

**BOARD OF SANITARY COMMISSIONERS  
REGULAR MEETING  
10:00 a.m. September 4, 2018  
Third Floor City Hall**

**CITY OF  
TERRE HAUTE  
BOARD OF  
SANITARY COMMISSIONERS**

City Hall  
17 Harding Avenue, Room 200  
Terre Haute, IN 47807

Phone: 812.232.5458  
Fax: 812.234.3973

[www.terrehaute.IN.gov](http://www.terrehaute.IN.gov)

**AGENDA**

- ✓1. Call to Order
- ✓2. Roll Call
- ✓3. Public Comments
- ✓4. Approve Minutes
- ✓5. Approve Claims
- ✓6. WWTP Union Agreement Addendum
- ✓7. Sewage Billing - Third Party Collection Charge off
- ✓8. Sewage Billing Update Presentation
- ✓9. Federal Bureau of Prison Sewer Request
- ✓10. Resolution #4, 2018
- ✓11. Other
- ✓12. Adjournment

**Minutes of Regular Meeting of the  
Board of Sanitary Commissioners  
Terre Haute, IN  
August 21, 2018**

A regular Meeting of the Board of Sanitary Commissioners was held in the Mayor's Conference Room on the third floor, City Hall, 17 Harding Avenue, Terre Haute, Indiana, on the 21st day of August 2018, at 10:00 a.m. Those present were Charles Ennis, Larry Auler, Jim Winning, Brad Bush, and Tim Adams for the Board of Sanitary Commissioners. Terry Modesitt was also present.

Also present was Debbie Padgett of the WWTP; Troy Swan of HWC; Bob Murray of the Taxpayers Association; and Marcus Maurer, Scott Barbour, Jennifer Bolen and Sally Roetker of the Engineering Department.

The meeting of the Board of Sanitary Commissioners was called to order by President Brad Bush.

There were no public comments.

**APPROVE MINUTES**

The minutes from the August 7th, 2018 meeting were presented to the Board.

On motion of Tim Adams, seconded by Charles Ennis, and unanimously approved, it was resolved that the minutes from the August 7th, 2018 meeting be approved.

**RESOLUTION #3, 2018 TRANSFER OF FUNDS**

Resolution #3 was presented to the Board and discussed.

On motion of Jim Winning, seconded by Larry Auler and unanimously approved, it was resolved that Resolution #3, 2018 be approved.

**APPROVE CLAIMS**

The list of claims was presented to the Board for Sanitary District General and Waste Water Treatment Plant and discussed.

On motion of Tim Adams, seconded by Larry Auler, and unanimously approved that claims be approved as presented.

## VEHICLE TITLE CHANGE

Terry Modesitt informed the Board that there are vehicles and other equipment at the WWTP that are not in the Sanitary District's name. The BMV won't allow title or transfer without a Federal ID#. The Sanitary Board does not have a Federal ID #. If we had a resolution, we could use the City's Federal ID#. Terry is going to meet with City Attorney Eddie Felling in regards to this. Debbie Padgett will provide Terry with a complete list of vehicles and equipment for the resolution. Tim Adams asked why the Sanitary District does not have a Federal ID. Chuck Ennis said that we act under the City's Authority.

## HULMAN LAKE DAM INSPECTION PROPOSAL

Chuck Ennis provided the Board with the Hulman Lake Dam Inspection Proposal from Banning Engineering. We are required to have the dam inspected every 2 years. Banning Engineering has completed these inspections in the past.

On motion of Jim Winning, seconded by Chuck Ennis, and unanimously approved, it was resolved that the Hulman Lake Dam Inspection Proposal be approved.

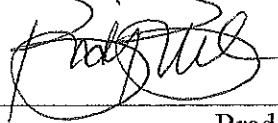
## OTHER

Debbie Padgett has received a request from the Federal Prison is regards to a reduced sewage bill rate. They send this request each year and this year City Legal told Debbie to bring it to Sanitary Board. Debbie will bring the request to the next meeting.

## ADJOURNMENT

The next regular meeting of the Sanitary Board will be held on September 4, 2018 at 10:00 a.m. in the Mayor's Conference Room, 3<sup>rd</sup> Floor, City Hall, 17 Harding Avenue, Terre Haute, Indiana.

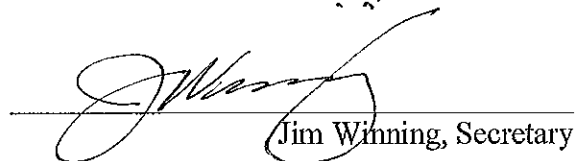
APPROVED on the 4th day of September, 2018.



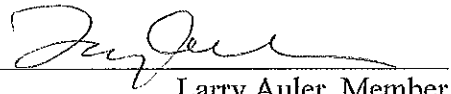
Brad Bush, President



Tim Adams, Vice President



Jim Winning, Secretary



Larry Auler, Member



Chuck Ennis, Member

**Sanitary District Claims September 4, 2018**

**SANITARY BOND FUND**

**WWUTILITY / 0620-0061- Services Contractual**

**WWUTILITY / 0620-0061- Insurance General/Prop & Casualty**

**WWUTILITY / 0620-0061- Publication of Legal Notices**

**WWUTILITY / 0620-0061- Drainage Improvements**

**WWUTILITY / 0620-0061- Drainage Ways**

Blann & Son	Lost Crk/ 7/30/18-8/10/18	\$ 19,727.26
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**MAIN LIFT STATION/ SRF FUND**

Bose Mckinney & Evans LLP	Bond Counsel/Design Bond	\$ 150,000.00
HJ Umbaugh & Associates	Municipal Adv Svcs/Design Bond	\$ 150,000.00
Bingham Greenebaum Doll LLP	Legal Svcs/Design Bond	\$ 52,288.00
Modesitt Law Firm, PC	Legal Svcs/Design Bond	\$ 30,000.00

**PHOSPHORUS REMOVAL/ SRF FUND**

Thieneman Construction, Inc.	WWTF Phosphorus Removal	\$ 160,360.00
Centier Bank/Retainage	WWTF Phosphorus Removal	\$ 8,540.00

