

REGULAR MEETING MINUTES
BOARD OF ALDERMEN OF THE CITY OF CUBA, MISSOURI
THURSDAY- DECEMBER 17, 2020 – 6:00 P.M.
CUBA CITY HALL COUNCIL ROOM

Mayor Leathers called the meeting to order. Aldermen present: Kevin Copling, Debbie Martin, Curtis Holt, Sam Black, and Jeff Bouse. Alderman absent: Warren Graddy. Public Works Director present, Craig Bouse. Police Captain present: Ben Scharfenberg. AJ Harman – Sewer Department. City attorney – Lance Thurman.

Mayor Leathers asked to move #13 to the next subject after #16. **Motion by Black, seconded by Holt, to approve the agenda with changes. Vote: Five ayes. Graddy – absent.**

Motion by Bouse, seconded by Martin, to approve the regular meeting minutes of November 17, 2020. Vote: Four ayes. Graddy- absent. Copling – abstain.

Motion by Black, seconded by Holt, to approve the regular meeting minutes of December 1, 2020. Vote: Five ayes. Graddy – absent.

Motion by Martin, seconded by Black, to approve the special meeting minutes of December 10, 2020. Vote: Five ayes. Graddy – absent.

Citizens participation:

Mr. Jeff Kormann with Midwest Assistance Program completed a water rate study back in Oct/Nov. This is a free service from their company. His recommendation is for a water rate increase of 2% the average the median household. Mayor Leathers will have the Water Committee look into after the first of the year.

There were two representatives who spoke with the council from Cuban Revitalization Project, the medical marijuana company interested in the Barnett Industrial Park. They stated that the only change to the contract would be for the city to transfer the land to them for funding purposes right up front and should they not complete the project in 12 months, they would give the land back to the city.

Public Works Director Report: PW Director Bouse stated that he needed guidance on the 211 Moss fence and building that is on the city right of way. Bouse stated he has sent two certified mailings to notify the owner to move the fence and building to no response. Alderman Bouse asked how long the building has been there. Craig Bouse was unsure. Alderman Holt thought less than a year. Attorney Thurman stated to have the city employees take the fence down and move the building. PW Director stated there are things stored in the building. The city has a utility down the alley. Thurman was not initially explained to that moving the building will destroy the building. However, the city has given enough notice. Mayor Leathers stated to notify the owner one more time via certified mail and have a date that removal will start should the owner not take care of the problem themselves.

Public Works Director Bouse presented a bid from Gas Products for \$5,162.71 for natural gas stock supplies. **Motion by Bouse, seconded by Black, to approve the invoice of \$5,162.71 from Gas Products. Vote: Five ayes. Graddy – absent.**

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Water/Sewer Discussion: Public Works Director Bouse presented the council with a color coded map and stated that he had professional advice on lining the sewer pipes. The map he was showing gave an area of immediate need. He utilized the expertise of Jim Stephenson and Meco Engineering to get a plan of attack. The red areas needed a total sewer line replacement. The yellow were the ones that needed lined. The most need was all around Jimmy Montgomery's place. He would like to get council approval to get costs associated with the area in question. Archer Engineering gave Bouse the names of Visu-Sewer, Ace Pipe, Insituform Tech, and Midwest Infrastructure Coatings. **Motion by Martin, seconded by Bouse, to allow Craig Bouse to seek bids from those companies on the costs and projected timeline to get the project completed. Vote: Five ayes. Graddy – absent.**

City Clerk Nash reminded everyone that she too had sent the council a report on the importance of planning the entire project out whether the entire project takes 5-10 years. The cost associated is an important aspect. Missouri Public Utility Alliance is rolling out an Asset Management toolkit that can do future projects and the needs that should first be met. MPUA is interested in putting Cuba as one of the first on this new toolkit.

Mayor Leathers inquired on the splash pad. Bouse stated that they are coming Monday, Dec 21.

