the WIMS to perform.

We have been doing a lot of Vactor/Camera work on the Level 5 defect areas so that we can come up with a good project for grant monies. We found a few shallow defects that we can fix in-house. We completed two repairs on Spruce Street, and are currently repairing Level 5's on 6th Street and Bluff Alley.

The inserts that were installed last month on State Street have been performing well, as they collected approximately 8" worth of deposits in each basin from all of the grit. This grit will all be kept out of the line that we are working on currently on State Street.

With Speedway opening soon, we will soon be getting rid of our diesel storage tank and look to see if there are options to get an account set up with them.