**SRF INTEREST FUND**

**CSO/LTCP P23**

**Wastewater Utility Claims      September 4, 2018**

<b>347.090</b>	<b>User Fees</b>		
	FIS Bill Pay	Sewer Bill Refund / Joe Weidenbenner	\$574.00
	Sandra/Little	Sewer Bill Refund / Eloise Cuningham	\$208.18
		<b>TOTAL</b>	<b>\$782.18</b>
<b>Personnel Services</b>			
<b>414.010</b>	<b>Laundry &amp; Uniforms</b>		
	Boot City	Jeans - Mike F.	\$81.03
		<b>TOTAL</b>	<b>\$81.03</b>
<b>414.020</b>	<b>Protective Clothing</b>		
	Boot City	Safety Boots - Chad S.	\$140.00
	Boot City	Safety Boots - William N.	\$140.00
	Bradford Supply Company	Gloves, Ear Plugs, Safety Glasses, Etc.	\$1,309.90
	Shoe Dept. Inc.	Safety Boots - David S.	\$99.99
		<b>TOTAL</b>	<b>\$1,689.89</b>
<b>Supplies</b>			
<b>421.010</b>	<b>Office Supplies</b>		
	Staples	Staples, Staple Remover, Bubble Bags	\$115.38
	Staples	Folders, Sharpies, Bubble Bags, Etc.	\$32.96
	Staples	Sharpies, Dry Erase Markers, Etc.	\$88.57
		<b>TOTAL</b>	<b>\$236.91</b>
<b>Operating Supplies</b>			
<b>422.005</b>	<b>Operational Supplies</b>		
	American Welding & Gas Inc.	Propane	\$32.98
	Bradford Supply Company	Rope, Tylenol, Aleve, Etc.	\$484.22
	Coldwell & Company Inc.	Penetrating Oil	\$183.36
	E-Z Clean Corp.	Foam Soap, Trash Bags	\$213.10
	E-Z Clean Corp.	Paper Towels	\$118.00
	E-Z Clean Corp.	Toilet Paper Dispenser Keys	\$4.50
	Jones & Sons	Gravel	\$40.00
	Jones & Sons	Gravel	\$40.00
	Jones & Sons	Gravel	\$40.00
	Jones & Sons	Top Soil	\$73.50
	Keller's Automotive Rustproofing Service	Blue Solar Salt	\$63.90
	Lawson Products	Pencil Compass Divider & Scriber	\$14.46
	Lawson Products	Paint, Pipe Sealer, Etc.	\$647.94
	N.E.W. Interstate Concrete Inc.	8 Bag Limestone	\$1,442.00
	N.E.W. Interstate Concrete Inc.	8 Bag Limestone	\$1,016.00
	N.E.W. Interstate Concrete Inc.	Fiber	\$7.00
	N.E.W. Interstate Concrete Inc.	Fiber	\$42.00
	N.E.W. Interstate Concrete Inc.	Fiber	\$12.25
	N.E.W. Interstate Concrete Inc.	Fiber	\$52.50
	N.E.W. Interstate Concrete Inc.	Fiber	\$10.50
	N.E.W. Interstate Concrete Inc.	Fiber	\$14.00
	N.E.W. Interstate Concrete Inc.	Fiber	\$24.50
	Quality Automotive Dist. Corp.	Tire Repair Patches, Cement	\$83.82
	Quality Automotive Dist. Corp.	Power Steering Fluid	\$56.52
	Sam's Club	Water, Pinesol, Coffee, Etc.	\$366.48
	Vigo Dodge Inc	Power Steering Fluid	\$54.60
	Wholesale Drainage Supply Inc.	Nonwoven Fabric	\$148.75
		<b>TOTAL</b>	<b>\$5,286.88</b>
<b>422.010</b>	<b>Gas</b>		
	Automated Fuels Inc.	Gas	\$3,084.84
		<b>TOTAL</b>	<b>\$3,084.84</b>
<b>422.020</b>	<b>Diesel</b>		
	Automated Fuels Inc.	Diesel Fuel	\$2,398.95
		<b>TOTAL</b>	<b>\$2,398.95</b>
<b>Other Supplies</b>			
<b>422.110</b>	<b>Boc Gas</b>		
	Praxair Distribution	Nitrogen	\$32.22
	Praxair Distribution	Argon, Stargon, Nitrogen	\$77.78
		<b>TOTAL</b>	<b>\$110.00</b>

<b>422.160 Lab Supplies</b>		
USABluebook, Inc.	Pipet Tips, pH Buffer Pack, Etc.	\$379.55
USABluebook, Inc.	Pipet Tips	\$307.50
Wise El Santo Co Inc	Latex Gloves	\$757.00
	<b>TOTAL</b>	<b>\$1,444.05</b>

Rep./Maint. Supplies

**3.015 Main./Rep.**

American Welding & Gas Inc.	Welding Rod	\$129.80
Coldwell & Company Inc.	Fitting, Drain Plug	\$41.08
Coldwell & Company Inc.	Bearings	\$169.64
Coldwell & Company Inc.	Air Hoses	\$16.00
Coldwell & Company Inc.	Bearings	\$41.18
Complete Outdoor Equip. Co. Inc.	Electric Clutch, Engine to Deck Belt	\$301.13
Fastenal Company	Wear Ring Belts	\$9.34
Jack Doheny Companies Inc.	Mount, Washers, Etc.	\$710.65
Jack Doheny Companies Inc.	Male Hose Ends	\$68.04
Jones Fabrication & Machining Inc.	Metal	\$2,351.08
Jones Fabrication & Machining Inc.	Metal	\$813.29
Lawson Products	Fittings	\$36.01
Lawson Products	Hex Cap Screws	\$22.70
Lawson Products	Pinch Clamps, Connectors	\$234.39
Lawson Products	Lifting Eye Bolts, Quick Links, Spring Clips	\$288.06
McCord Tire Service Inc.	New Tires	\$225.00
McCord Tire Service Inc.	New Tires	\$495.20
McCord Tire Service Inc.	New Tires	\$296.76
McCord Tire Service Inc.	Alignment on a Police Vehicle	\$62.54
<b>Menards</b>	<b>Lumber</b>	<b>\$319.18</b>
N.E.W. Interstate Concrete Inc.	Flowable Fill	\$2,331.00
N.E.W. Interstate Concrete Inc.	Flowable Fill	\$8,018.50
N.E.W. Interstate Concrete Inc.	Limestone Air, 2% Polarset	\$94.00
N.E.W. Interstate Concrete Inc.	Flowable Fill	\$3,020.00
N.E.W. Interstate Concrete Inc.	Gravel Air	\$552.00
N.E.W. Interstate Concrete Inc.	Flowable Fill	\$113.25
N.E.W. Interstate Concrete Inc.	Limestone Air	\$161.00
N.E.W. Interstate Concrete Inc.	Flowable Fill	\$2,265.00
N.E.W. Interstate Concrete Inc.	Limestone Air	\$690.00
N.E.W. Interstate Concrete Inc.	Limestone Air	\$138.00
N.E.W. Interstate Concrete Inc.	Flowable Fill, Limestone Air, 2% Calcium Chloride	\$311.25
N.E.W. Interstate Concrete Inc.	Limestone Air	\$322.00
N.E.W. Interstate Concrete Inc.	Flowable Fill	\$755.00
N.E.W. Interstate Concrete Inc.	Flowable Fill	\$566.25
O'Reilly Auto Parts Inc.	ABS Sensor	\$8.93
O'Reilly Auto Parts Inc.	Throttle Cable	\$25.51
Powered Equipment & Repair	Belts	\$309.28
Quality Automotive Dist. Corp.	Electrical Connector	\$23.14
Quality Automotive Dist. Corp.	Coil on Plug Coil	\$38.03
Quality Automotive Dist. Corp.	Trailer Wire	\$14.77
Quality Automotive Dist. Corp.	Heat AC Actuator	\$40.70
Quality Automotive Dist. Corp.	Battery	\$104.81
Quality Automotive Dist. Corp.	Power Brake Booster	\$40.76
Quality Automotive Dist. Corp.	Wiper Fluid Reservoir	\$31.78
Quality Automotive Dist. Corp.	Brake Booster	\$159.70
Quality Automotive Dist. Corp.	Clearance & Marker Lamps	\$8.80
Quality Automotive Dist. Corp.	Motor Mount	\$17.12
Quality Automotive Dist. Corp.	Mirror	\$37.40
Quality Automotive Dist. Corp.	Trailer Adapter Plugs	\$22.58
Quality Automotive Dist. Corp.	Oil Filters	\$9.68
Quality Automotive Dist. Corp.	Fuel Line Hose	\$22.00
Quality Automotive Dist. Corp.	Fuel Line Hose	\$22.00
S & K Equipment Company Inc.	Variable Frequency Drive	\$19,310.00
S & K Equipment Company Inc.	Control PCB, Main SMPS PCB, Etc.	\$1,797.78
S & K Equipment Company Inc.	Cornell Sleeve, Cornell Case Gasket, Etc.	\$5,637.01
Stoops Freightliner Quality Trailer	Oil Seal, Valve	\$172.78
Utility Pipe Sales Company Inc.	PVC Pipe	\$4,746.90
Utility Pipe Sales Company Inc.	Fitting, Flange, Etc.	\$256.83
Valley Electric Supply Corp.	Connectors	\$385.22
Vigo Dodge Inc	Thermostat Housing	\$26.03
Vigo Dodge Inc	Exhaust Tip, Exhaust Bracket	\$381.00
Vigo Dodge Inc	Cooling Fan Shroud, Cooling Fan, Radiator Fan Motor	\$295.39
Wholesale Drainage Supply Inc.	Dual Wall Pipe	\$405.11
	<b>TOTAL</b>	<b>\$60,319.36</b>