Tree trimming bids – Rutz Subdivision/Highland Terrace:

AAA - \$26,500

Brown Tree Service - \$59,300

Motion by Black, seconded by Bouse, to approve the bid from AAA for \$26,500. Vote: Five ayes. Graddy – absent.

Surplus Bids:

Mayor Leathers stated that there were several items to bid on. On two items were bid on:

Pallet Landscaping Timbers

Joy Brandenberger - \$167

Motion by Black, seconded by Bouse, to approve the bid from Joy Brandenberger for \$167. Vote: Five ayes. Graddy – absent.

5'blade

Bob Baldwin - \$101

Motion by Black, seconded by Holt, to approve the bid from Bob Baldwin for \$101. Vote: Five ayes. Graddy – absent.

Police Chief Report – none.

Alderman Martin inquired on the status of the nuisance properties. Captain Ben Scharfenberg stated that Police Chief Shelton attended a meeting regarding the nuisances, he was not a part of that meeting. Mayor Leathers stated that he would like to see on each agenda under the Police Report a nuisance update.

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Motion by Black, seconded by Holt, to pay the bills as presented. Vote: Five ayes. Graddy- absent.

Motion by Black, seconded by Martin, to have the first reading of Bill No. 1978 by caption only. Vote: Five ayes. Graddy – absent. City Clerk Nash read Bill No. 1978 – An ordinance authorizing the mayor of the City of Cuba, Missouri, on behalf of said city, to enter into an agreement with University of Central Missouri and Missouri Highways and Transportation Commission to accept a grant for DWI Enforcement over December holiday season in 2020. **Motion by Holt, seconded by Bouse, to approve the first reading of Bill No. 1978. Roll call vote: Copling -yes, Holt -yes, Black -yes, Bouse -yes, Martin -yes, and Graddy – absent.** **Motion by Bouse, seconded by Black, to have the second reading of Bill No. 1978 by caption only. Vote: Five ayes. Graddy- absent.** City Clerk Nash read Bill No. 1978 a second time. **Motion by Black, seconded by Martin, to approve the second reading of Bill No. 1978 a second time. Roll call vote: Martin -yes, Bouse -yes, Black -yes, Holt -yes, Copling -yes, and Graddy – absent.** Mayor Leathers declared Bill No. 1978 becomes Special Ordinance No. 800 this 17th day of December 2020.

Motion by Black, seconded by Holt, to have the first reading of Bill No. 1979 by caption only. Vote: Five ayes. Graddy- absent. City Clerk Nash read Bill No. 1979 – An ordinance approving and adopting for the City of Cuba, Missouri, a section 125 plan for the benefit of the employees of the City of Cuba, Missouri. **Motion by Bouse, seconded by Holt, to approve the first reading of Bill No. 1979 by caption only. Vote: Copling – yes, Holt -yes, Black -yes, Bouse -yes, Martin -yes, and Graddy – absent.** **Motion by Black, seconded by Holt, to have the second reading of Bill No. 1979 by caption only. Vote: Five ayes. Graddy – absent.** City Clerk Nash read Bill No. 1979 a second time. **Motion by Bouse, seconded by Holt, to approve the second reading of Bill No. 1979. Roll call vote: Martin -yes, Bouse -yes, Black -yes, Holt -yes, Copling – yes, and Graddy – absent.** Mayor Leathers declared Bill No. 1979 becomes Special Ordinance No. 801 this 17th day of December 2020.

Bill No. 1980 was moved down the list on the agenda.

