
WORK SESSION

The New Albany Sewer Board and the New Albany Storm Water Board will hold a Work Session to discuss the 2017 Budget on Thursday, September 22, 2016 in the third floor assembly room immediately following the regular storm water meeting. If you have any questions please contact the City Clerk's Office.

AGENDA

THE SEWER BOARD MEETING OF THE CIVIL CITY OF NEW ALBANY, INDIANA, WILL BE HELD IN THE THIRD FLOOR ASSEMBLY ROOM OF THE CITY-COUNTY BUILDING ON THURSDAY, SEPTEMBER 22, 2016 AT 9:15 A.M.

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

APPROVAL OR CORRECTION OF THE FOLLOWING MINUTES:

September 8, 2016 Regular Meeting Minutes

BIDS/CONTRACTS:

- 1. Rob Sartell re: Bids for Woodland Drive**

COMMUNICATIONS - PUBLIC:

COMMUNICATIONS - CITY OFFICIALS:

SEWER ADJUSTMENTS:

FINANCIAL REPORT:

NEW BUSINESS:

- 1. Pat Kelley re: Problem in sewer line at Kelley Building at 2113 State Street**

OLD BUSINESS:

- 1. Wes Christmas re: Clark Dietz Update**

UTILITY REPORT:

- 1. Rob Sartell re: July 2016 Utility Report**

CLAIMS:

ADJOURN:

THIS AGENDA IS SUBJECT TO CHANGE.

For more information, please see the City Clerk in Room 332, City County Bldg.

THE SEWER BOARD MEETING OF THE CIVIL CITY OF NEW ALBANY, INDIANA, WILL BE HELD IN THE THIRD FLOOR ASSEMBLY ROOM OF THE CITY-COUNTY BUILDING ON THURSDAY, SEPTEMBER 8, 2016 AT 9:15 A.M.

PRESENT: Ed Wilkinson, member, Nathan Grimes, member and Mayor Gahan, president.

ALSO PRESENT: April Dickey, Linda Moeller, Rob Sartell, Shane Gibson, Scott Blair, Larry Summers and Vicki Glotzbach

CALL TO ORDER:

Mayor Gahan called the meeting to order at 9:15 a.m.

PLEDGE OF ALLEGIANCE:

APPROVAL OR CORRECTION OF THE FOLLOWING MINUTES:

Mr. Wilkinson moved to approve the August 25, 2016 Regular Meeting Minutes with corrections, Mr. Grimes second, all voted in favor.

BIDS/CONTRACTS:

COMMUNICATIONS - PUBLIC:

Mr. Casey DeYoung stated that he would like to present a variance request for Kroger on State Street to allow three PSCs to utilize the six inch private sewer. He presented an email and drawings that he reviewed with the board. He explained that Kroger is expanding and he is proposing that half of the store be served off of Green Valley Road and the other half be served on State Street through a private manhole at the State Street entrance. He also explained that the new fuel kiosk will have a restroom and the old one didn't so that will be served by a PSC going to that private manhole as well. He said the concern is that there is a four inch line running from Penn Station to the private manhole and from the manhole there is a six inch line that goes out to connect to the city's sewer system. He also said that in order for that private sewer to be used by multiple users it is supposed to be eight inches unless a variance is granted by this board to allow the use of these three property service connections through the one six inch line. He stated that the capacity of a six inch line is well over what they will be utilizing. He said that an average Kroger uses about 5,000 gallons per day and with the marketplace it will be a little more than that but conservatively it will be 5,000 gallons per day.

Mr. Sartell stated that per our ordinance anytime you have multiple users tapping into a manhole and going to a main, it has to be an eight inch line from that manhole going into the next manhole. He also stated that the flows are fine and shouldn't be a problem but Mr. DeYoung has to have a variance from the board in order to move forward.

Mr. Wilkinson asked if it has been running off of a six inch line for a number of years.

Mr. Sartell stated that is correct.

Mr. Wilkinson explained that it is on private property and wanted to make sure that he understands that it is not the city's responsibility for maintenance should a problem arise and that it will be at his expense.

Mr. DeYoung said that was stated in the email that he received from Mr. Scott Wilkinson.

Mr. Wilkinson stated that the flow and volume is not an issue at all.