## Professional Services

**432.010 Services Contractual**

American Water Capital Corp.	March 2018 Sewer Shut Offs	\$5,070.00
American Water Capital Corp.	July 2018 Sewer Shut Offs	\$5,460.00
Bobbie/Natale	Contract Work	\$387.50
Buckeye Power Sales Co Inc	Service Contract	\$1,500.00
Lambert Hauling	Towing Services	\$250.00
McCalister Brothers Inc.	Excavation Work on South 5th Street	\$18,800.00
McGuire Excavating & Trucking Inc.	Disposal Loads	\$75.00
Seelyville Water Works	Meter Readings	\$1,444.00
Terminix International Inc.	Pest Control	\$101.00
Wholesale Drainage Supply Inc.	Finance Charges	\$17.80
	<b>TOTAL</b>	<b>\$33,105.30</b>

**432.038 CS-Billing**

TPI Billing Solutions LLC	Printed Utility Bills	\$35,159.46
TPI Billing Solutions LLC	Printed Past Due Notices	\$7,471.00
	<b>TOTAL</b>	<b>\$42,630.46</b>

**432.039 CS-Lagoons**

Merrell Bros Inc.	Sludge Removal	\$435,340.25
	<b>TOTAL</b>	<b>\$435,340.25</b>

**432.071 Lab Testing**

Element Materials Technology LLCORP	Lab Testing	\$362.80
McCoy & McCoy Laboratories Inc.	Lab Testing	\$150.00
Pace Analytical Services Inc.	Lab Testing	\$52.00
Pace Analytical Services Inc.	Lab Testing	\$31.00
	<b>TOTAL</b>	<b>\$595.80</b>

**432.072 Sycamore Ridge Landfill**

Sycamore Ridge Landfill	Street Sweepings	\$332.81
	<b>TOTAL</b>	<b>\$332.81</b>

**432.073 Biosolids to Landfill**

Sycamore Ridge Landfill	Biosolids to Landfill	\$1,133.17
	<b>TOTAL</b>	<b>\$1,133.17</b>

## Comm./Transportation

**433.010 Telephone**

Frontier Inc.	Telephone Utility	\$447.24
	<b>TOTAL</b>	<b>\$447.24</b>

**433.020 Postage**

United Parcel SVC	Postage	\$11.97
	<b>TOTAL</b>	<b>\$11.97</b>

**433.040 Freight**

Coldwell & Company Inc.	Freight	\$8.50
Gard Specialists Co. Inc.	Freight	\$12.54
Jack Doheny Companies Inc.	Freight	\$137.82
Jack Doheny Companies Inc.	Freight	\$14.89
Lawson Products	Freight	\$1.06
Lawson Products	Freight	\$33.51
Lawson Products	Freight	\$11.99
Lawson Products	Freight	\$88.46
Lawson Products	Freight	\$15.41
Powered Equipment & Repair	Freight	\$30.21
S & K Equipment Company Inc.	Freight	\$154.78
S & K Equipment Company Inc.	Freight	\$8.61
S & K Equipment Company Inc.	Freight	\$32.77
USABluebook, Inc.	Freight	\$92.64
USABluebook, Inc.	Freight	\$20.00
Valley Electric Supply Corp.	Freight	\$15.32
Wabash Valley Motor & Machine Inc.	Freight	\$105.96
Wise El Santo Co Inc	Freight	\$102.74
	<b>TOTAL</b>	<b>\$887.21</b>

## Utility Services

**436.010 Electric Utility**

Duke Energy	Electric Utility	\$57,459.55
	<b>TOTAL</b>	<b>\$57,459.55</b>



<b>436.030</b>	<b>Water Utility</b>		
	IN American Water	Water Utility	\$232.32
	IN American Water	Water Utility	\$293.10
	IN American Water	Water Utility	\$137.07
	IN American Water	Water Utility	\$309.75
	IN American Water	Water Utility	\$137.16
	IN American Water	Water Utility	\$720.40
	IN American Water	Water Utility	\$45.92
		<b>TOTAL</b>	<b>\$1,875.72</b>

Rep./Maint			
<b>437.010</b>	<b>Equipment Repair</b>		
	Koenig Scale Company Inc	Calibrated Analytical Gram Scale	\$229.00
		<b>TOTAL</b>	<b>\$229.00</b>

<b>438.010</b>	<b>Rental of Equipment</b>		
	Cahill's Rental & Sales Inc	Rented a Roto Rooter	\$45.00
	Cahill's Rental & Sales Inc	Rented a Roto Rooter	\$45.00
		<b>TOTAL</b>	<b>\$90.00</b>

Machinery & Equipment			
<b>444.010</b>	<b>Equipment Purchase</b>		
	American Welding & Gas Inc.	Contact Tips	
	Bradford Supply Company	Flashlights	\$121.41
	Coldwell & Company Inc.	Saw Blades	\$119.44
	Gard Specialists Co. Inc.	Cutoff Wheels	\$216.50
	Lawson Products	Drill Bits, Sockets, Etc.	\$419.87
	Lawson Products	Drill Bits	\$68.79
	Lawson Products	Welding Contact Tips, Drill Bits, Bristle Discs, Etc.	\$771.16
	Menards	Sprayer, Shovels, Blades, Etc.	\$222.76
	Menards	Bit Holders, Chalkline	\$18.92
	Menards	Dryer	\$397.00
	Pro-Trade Tool & Supply Co.	Sockets, Ratchet, Bit Tips, Etc.	\$133.85
	Utility Pipe Sales Company Inc.	Frames, Manhole Lids	\$8,616.00
	Utility Pipe Sales Company Inc.	Manhole Lids	\$1,664.00
	Valley Electric Supply Corp.	Smoke Alarms	\$147.68
	Wabash Valley Motor & Machine Inc.	Pump	\$5,182.50
		<b>TOTAL</b>	<b>\$18,099.88</b>

