



December 23, 2019 – Superintendent’s Report

ADMIN UPDATE:

During a recent water leak repair on a commercial water line, it was discovered that there were errors in certain sections of the Utility’s Policy & Procedure Manual. These errors date back to the January 2015 revision, which included changes to the irrigation system installation requirements, maintenance responsibilities for commercial water service lines and one edit that was missed in Section 10 dealing with meter calibration and replacement. The packets provided to you contain the affected sections that we need to correct. There are no issues requiring correction of the irrigation system requirements. In the 2015 revision, the commercial water line maintenance/repair/replacement responsibility was changed to make the property owner responsible for water service lines from the point of connection with the public main to the structure served. This language was changed in Section 5 but not Section 3, leading to confusion in the manual that needs to be corrected. As a matter of policy, Section 5 is what we have been following since the change was made in 2015. In Section 10, the USB had requested that the “cost plus 25% overhead and administration charges” part in Item D be removed and this edit was also overlooked in the final version. Thus, we would like to have USB approval to make the required corrections to the manual and re-issue the manual with this latest revision so noted.

With the winter weather and holiday season setting in, we will see a bit of a slowdown on capital projects and our utility crews will be focusing on housekeeping, equipment maintenance and similar tasks, as well as responding to emergencies.

The Utility Staff wishes a Happy Holiday Season to all our USB Members and their families!

BUSINESS OFFICE/SERVICE DEPARTMENT

Adjustments: 4950 N Sadlier Dr. customer is requesting an adjustment in the sewer portion of the bill only in the amount of \$615.33 due to a service line leak. We Recommend approval