Mr. Grimes asked if the only flow they will have is from the fuel kiosk restroom.

Mr. DeYoung stated there will also be a little bit of flow from Kroger but it is insignificant compared to the capacity of a six inch line.

Mr. Sartell stated that it has not been a maintenance issue in the past so he doesn't anticipate any problems moving forward.

Mr. Wilkinson moved to approve the variance request by Kroger subject to the understanding that it is on their property and would be their maintenance issue, **Mr. Grimes** second, all voted in favor.

COMMUNICATIONS - CITY OFFICIALS:

Mr. Scott Blair stated that he has been on the city council for the last five years and follows the financials for the sewer closely and he has noticed a negative trend in the past few years that he feels needs to be addressed. He then passed out a high level financial history of the sewer utility that he put together for the board to review. He explained that when you look back from 2011 to June 30th of this year you can see a significant decline in revenues. He said that last year we were at \$14.25M in revenues and in 2014 we were at \$15.2M and what is especially discerning to him is the decrease in fees. He stated that when you look at 2015 versus 2014 we took in \$900,000.00 less in fees in 2015 than we did in 2014. He also stated that if you analyze what we have done through June of this year, we are down \$1.1M in fees and he thinks it is an early warning sign that needs to be addressed and reverse it. He said that the first thing we need to understand is why we are taking in less fees than previously. He then stated that other piece of it is expenses which are unfortunately going the wrong way and when you look at 2015 we had \$15.5M in expenses. He realizes that some of that is capital projects but expenses continue to go up and obviously it is not a good trend if you see revenue coming down and expenses going up. He said that last year we had \$1.3M less in revenues versus expenses. He said that if you look at the swing from 2014 to 2015 in cash flow that is a \$3M swing in one year in cash flow. He also said that in the cash balance line you can see that at the end of December 2014, we had \$9.7M in our cash account and as of June of this year it is down to \$7.5M. He saw in the report that Mr. Wilkinson presented to the city council that there was an estimate of \$7M for projects planned and asked if we are going to have the funding to do the projects without going out and bringing more people onto our sewer system or doing a rate increase and so forth. He said that we don't understand the financial situation and need to take corrective action now to make sure we will be sustainable in the future. He said that when you look at the budgeted amounts and what we have actually spent, there are some huge variances there such as telephone expenses that were \$139,000.00 more than budgeted. He said that we need to understand why revenue is going down, why we are spending more in certain line items, create a realistic budget and adhere to it, create a five year projection and calculate an operating expense run ratio. He added that right now we have operating expenses and capital expenses mixed together and they need to be separated to know how much we truly have left for capital expenses. He then said that Mr. McCormick indicated to him that Mayor Gahan wanted him to go through his administration to get financial information so he requested to work with the CPA to get information to better understand the sewer financials.

Mayor Gahan asked if he is present on behalf of the city council or his bank.

Mr. Blair replied on behalf of Scott Blair, city council member.

Mayor Gahan asked if was representing his bank.

Mr. Blair replied no.

Mayor Gahan said that he just wanted to make sure that we are clear on that. He then said that the administration will get the information that he needs and thanked him for coming in.

Mr. Blair asked what the timeframe would be.

Mr. Gibson stated that he is fine with working with Mr. Blair and Mr. McCormick in

that fashion.

Mayor Gahan stated that he doesn't know why he would think otherwise.

SEWER ADJUSTMENTS:

Mrs. Dickey presented an adjustment request for Elizabeth Herbert in the amount of \$1,865.33 for a leak that occurred at the meter connection on the customer's side. She explained that the water went into the yard and the leak was repaired by Robert Beard. Supporting documents are attached.

Mr. Wilkinson moved to approve, **Mr. Grimes** second, all voted in favor.

FINANCIAL REPORT:

Mr. Wilkinson explained that we had a good month on revenue because several new projects are starting and we had almost \$150,000.00 in tap in fees. He said that cash flow is running very close to budgeted numbers. He also said that we finished up two major construction jobs that were carried over from last year and two new jobs are starting. He added that it was a good month cash flow wise and construction projects are all currently funded from bank reserves.