Grand Total = \$667672.45

8/23/2018 Check Run \$559,137.88  
8/30/2018 Check Run \$2,286.57  
9/04/2018 Check Run \$106,248.00

**ADDENDUM TO  
CONTRACT AGREEMENT**

The Addendum To Contract (Addendum) is made and entered into by and between the City of Terre Haute, Indiana Wastewater Utility (Employer) and Plumbers and Steamfitters Local Union No. 157 (Union) on the last date set out below and enter into this Addendum to delete the stricken text and insert the underlined text so that ARTICLE ELEVEN, HOLIDAYS, SECTION 2. PAID HOLIDAYS to read as follows:

~~(A) — All Plant operations personnel currently receiving fifteen (15) paid Holidays shall continue to receive fifteen (15) paid Holidays. All Employees working a Holiday will receive their regular hourly wage for their regularly scheduled shift worked and will be paid at the rate of one and one-half (1 ½) times the said hourly base rate for any time worked in excess of twelve (12) hours. All Plant operations personnel eligible for said fifteen (15) paid Holidays per year will be given credit for seven and one half (7 ½) hours holiday pay each week the Employee worked the three (3) twelve (12) hour shifts and will be paid for said Holiday on the following regular weekly payday until the total number of fifteen (15) Holidays have been paid.~~

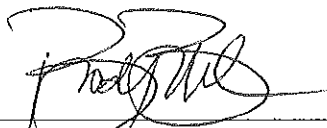
(A) All Plant operations personnel working a twelve (12) hour shift shall be paid for fifteen (15) Holidays per year. All Plant operations personnel eligible for said fifteen (15) paid Holidays per year will be paid for 6.92 hours for twenty-six (26) pay periods. Eligible plant operations personnel working his or her regular shift on a Holiday shall be paid the regular hourly wage for the regular shift of twelve (12) hours and pay for hours worked in excess of twelve (12) shall be calculated at one and one-half (1 ½) times the hourly base rate.

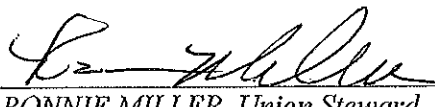
IN WITNESS WHEREOF, the parties hereto have set their hands this 4th day of September, 2018.


PLUMBERS AND STEAMFITTERS  
LOCAL UNION NO. 157

THE BOARD OF SANITARY  
COMMISSIONERS,  
CITY OF TERRE HAUTE, INDIANA

By:   
PAUL ATTERSON, Union Rep.

By:   
BRAD BUSH, President

By:   
RONNIE MILLER, Union Steward

By:   
TIM ADAMS, Vice President

By:   
JOHNNY ROSSELLI, Negotiating Committee

By:   
JIM WINNING, Secretary

Irrecoverable Debt >\$1,000  
Board of Sanitary Commissioners Write-Off

ACCOUNT #	AMOUNT	ADDRESS	NAME ON BILLING	Service Dates
100095192	\$ 2,727.25	2301 Lafayette Av	Vera Glasco	05/01/2013 to 08/20/2015
100319721	\$ 2,041.79	2826 N 15th St	William Anderson	12/01/2012 to 07/31/2016
100108072	\$ 1,603.58	1419 S 8th st	Tammy Lawson	10/02/2015 to 03/14/2016
100096712	\$ 1,539.95	2149 Tippecanoe St	2149 Property Group Inc	09/01/2013 to 01/30/2014
100093788	\$ 1,309.22	1433 Grand Av	Tammy S Pitts	11/01/2013 to 12/10/14
100110803	\$ 1,256.53	2801 S Center St	Charity W Johnson	12/01/2012 to 09/01/2013
100098795	\$ 1,161.94	315 S 14th St	Scott Jenkins	6/20/2014 to 07/07/2015
100114093	\$ 1,108.36	1193 Watertree Rd	Andrea Peck	08/24/2016 to 12/21/2016
100111644	\$ 1,073.43	825 s Prospect St	Crystal Lawson	07/23/2014-12-24/14
100091616	\$ 1,035.15	2137 N 4th St	Bobby Shewmaker	01/01/2014 to 06/01/2015
100097079	\$ 1,025.06	301 Kent Av	TIMOTH HARVAUGH SR	01/01/14-08/04/14
100089728	\$ 1,019.40	900 N 16th St	Larry Smith	12/01/2012 to 07/03/2014
	\$ 16,901.66			

All accounts have been sent to 3rd party collections for <180 days and per Resolution 7, 2017 the Board must take action to write-off the debt.

## Sewage Billing Overview

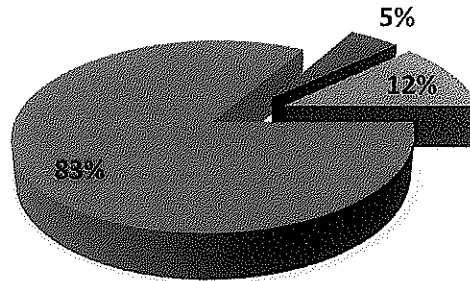
Board of Sanitary Commissioners  
Sept 4, 2018

### Customer Base

- Sewage Billing Customers are Comprised of...
  - Indiana American Water (IAW)
  - Seelyville Water
  - Well Water (Residential)
  - Special Accounts (Commercial)
- Terre Haute Sanitary District is Made Up of...
  - 83% Inside the City of Terre Haute boundaries
  - 17% Outside City of Terre Haute