Motion by Bouse, seconded by Holt, to have the first reading of Bill No. 1981 by caption only. Vote: Five ayes. Graddy – absent. City Clerk Nash read Bill No. 1981 – An ordinance authorizing the mayor of the City of Cuba, Missouri, on behalf of said city, to enter into an agreement with CM Archer Group, PC for engineering services. **Motion by Bouse, seconded by Black, to approve the first reading of Bill No. 1981. Roll call vote: Copling -yes, Holt -yes, Black -yes, Bouse -yes, Martin -yes, and Graddy – absent.** **Motion by Bouse, seconded by Holt, to have the second reading of Bill No. 1981 by caption only. Vote: Five ayes. Graddy – absent.** City Clerk Nash read Bill No. 1981 a second time. **Motion by Bouse, seconded by Black, to approve the second reading of Bill no. 1981. Roll call vote: Martin -yes, Bouse -yes, Black -yes, Holt -yes, Copling -yes, and Graddy – absent.** Mayor Leathers declared Bill No. 1981 becomes Special Ordinance No. 803 this 17th day of December 2020.

Motion by Black, seconded by Bouse, to have the first reading of Bill No. 1982 by caption only. Vote: Five ayes. Graddy – absent. City Clerk Nash read Bill No. 1982 – An ordinance

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authorizing the Mayor of the City of Cuba, Missouri, on behalf of said city, to enter into an agreement with CM Archer Group PC for engineering services to evaluate the police department and existing facilities. **Motion by Bouse, seconded by Black, to approve the first reading of**

Bill No. 1982. Roll call vote: Copling – yes, Holt -yes, Black -yes, Bouse -yes, Martin -yes, and Graddy – absent. Motion by Bouse, seconded by Black, to have the second reading of Bill No. 1982 by caption only. Vote: Five ayes. Graddy – absent. City Clerk Nash read Bill No. 1982 a second time. **Motion by Bouse, seconded by Black, to approve the second reading of Bill No. 1982. Roll call vote: Martin -yes, Bouse – yes, Black -yes, Holt -yes, Copling -yes, and Graddy – absent.** Mayor Leathers declared Bill No. 1982 becomes Special Ordinance No. 804 this 17th day of December 2020.

Motion by Holt, seconded by Bouse, to go into executive session pursuant to RSMo section 2) real estate. Roll call vote: Copling – yes, Holt -y es, Black -yes, Bouse -yes, Martin -yes, and Graddy – absent.

Mayor Leathers called a short break prior to convening in executive session.

Actions of Executive Session:

No final actions

Motion by Bouse, seconded by Martin, to go back into open session. Roll call vote: Martin -yes, Bouse -yes, Black -yes, Holt – yes, Copling -yes, and Graddy – absent.

Attorney Donee to transferee on the Bill No. 1980 contract. **Motion by Black, seconded by Bouse, to have the words donee and donor changed to transfer and transferee on the Bill No. 1980 contract and read Bill No. 1980 by caption only. Vote: Five ayes. Graddy – absent. Motion by Black, seconded by Bouse, to have the first reading of Bill No. 1980 by caption only. Roll call vote: Copling -yes, Holt -yes, Black -yes, Bouse -yes, Martin -yes, Graddy – absent.** City Clerk Nash read Bill No. 1980 – As amended, an ordinance authorizing the Mayor of the City of Cuba, Missouri, on behalf of said city, to enter into a contract for the transfer of real estate to Cuban Revitalization Development Group LLC. **Motion by Bouse, seconded by Martin, to have the second reading of Bill No. 1980 by caption only. Vote: Five ayes. Graddy – absent.** City Clerk read Bill No. 1980 as amended a second time. **Motion by Black, seconded by Bouse, to approve the second reading of Bill No. 1980. Roll call vote: Martin -yes, Bouse -yes, Black -yes, Holt -yes, Copling -yes, Graddy- absent.** Mayor Leathers declared Bill No. 1980 becomes Special Ordinance No. 802 this 17th day of December 2020.

Alderman Copling with everyone a Merry Christmas and Happy New Year.

Mayor Leathers wished everyone a Merry Christmas and Happy New Year.

Motion by Holt, seconded by Black, to adjourn. Vote: Five ayes. Graddy – absent.