NEW BUSINESS:

1. Rob Sartell re: Supplemental Agreement No. 3 with United Consulting

Mr. Sartell stated that this resulted from MAC failing to meet their adjusted schedule which forced some expenses onto the project for maintenance and inspection. He said it is for an additional \$44,000.00.

Mr. Grimes asked if MAC took twice as long to do the job.

Mr. Sartell stated that they asked for an extension which he gave them and that extension ended on April 3rd and they didn't get done until almost the end of May.

Mr. Gibson stated that he put them on notice.

Mr. Grimes asked if there were overall construction problems with the job.

Mr. Gibson stated that they had coordination issues more than anything that caused delays.

Mr. Wilkinson stated that they had a couple of occasions where they took off from our site to work on other jobs.

Mr. Grimes stated that it was their issues then and not ours.

Mr. Gibson replied yes and stated that he put them on notice because of our concern that we've got an extra bill and that the contract permits us to seek appropriate damages. He said that he sent a letter to them and he received a letter from their attorney who is going to reach back out to him within the next couple of weeks.

Mr. Sartell stated that he is still waiting on affidavits.

Mr. Wilkinson asked if this is a request for authorization for the \$44,000.00 change in the contract.

Mr. Sartell replied yes.

Mr. Grimes stated that he doesn't see that we have a choice.

Mr. Wilkinson moved to approve, **Mr. Grimes** second, all voted in favor.

2. Don Williams re: Request adjustments on property at 723 Lincoln Street

Ms. Margaret Emery stated that she worked with Mr. Williams to analyze a situation that happened on a property that he owns. She explained that the property was next door to his residence and he had purchased it for his stepson. She said that there was a water leak and the stepson had paid the large water bills but let the wastewater bills accumulate until they became attached to the property which was unbeknownst to Mr. Williams. She stated that this property had been sold at a sheriff's sale and she came into his business to look at his financial structure and saw this one particular issue and encouraged him to get the property back and to try to file the sewage adjustment because it was a valid leak. She did an analysis from January, 2010 to October, 2013 and the sewage bill accumulated to \$7,123.00 with penalties of approximately \$656.00. She said that when she looked at what the regular bill was she determined that he had overpaid about \$5,900.00 which was attached to the property taxes. She said that he has paid all of the fees up so she encouraged him to try to do the adjustment. She also said that they sent all of the information in on September 3, 2015.

Mr. Don Williams explained that the leak was not able to be seen because the property next door was grown up and had been that way for three or four years. He said that the water leaked onto that property and couldn't be seen.

Mr. Gibson stated that they just set a policy of six months for adjustments.

Ms. Emery stated that the circumstances were that Mr. William's wife was severely ill and passed during this period and he also had severe back issues and had to take off work to have surgery. She added that he paid all of the fees and penalties and she feels that it would be appropriate for the city to grant the adjustment. She also added that Mr. Williams was not receiving the bills because he was the landlord.

Mr. Wilkinson asked if this property is a rental now.

Mr. Williams replied no.

Mr. Wilkinson explained that there is a process in place that the owner can be notified if a bill has not been paid so that issue is addressed.

Ms. Emery asked if that is something new.

Mr. Wilkinson replied no. He then explained that there are lots of sheriff's sale properties that are extremely advantageous price wise and the purpose of that is to get properties back into an earning capacity but you have to check all of the filings against them. He also explained that they do have requests that put them into pretty tight spots and some unfortunate spots but they do have a timeframe for filing a request and he feels that they are going to have to stick to that timeframe.

Ms. Emery asked if the filing timeframe is six months.

Mr. Wilkinson replied yes.

Mr. Williams stated that he was in the sewer billing office several times and was never told that.

Mrs. Dickey stated that they were working on the policy at the time and she brought the request to the board for them to review but ultimately it didn't meet the criteria.

Ms. Emery stated that they were never told that it couldn't be done. She added that it is just such a large sum plus the fact that on the sheriff's sale there quite a lot of fees.

Mr. Gibson stated that all this board controls are the sewer liens and once it goes to sheriff's sale it goes through a whole process of fees that are attached.

Ms. Emery said that she was just saying that to get the property there were a lot of expenses to be paid.

Mr. Grimes stated that this is two years old since it was filed and that's why the policy was put in place because this is not the only old adjustment request they have received.