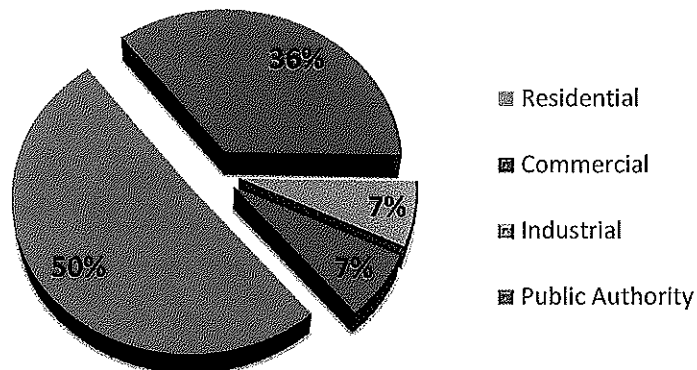
## Customer Base by Water Provider

Customers  
■ IN American Water   ■ Seelyville   ■ Well Water



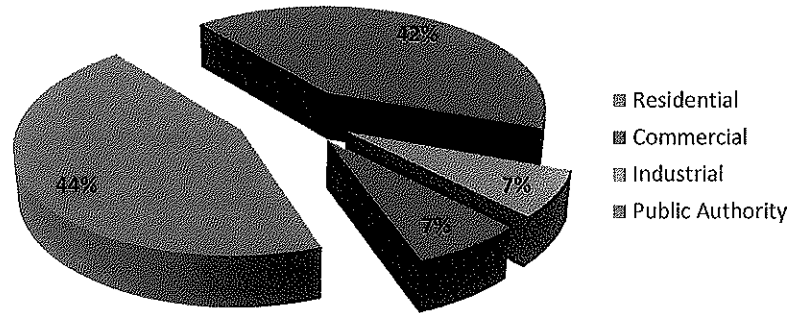
## Customer Base Revenue

% of Revenue 2017



## Customer Base Usage

% Usage for 2017

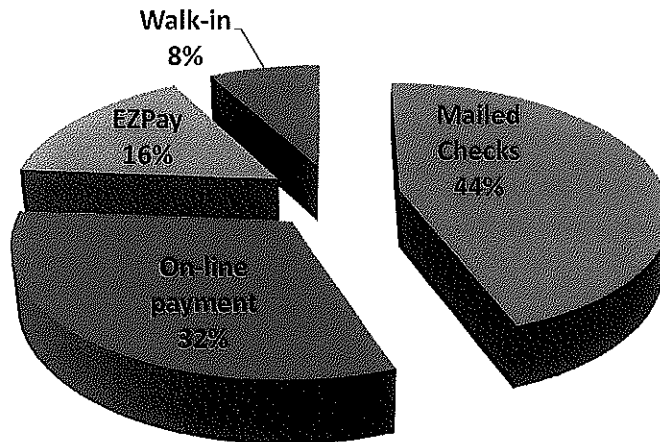


## Sewage Billing Services

### How did we get here?

- January 2012 - American Water Terminated Joint Billing Agreement
- July/Aug 2012 RFP - Similar Billing Service Arrangement
- September 2012 Agreement Signed
- January 2013 First Sewage Bills
- Points of Interest?

## Bills & Payments



## Sewer Rates & Usage 2017 vs 2016

<b>2017 Residential Account</b>	<b>2016 Residential Account</b>
---------------------------------	---------------------------------

**Metered Accounts**

- Average Usage 5.37 CCF  
(4,017 gallons)
- Avg. Bill \$47.20

**Well Accounts**

- Flat Rate Bill \$46.17

**Metered Accounts**

- Average Usage 5.52 CCF  
(4,129 gallons)
- Avg. Bill \$ 41.81

**Well Account**

- Flat Rate Bill \$49.36

**Year-over-Year Usage**

Decreased 2.7%

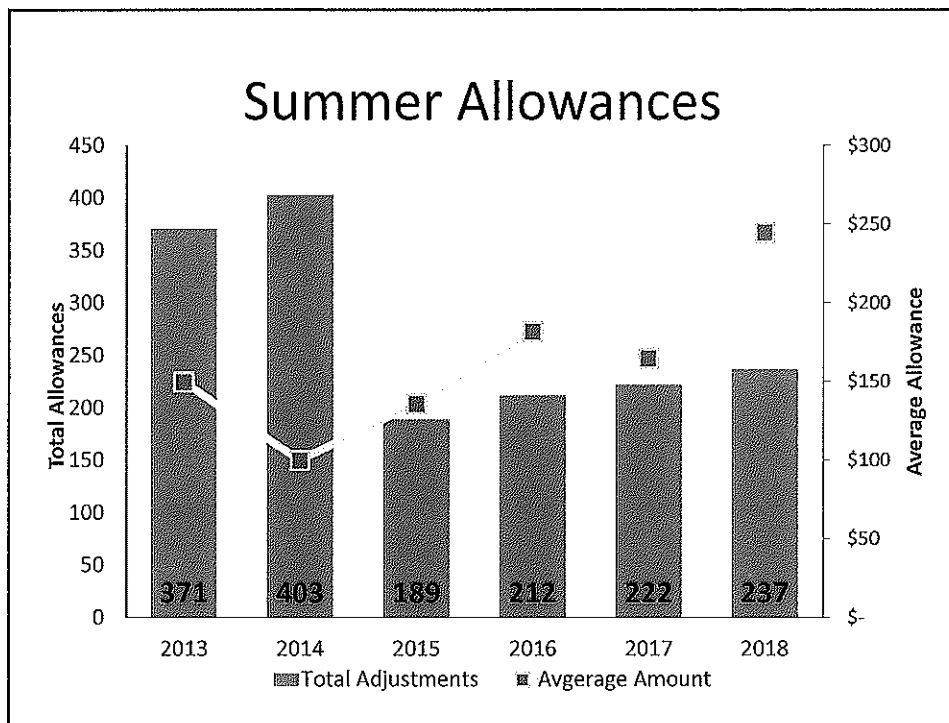
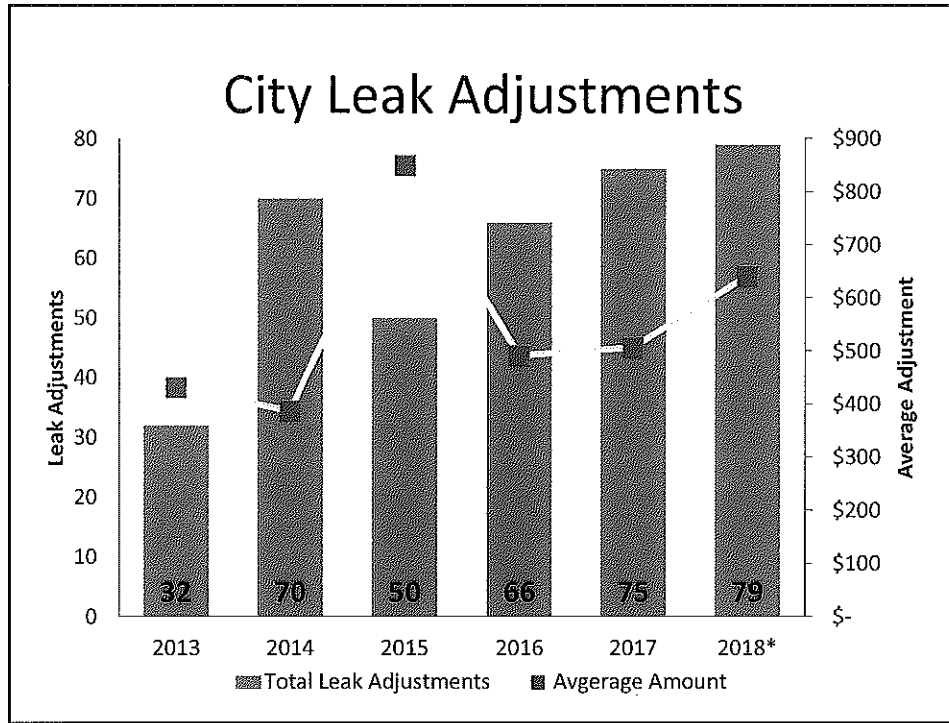


## Top Questions Asked

- Account Status Questions
- Not Understand Billing or Service Date(s)
- Why are Sewer Bills Higher than Water Bills
- Rates and Charges
- Allowances and Payment Arrangements
  - Leak Adjustments
  - Disconnect Deferral Agreement

## Delinquent Accounts

- Number of accounts in good standing 79% - June 2018
  - Accounts with \$0.00 balance at 31 days
- Delinquent Letters (60 Days)
  - Over 48,000 delinquent
- Sewage Billing Information Requests – Landlords
  - Averages 20-25 Requests per day since 2013
- Water Disconnect for Non-Payment of Sewer
- 3<sup>rd</sup> Party Collections for Delinquent Accounts
- Property Owner Notification Letters (60+ Days)
  - Over 31,000 Letters
- Liens Against Real Property IC 36-9-23-32



Thank You !



U.S. Department of Justice

Federal Bureau of Prisons

FCC Terre Haute, In. 47802

*Terre Haute Federal Penitentiary*

August 22, 2018

Utility Service Provider  
Attn: Wastewater Utility Services Department  
City of Terre haute wastewater utility  
Terre Haute, In. 47802

RE: Continuation of Utility Services for Fiscal Year 2019

The purpose of this letter is to determine your intent to enter into a bilateral written contract for the provision of Sewer Utility services to the Terre Haute Federal Correctional Complex.

Based on the Federal Acquisition Regulation, it is important for us to know of your willingness to enter into a formal contract.

If the city is willing to enter into a formal contract for the provision of Sewer Utility services to the Federal Correctional Complex, Terre Haute, Indiana 47802, please indicate this willingness below. If it is not your intent to enter into a written contract, please indicate this response below. This letter is not a solicitation; its only purpose is to determine your intent to participate in formal contractual procedures.

Please send your response to my attention at the address on the letterhead or e-mail to [sballinger@bop.gov](mailto:sballinger@bop.gov) . We will appreciate your timely response. Also, please provide any concerns or questions you may have with this response.

Sincerely,

Scott Ballinger  
Contract Specialist

Willing to enter a bilateral written contract for the provision of Sewer Utility services.

Un-willing to enter a bilateral written contract for the provision of Sewer Utility services. Please attach a written response outlining your reasons for declining.

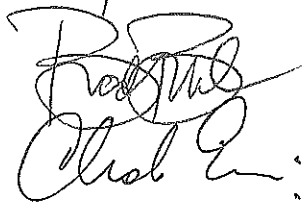
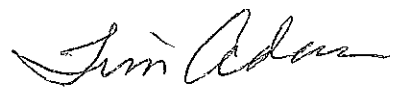


9/4/18

Signature of Authorized Company Official

Date

"Contract" means a mutually binding legal relationship obligating the seller to furnish the supplies or services and the buyer to pay for them. It includes all types of commitments that obligate the Government to an expenditure of appropriated funds and that, except as otherwise authorized, are in writing. In addition to bilateral instruments, contracts include (but are not limited to) awards and notices of awards; job orders or task letters issued under basic ordering agreements; letter contracts; orders, such as purchase orders, under which the contract becomes effective by written acceptance or performance; and bilateral contract modifications.

  
Fred Miller

RESOLUTION 4, 2018

**RESOLUTION OF THE BOARD OF SANITARY COMMISSIONERS OF THE TERRE HAUTE SANITARY DISTRICT DECLARING SURPLUS PROPERTY**

**WHEREAS**, the Board of Sanitary Commissioners (the “Board”) of the Terre Haute Sanitary District (the “Sanitary District”) is authorized to pass resolutions, among other things pursuant to Indiana Code 36-9-25, as amended; and

**WHEREAS**, by General Ordinance No. 1, 1976, the Common Council for the City of Terre Haute empowered the Board of Public Works and Safety to “make and enforce such by-laws and regulations” as it deems necessary for the operation of the sewer system, including the regulation, collection, rebate and refunding of rates and charges; and

**WHEREAS**, the Board resolves to declare that the property listed below shall be designated surplus property;

Make of Vehicle	Model	Year	Color	VIN #	License Plate #
Houle Mixer	Mixer			Serial #1002-953730-42	No title needed
	AG Gator	1988		Title #89139064042	BOPW & S
	AG Gator	1989		Title #89139075019	BOPW & S
Ford	Combo Vac.	1998		1FDYN80E8WVA02278	
International	Vactor	1992		1HTSDNURXNH402042	BOPW & S
International	Tractor 986		Red & white		No title needed
Ford	Dump Truck	1978		R80DVCC8664	
John Deere	Tractor 8630			Serial #8630H00325R	No title needed
International	semi Tractor	1989	Blue	2HSFBG3RXKCO26700	BOPW & S

**WHEREAS**, the Board resolves that it has been fully briefed as to these surplus resources and that it is in the best interest to dispose of said surplus items.

**WHEREAS**, the Board resolves that the Terre Haute Sanitary Board has the power of a purchasing agent under Indiana Code 5-22-22-3 and may sell the above named property.


**WHEREAS**, the Board resolves it has been fully briefed as to this situation and the intent of the surplus items.

**NOW THEREFORE**, be it resolved by the Board of Sanitary Commissioners of the Terre Haute Sanitary District that said items to be surplus and grants the Terre Haute Sanitary Board the power of a purchasing agent under Indiana Code 5-22-22-3 to sell the above named property.

**BE IT FURTHER RESOLVED BY THE BOARD OF SANITARY COMMISSIONERS OF THE TERRE HAUTE SANITARY DISTRICT THAT THIS Resolution shall be in full force and effect from after its passage by the Board of Sanitary Commissioners.**

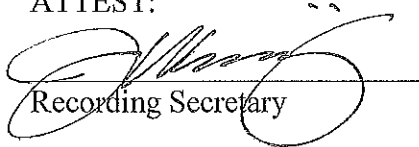
Adopted this 4th day of September, 2018.

BOARD OF SANITARY COMMISSIONERS  
SANITARY DISTRICT OF THE CITY OF  
TERRE HAUTE, INDIANA



\_\_\_\_\_  
President


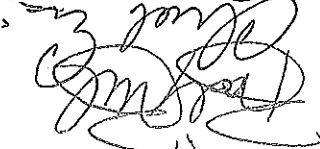
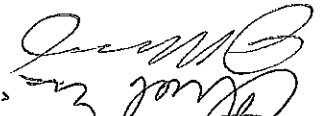
ATTEST:



\_\_\_\_\_  
Recording Secretary

Invoices - Engineering

System inv...	Vend...	Vendor name	Invoice...	Invoice date	Invoice am...	Account number	Account descripti...	Amount	Added by	Post date
148379	3729	BLANN & SON LLC	4490	08/13/2018	\$19727.26	0620-0061-03-437050	Drainage Ways	\$19727.26	cty0019eng	08/30/2018
148379	3729	BLANN & SON LLC	4490	08/13/2018	\$19727.26	0620-0000-00-202010	Accounts Payable	\$19727.26	cty0019eng	08/30/2018