Ms. Emery stated that these were paid bills for a service that wasn't used and she feels there is a legal issue because six months is a short timeframe. She suggested that the board try to lengthen that because sometimes by the time you realize what is happening it is too late.

OLD BUSINESS:

1. Wes Christmas re: Clark Dietz Update

Mr. Christmas stated that Grant Line Road Lift Station Project is beginning this month and he received notification that they are mobilizing some equipment and doing some staging work this week with the intent to begin work next week. He said he is in the process of forwarding Mr. Sartell a renewal application for the plant's NPDES permit which is a requirement to discharge. He also said that he has a draft on his desk to review and get ready to send out for the completion of the capacity certification for Ragains Apartments. He added that they paid their fees and he has completed it but he just needs to review it and then send it off to EPA.

UTILITY REPORT:

Mr. Sartell stated that Fifth Street and Elm Street should be wrapping up in the next day or two. He said that it was a good call to get that brick sewer lined because it started collapsing last week.

CLAIMS:

Mrs. Moeller presented the following claims for the period of 08/25/16 to 09/07/16 in the amount of \$828,587.83:

Vendor Name	Amount
OFFICE SUPPLY COMPANY, INC	146.48
FLOYD COUNTY RECORDER	550.00
FLOYD COUNTY RECORDER	550.00
FLOYD COUNTY RECORDER	550.00
FLOYD COUNTY RECORDER	550.00
FLOYD COUNTY RECORDER	550.00
FLOYD COUNTY RECORDER	550.00
FLOYD COUNTY RECORDER	550.00
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FLOYD COUNTY RECORDER	550.00
FLOYD COUNTY RECORDER	600.00
FLOYD COUNTY RECORDER	600.00
FLOYD COUNTY RECORDER	600.00
FLOYD COUNTY RECORDER	600.00
L&D MAILMASTERS, INC.	1,350.43
L&D MAILMASTERS, INC.	218.36
CROWN SERVICES INC	480.00
CROWN SERVICES INC	465.00
CAUDILL, DAVID	70.50
SNYDER, ERIN	288.89
Total	15,869.66

ACE HARDWARE	6.99
ACE HARDWARE	7.07
ACE HARDWARE	7.29
ACE HARDWARE	17.99
ACE HARDWARE	11.40
ACE HARDWARE	18.90
ACE HARDWARE	22.99
ACE HARDWARE	18.40
ACE HARDWARE	5.38
ACE HARDWARE	24.29
ACE HARDWARE	31.30
ACE HARDWARE	32.44
ACE HARDWARE	116.03

ACE HARDWARE	6.47
ACE HARDWARE	17.77
KLEIN BROTHERS SAFE & LOCK	1,432.77
BLACK DIAMOND	65.00
BLACK DIAMOND	45.00
RETAILERS SUPPLY	199.00
LEE SUPPLY CORP.	217.97
SAF-TI-CO., INC.	362.50
QUILL	32.99
QUILL	62.97
QUILL	127.78
QUILL	94.93
CINTAS #302	55.22
CINTAS #302	300.74
CINTAS #302	300.74
CLARK-DIETZ	7,386.00
CLARK-DIETZ	4,225.00
CLARK-DIETZ	11,995.00
PEYTON'S BARRICADE & SIGN CO.	217.00
EARTH FIRST	143.36
EARTH FIRST	642.17
EARTH FIRST	156.67
RED WINGS SHOE STORE	100.00
UHL TRUCK SALES	241.32
CUES INC.	136.11
DEAN, TERRY	45.00
DEAN, TERRY	36.00
GRAINGER	1,125.40
GRAINGER	1,799.28
USA BLUE BOOK	430.45
USA BLUE BOOK	628.09
SIMPLEXGRINNELL LP	50.00