 Tom Allen  
 Jay C...  
 David M.  
 Brent



✓

Invoices - Wastewater

System Invo...	Vendor ID	Vendor name	Invoice number	Invoice d...	Invoice am...	Account number	Account description	Amount	Added by	Post date
148099 15		AMERICAN WATER CAPITAL CORP.	4000142862	04/16/2018	\$5070.00	0620-0061-03-432010	Services Contractual	\$5070.00	cy/0023ww	08/23/2018
148099 15		AMERICAN WATER CAPITAL CORP.	4000142862	04/16/2018	\$5070.00	0620-0000-00-202010	Accounts Payable	\$5070.00	cy/0023ww	08/23/2018
148101 15		AMERICAN WATER CAPITAL CORP.	4000151917	08/13/2018	\$5460.00	0620-0061-03-432010	Services Contractual	\$5460.00	cy/0023ww	08/23/2018
148101 15		AMERICAN WATER CAPITAL CORP.	4000151917	08/13/2018	\$5460.00	0620-0000-00-202010	Accounts Payable	\$5460.00	cy/0023ww	08/23/2018
148103 10262		AUTOMATED FUELS INC.	CFSI-7869	08/15/2018	\$5483.79	0620-0061-02-422010	Gasoline	\$3084.84	cy/0023ww	08/23/2018
148103 10262		AUTOMATED FUELS INC.	CFSI-7869	08/15/2018	\$5483.79	0620-0000-00-202010	Accounts Payable	\$3084.84	cy/0023ww	08/23/2018
148103 10262		AUTOMATED FUELS INC.	CFSI-7869	08/15/2018	\$5483.79	0620-0061-02-422020	Diesel Fuel	\$2398.95	cy/0023ww	08/23/2018
148103 10262		AUTOMATED FUELS INC.	CFSI-7869	08/15/2018	\$5483.79	0620-0000-00-202010	Accounts Payable	\$2398.95	cy/0023ww	08/23/2018
148104 20802		BOBBIE/NATALE	180821	08/22/2018	\$387.50	0620-0061-03-432010	Services Contractual	\$387.50	cy/0023ww	08/23/2018
148104 20802		BOBBIE/NATALE	180821	08/22/2018	\$387.50	0620-0000-00-202010	Accounts Payable	\$387.50	cy/0023ww	08/23/2018
148107 5602		BRADFORD SUPPLY COMPANY	2070457	08/17/2018	\$1915.53	0620-0061-02-422005	Operating Supplies	\$484.22	cy/0023ww	08/23/2018
148107 5602		BRADFORD SUPPLY COMPANY	2070457	08/17/2018	\$1915.53	0620-0000-00-202010	Accounts Payable	\$484.22	cy/0023ww	08/23/2018
148107 5602		BRADFORD SUPPLY COMPANY	2070457	08/17/2018	\$1915.53	0620-0061-01-414020	Protective Clothing	\$1309.90	cy/0023ww	08/23/2018
148107 5602		BRADFORD SUPPLY COMPANY	2070457	08/17/2018	\$1915.53	0620-0000-00-202010	Accounts Payable	\$1309.90	cy/0023ww	08/23/2018
148107 5602		BRADFORD SUPPLY COMPANY	2070457	08/17/2018	\$1915.53	0620-0061-04-444010	Purchase of Equipment	\$121.41	cy/0023ww	08/23/2018
148107 5602		BRADFORD SUPPLY COMPANY	2070457	08/17/2018	\$1915.53	0620-0000-00-202010	Accounts Payable	\$121.41	cy/0023ww	08/23/2018
148109 10540		DUKE ENERGY	8900-3538-01-0	08/08/2018	\$57459.55	0620-0061-03-436010	Electric Utility	\$57459.55	cy/0023ww	08/23/2018
148109 10540		DUKE ENERGY	8900-3538-01-0	08/08/2018	\$57459.55	0620-0000-00-202010	Accounts Payable	\$57459.55	cy/0023ww	08/23/2018
148112 5152		FIS/METAVANTA	3103009604	08/20/2018	\$574.00	0620-0061-00-347090	User Fees	\$574.00	cy/0023ww	08/23/2018
148112 5152		FIS/METAVANTA	3103009604	08/20/2018	\$574.00	0620-0000-00-202010	Accounts Payable	\$574.00	cy/0023ww	08/23/2018
148114 11331		IN AMERICAN WATER COMPANY	1010-220012927469	08/13/2018	\$232.32	0620-0061-03-436030	Water Utility	\$232.32	cy/0023ww	08/23/2018
148114 11331		IN AMERICAN WATER COMPANY	1010-220012927469	08/13/2018	\$232.32	0620-0000-00-202010	Accounts Payable	\$232.32	cy/0023ww	08/23/2018
148115 11331		IN AMERICAN WATER COMPANY	1010-220014068908	08/13/2018	\$293.10	0620-0061-03-436030	Water Utility	\$293.10	cy/0023ww	08/23/2018
148115 11331		IN AMERICAN WATER COMPANY	1010-220014068908	08/13/2018	\$293.10	0620-0000-00-202010	Accounts Payable	\$293.10	cy/0023ww	08/23/2018
148116 11331		IN AMERICAN WATER COMPANY	1010-210005705350	08/17/2018	\$137.07	0620-0061-03-436030	Water Utility	\$137.07	cy/0023ww	08/23/2018
148116 11331		IN AMERICAN WATER COMPANY	1010-210005705350	08/17/2018	\$137.07	0620-0000-00-202010	Accounts Payable	\$137.07	cy/0023ww	08/23/2018
148117 11331		IN AMERICAN WATER COMPANY	1010-220017926805	08/17/2018	\$309.75	0620-0061-03-436030	Water Utility	\$309.75	cy/0023ww	08/23/2018
148117 11331		IN AMERICAN WATER COMPANY	1010-220017926805	08/17/2018	\$309.75	0620-0000-00-202010	Accounts Payable	\$309.75	cy/0023ww	08/23/2018
148118 11331		IN AMERICAN WATER COMPANY	1010-220017926805	08/17/2018	\$309.75	0620-0000-00-202010	Accounts Payable	\$309.75	cy/0023ww	08/23/2018
148118 11331		IN AMERICAN WATER COMPANY	1010-220017926805	08/17/2018	\$137.16	0620-0061-03-436030	Water Utility	\$137.16	cy/0023ww	08/23/2018
148118 11331		IN AMERICAN WATER COMPANY	1010-220017959768	08/17/2018	\$137.16	0620-0000-00-202010	Accounts Payable	\$137.16	cy/0023ww	08/23/2018
148119 11829		MENARDS INC.	75352	08/13/2018	\$222.76	0620-0061-04-444010	Purchase of Equipment	\$222.76	cy/0023ww	08/23/2018
148119 11829		MENARDS INC.	75352	08/13/2018	\$222.76	0620-0000-00-202010	Accounts Payable	\$222.76	cy/0023ww	08/23/2018
148120 1276		MERRELL BROS. INC.	29464	08/20/2018	\$435340.25	0620-0061-03-432039	CS Lagoons	\$435340.25	cy/0023ww	08/23/2018
148120 1276		MERRELL BROS. INC.	29464	08/20/2018	\$435340.25	0620-0000-00-202010	Accounts Payable	\$435340.25	cy/0023ww	08/23/2018
148121 12662		SAMI S CLUB	6684	08/22/2018	\$366.48	0620-0061-02-422005	Operating Supplies	\$366.48	cy/0023ww	08/23/2018
148121 12662		SAMI S CLUB	6684	08/22/2018	\$366.48	0620-0000-00-202010	Accounts Payable	\$366.48	cy/0023ww	08/23/2018
148123 20801		SANDRA/LITTLE	316089842	08/21/2018	\$208.18	0620-0061-00-347090	User Fees	\$208.18	cy/0023ww	08/23/2018
148123 20801		SANDRA/LITTLE	316089842	08/21/2018	\$208.18	0620-0000-00-202010	Accounts Payable	\$208.18	cy/0023ww	08/23/2018
148125 12749		SEELYVILLE WATER WORKS	JULY 2018	08/01/2018	\$1444.00	0620-0061-03-432010	Services Contractual	\$1444.00	cy/0023ww	08/23/2018
148125 12749		SEELYVILLE WATER WORKS	JULY 2018	08/01/2018	\$1444.00	0620-0000-00-202010	Accounts Payable	\$1444.00	cy/0023ww	08/23/2018
148128 640		SYCAMORE RIDGE LANDFILL	3267-000008518	08/14/2018	\$1465.98	0620-0061-03-432073	Biosolids To Landfill	\$1133.17	cy/0023ww	08/23/2018
148128 640		SYCAMORE RIDGE LANDFILL	3267-000008518	08/14/2018	\$1465.98	0620-0000-00-202010	Accounts Payable	\$1133.17	cy/0023ww	08/23/2018
148128 640		SYCAMORE RIDGE LANDFILL	3267-000008518	08/14/2018	\$1465.98	0620-0061-03-432072	Sycamore Ridge Landfill	\$332.81	cy/0023ww	08/23/2018
148128 640		SYCAMORE RIDGE LANDFILL	3267-000008518	08/14/2018	\$1465.98	0620-0000-00-202010	Accounts Payable	\$332.81	cy/0023ww	08/23/2018
148129 4549		TPI BILLING SOLUTIONS LLC	1044183	08/15/2018	\$35159.46	0620-0061-03-432038	CS Billing	\$35159.46	cy/0023ww	08/23/2018
148129 4549		TPI BILLING SOLUTIONS LLC	1044183	08/15/2018	\$35159.46	0620-0000-00-202010	Accounts Payable	\$35159.46	cy/0023ww	08/23/2018
148130 4549		TPI BILLING SOLUTIONS LLC	1044184	08/15/2018	\$7471.00	0620-0061-03-432038	CS Billing	\$7471.00	cy/0023ww	08/23/2018
148130 4549		TPI BILLING SOLUTIONS LLC	1044184	08/15/2018	\$7471.00	0620-0000-00-202010	Accounts Payable	\$7471.00	cy/0023ww	08/23/2018

*Tom Adams*

*Tom Adams*

*Tom Adams*

Invoices - Wastewater

System Invoice ID	Vendor ID	Vendor name	Invoice number	Invoice date	Invoice amount	Account number	Account description	Amount	Added by	Post date
148330 3773		FRONTIER INC.	100305-5	08/20/2018	\$447.24	0620-0061-03-433010	Telephone	\$447.24	cy0021ww	08/29/2018
148330 3773		FRONTIER INC.	100305-5	08/20/2018	\$447.24	0620-0000-00-202010	Accounts Payable	\$447.24	cy0021ww	08/29/2018
148331 11331		IN AMERICAN WATER COMPANY	1010-210005705268	08/20/2018	\$720.40	0620-0061-03-436030	Water Utility	\$720.40	cy0021ww	08/29/2018
148331 11331		IN AMERICAN WATER COMPANY	1010-210005705268	08/20/2018	\$720.40	0620-0000-00-202010	Accounts Payable	\$720.40	cy0021ww	08/29/2018
148332 11331		IN AMERICAN WATER COMPANY	1010-210008259467	08/22/2018	\$45.92	0620-0061-03-436030	Water Utility	\$45.92	cy0021ww	08/29/2018
148332 11331		IN AMERICAN WATER COMPANY	1010-210008259467	08/22/2018	\$45.92	0620-0000-00-202010	Accounts Payable	\$45.92	cy0021ww	08/29/2018
148333 11829		MENARDS INC.	76564	08/20/2018	\$338.10	0620-0061-02-423015	Repair Supplies	\$319.18	cy0021ww	08/29/2018
148333 11829		MENARDS INC.	76564	08/20/2018	\$338.10	0620-0000-00-202010	Accounts Payable	\$319.18	cy0021ww	08/29/2018
148333 11829		MENARDS INC.	76564	08/20/2018	\$338.10	0620-0061-04-444010	Purchase of Equipment	\$18.92	cy0021ww	08/29/2018
148333 11829		MENARDS INC.	76564	08/20/2018	\$338.10	0620-0000-00-202010	Accounts Payable	\$18.92	cy0021ww	08/29/2018
148334 11829		MENARDS INC.	76967	08/22/2018	\$397.00	0620-0061-04-444010	Purchase of Equipment	\$397.00	cy0021ww	08/29/2018
148334 11829		MENARDS INC.	76967	08/22/2018	\$397.00	0620-0000-00-202010	Accounts Payable	\$397.00	cy0021ww	08/29/2018
148335 13045		STAPLES CREDIT PLAN	2139777271	08/09/2018	\$115.38	0620-0061-02-421010	Office Supplies	\$115.38	cy0021ww	08/29/2018
148335 13045		STAPLES CREDIT PLAN	2139777271	08/09/2018	\$115.38	0620-0000-00-202010	Accounts Payable	\$115.38	cy0021ww	08/29/2018
148336 13045		STAPLES CREDIT PLAN	22583	08/09/2018	\$32.96	0620-0061-02-421010	Office Supplies	\$32.96	cy0021ww	08/29/2018
148336 13045		STAPLES CREDIT PLAN	22583	08/09/2018	\$32.96	0620-0000-00-202010	Accounts Payable	\$32.96	cy0021ww	08/29/2018
148337 13045		STAPLES CREDIT PLAN	54585	08/17/2018	\$88.57	0620-0061-02-421010	Office Supplies	\$88.57	cy0021ww	08/29/2018
148337 13045		STAPLES CREDIT PLAN	54585	08/17/2018	\$88.57	0620-0000-00-202010	Accounts Payable	\$88.57	cy0021ww	08/29/2018
148338 12388		TERMINIX INTERNATIONAL INC.	378109570	08/09/2018	\$101.00	0620-0061-03-432010	Services Contractual	\$101.00	cy0021ww	08/29/2018
148338 12388		TERMINIX INTERNATIONAL INC.	378109570	08/09/2018	\$101.00	0620-0000-00-202010	Accounts Payable	\$101.00	cy0021ww	08/29/2018

↙


  
 John Adams
   
 Ray Allen
   
 Paul E. ...