S & M PRECAST	332.80
S & M PRECAST	419.20
S & M PRECAST	741.50
BIOCHEM, INC.	3,863.23
STANTEC CONSULTING SERVICES	2,383.22
SOUTH'S CLEANING SERVICE	1,000.00
SOUTH'S CLEANING SERVICE	1,000.00
EYE-TRONICS	3,038.39
EYE-TRONICS	473.42
EYE-TRONICS	223.45
EYE-TRONICS	7,724.24
OFFICE DEPOT	85.49
OFFICE DEPOT	24.99
HOME DEPOT	24.78
HOME DEPOT	105.24
HOME DEPOT	46.16
HOME DEPOT	143.76
PRO4MANCE CONTRACTING SERVICES	3,541.20
ERNST CONCRETE	332.00
ERNST CONCRETE	267.00
TEMPLE & TEMPLE EXCAVATING	111,091.50
JACOBI OIL SERVICE, INC.	363.40
NCL OF WISCONSIN INC	1,143.48
NCL OF WISCONSIN INC	101.47
NCL OF WISCONSIN INC	100.68
NCL OF WISCONSIN INC	547.15
NCL OF WISCONSIN INC	54.27
NCL OF WISCONSIN INC	616.78
NCL OF WISCONSIN INC	480.86
RELIN AMERICA, INC	1,181.13
GSM FILTRATION INC	4,646.17
MOTION INDUSTRIES	50.29

IDEXX DISTRIBUTION, INC	428.67
SARTELL, ROBERT	90.00
SARTELL, ROBERT	428.22
SARTELL, ROBERT	106.00
CHLORINATION CO. INC	1,262.94
M & D AUTO BODY REPAIR	3,621.77
APPLEGATE FIFER PULLIAM-WIRE	198.00
BIG G SUPPLY	252.98
ELEMENT MATERIALS TECHNOLOGY	56.70
ELEMENT MATERIALS TECHNOLOGY	150.70
ELEMENT MATERIALS TECHNOLOGY	221.82
ELEMENT MATERIALS TECHNOLOGY	108.40
ELEMENT MATERIALS TECHNOLOGY	470.30
NAPA OF NEW ALBANY	103.96
NAPA OF NEW ALBANY	23.76
PENN VALLEY PUMP INC	1,317.85
RS LINING SYSTEM LLC	2,696.09
RS LINING SYSTEM LLC	99.10
TEMPLE & TEMPLE *ESCROW*	12,343.50
HERITAGE PETROLEUM, LLC	76.80

Total 203,203.98

INDIANA AMERICAN WATER	20.06
INDIANA AMERICAN WATER	20.06
INDIANA AMERICAN WATER	36.95
INDIANA AMERICAN WATER	20.06
INDIANA AMERICAN WATER	20.06
INDIANA AMERICAN WATER	75.22

NEW ALBANY MUNICIPAL UTILITIES	4.17
NEW ALBANY MUNICIPAL UTILITIES	4.17
NEW ALBANY MUNICIPAL UTILITIES	4.17
NEW ALBANY MUNICIPAL UTILITIES	4.17
GIBSON LAW OFFICE, LLC	865.38
HARRISON CO. REMC	185
VECTREN ENERGY DELIVERY	50.74
VECTREN ENERGY DELIVERY	21.53
VECTREN ENERGY DELIVERY	24.96
VECTREN ENERGY DELIVERY	117.8
VECTREN ENERGY DELIVERY	58.27
VECTREN ENERGY DELIVERY	134.63
AT&T	285.02
AT&T	274.64
DUKE ENERGY	25.02
DUKE ENERGY	2628.87
DUKE ENERGY	42,847.31

DUKE ENERGY	249.29
DUKE ENERGY	580.43
DUKE ENERGY	530.10
DUKE ENERGY	13.34
DUKE ENERGY	1072.06
DUKE ENERGY	80.41
DUKE ENERGY	19.63
DUKE ENERGY	15.32
DUKE ENERGY	76.61
TIME WARNER CABLE	600.00
CARD SERVICES	157.22
INDIANA AMERICAN WATER	129.70
INDIANA AMERICAN WATER	36.95
INDIANA AMERICAN WATER	36.95
INDIANA AMERICAN WATER	12.74
GIBSON LAW OFFICE, LLC	865.38
STORMWATER\DRAINAGE FUND	70,486.95
CITY OF NEW ALBANY	6,250.00

CITY OF NEW ALBANY	37,500.00
BANK OF NEW YORK TRUST CO.	21,953.50
BANK OF NEW YORK TRUST CO.	420,098.00
HARRISON CO. REMC	80.84
AT&T	647.88
DUKE ENERGY	20.98
DUKE ENERGY	53.85
DUKE ENERGY	101.03
AT&T	116.77

Total 609,514.19

Grand Total 828,587.83

Mr. Wilkinson moved to approve the above claims, Mr. Grimes second, all voted in favor.

ADJOURN:

There being no further business before the board, the meeting adjourned at 9:50 a.m.

Mayor Gahan, President

Vicki Glotzbach, City Clerk

Bids for Woodland Dr.

Vendor	Open Cut	Pipe Burst
All Terrain	\$28,125.00	\$26,200.00
C.C.E.	\$36,600.00	No Bid
Harbison	\$47,210.00	No Bid
Lawyer	\$30,950.00	\$41,123.00

New Albany Wastewater Utility Monthly Report Summary for July 2016

Influent / Effluent Quality

The treatment facility was in compliance

Pretreatment

Product Specialties has been fined \$500.00 for the month of July due to permit violations.

There were 37 grease trap inspections of restaurants and food preparation facilities.

Facility Operations

67 dry tons of bio solids were removed from the WWTP.

The WWTP was at 84% of its Total Suspended Solids design limit and at 62% of its CBOD design limit.

There were 5.35 inches of rain for the month

Preventative and Unscheduled Maintenance

199 preventative work orders were completed and 25 corrective work orders were completed for the WWTP and Lift Stations

Highlights

The maintenance staff replaced the lower belt on the #1 Belt Filter Press.

The maintenance staff replaced two bad sump pumps in the #520 basement.

The maintenance staff replaced the top belt on the #2 Belt Filter Press and the mixing chamber on the #2 Polyblend.

Xylem replaced the backup float systems in the #120, Charlestown Road L.S. and Mt. Tabor L.S. wet wells with a multi – trode system to prevent pump control failure during high flow events.

The maintenance and collection system crews cleaned wet wells at Grantline Road, Lafollette and the Pines Lift Stations.

Sanitary Collection System

<i>Project</i>		<i>Current Month</i>		<i>Year-to-Date</i>	
<i>Sanitary Sewer Flushed/ft</i>		<i>8,674</i>		<i>62,370</i>	
<i>Sanitary Sewer Televised/ft.</i>		<i>7,488</i>		<i>53,322</i>	
<i>CIPP Installed/ft</i>		<i>1,065</i>		<i>18,277</i>	
<i>Tap Inspections</i>		<i>16</i>		<i>75</i>	
<i>Locates</i>		<i>838</i>		<i>4,770</i>	
<i>Pipe Patches</i>		<i>0</i>		<i>4</i>	
<i>Service Requests</i>	<i>Odor Complaint</i>	<i>Main Block</i>	<i>Resident Problem</i>	<i>Dye Test</i>	<i>Emergency Locates</i>
<i>15</i>	<i>0</i>	<i>1</i>	<i>14</i>	<i>5</i>	<i>27</i>

Sanitary Sewer Overflow Monitoring

There was 1 rain event that required Stantec monitoring and 0 overflows

Preventative and Unscheduled Maintenance

20 preventative work orders were completed and 4 corrective work orders completed for the Collection System. There were 15 Customer Service requests 1 of those requests were for blockages in the main line.

Construction Highlights

Basin #2

Replaced a section of 8" main between MH #25 to MH #25A

Basin #7

Repaired a lateral line in the right of way at 1105 East Spring in the alley.

Basin #9

Added rip rap around MH #72 to stop erosion.

Facility Safety

The monthly safety inspection rating was 96.9%

The safety training topics for July was Basic Electrical Safety with Arc Flash Protection and Lock Out Tag Out Awareness.

Projects

Algae Control System

All clarifiers have had the Launderers installed waiting on a letter of Substantil Competeion and Punch List.

McLean Lift Station

Wet Well and the valve vaults have been set along with pipework. The stromwater lines have been repaired from a previous construction project. Shelter overhang has been installed and electrical work is now in progress.

Reline New Albany

We are currently lining Basin #28. Slate Run Road and Old Ford Road in Basin #28 have been lined. Basin #7 will be next and then back to Basin #10 and some finish work in Basin #15.

SSO Flow Study

This study has been completed.

Grantline Road Lift Station Project

Site prep has begun at the Lift Station.

Jacobs Creek Lift Station Study

This study has been completed and is now under review.