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Christine Nash, City Clerk

All minutes and recordings can be found on the website: www.cityofcubamo.com

Christine Nash

From: Jeffrey Kormann <jkormann@map-inc.org>
Sent: Friday, October 30, 2020 3:18 PM
To: Christine Nash
Subject: RATE STUDY DOCUMENTS
Attachments: Cuba Rate Determination Worksheet 10-20.docx; Cuba Water Rate Study.xlsx

Good afternoon, Christine! Please find attached two different documents which represent a rate study analysis and spreadsheet showing the current system performance projected over the next few years (2% growth in income and expenses anticipated). Please let me know if there are any questions or concerns about this information, and what our next steps should be in helping the council make their decision. Thanks, and have a good weekend!

Jeff

JEFF KORMANN
Project Manager/TAP
Midwest Assistance Program
<http://www.map-inc.org>
P.O. Box 104964
Jefferson City, MO 65110-4964
573/616-5227
jkormann@map-inc.org

RATE DETERMINATION WORKSHEET

Cuba, Missouri Water System

Midwest Assistance Program

COMMUNITY PROFILE

Service Population: 3356

Service Connections: 1358

Estimated Flow (gallons of water pumped)

Monthly—5,750,000

Annually—69,000,000

Monthly flow/service connection—4,234

Annual flow/service connection—50,810

Current Estimated Revenues

Total Municipal Water Sales: \$424,000

Penalty Revenues: \$4,500

Miscellaneous Revenue: \$13,650

Interest Earned: \$9,000

TOTAL ANNUAL REVENUES: \$450,150

Current Estimated Expenses

Fixed Costs

Debt Service: \$0.00

Debt Service Reserve: \$0.00

Variable Costs

Payroll Wages: \$89,000

Payroll Taxes/FICA: \$7,000

Payroll Taxes/Pension: \$16,000

Employee Insurance: \$16,750

Contract Labor: \$4,600

Repairs/General Maintenance: \$13,050

Legal: \$2,500

Vehicles/Equipment: \$45,000
Tower Maintenance Contract: \$104,000
Waterworks Capital Improvement: \$180,000
Fuel Expenses: \$7,000
Training and Uniform Allowance: \$6,500
Supplies and Materials: \$34,000
Miscellaneous Expenses: \$7,075

TOTAL ANNUAL EXPENSES: \$532,475

RATE DETERMINATION:

Current rate structure at 5K gallons/month/service connection
Rate x connections x 12 months
 $\$ 13.40 \times 1358 \times 12 = \$218,366.40$

An example of a suggested rate structure is shown below. In order to facilitate this structure, certain assumptions have been made as follows:

69,000,000 gallons annually; average monthly flow/connection = 4,234 gallons

All connections contribute equally with regard to payment of system "fixed costs"

First 2000 gallons included in base cost of service

Current cost of service: (annual fixed cost) / # service connections) / 12 months)
 $\$532,475 / 1358 / 12 = \32.68

Annual Revenue Test: (income – expenses) x connections x 12 months
 $(\$450,150 - \$532,475) \times 1358 \times 12 = (\$8.68)/\text{month}/\text{service connection}$

AMOUNT OF CURRENT BUDGET SHORTFALL: \$ 82,325

RECOMMENDED "FAIR SHARE" RATE (2% OF MHI FOR CITY) = \$38.49 PER 4,000 GALLONS

Annual Revenue Test: (income – expenses)/ connections/12 months
 $(\$627,233 - \$532,475)/1358/12 = \$5.81/\text{month}/\text{service connection}$

ANTICIPATED AMOUNT OF BUDGET SURPLUS: \$ 94,758 (considered excessive unless new debt on the system is anticipated in the near future).

RECOMMENDED RATE SCHEDULE FOR SHORT-TERM SUSTAINABILITY = \$33.00 PER 4,000 GALLONS

FIRST 1,000 GALLONS	\$18.00 MINIMUM CHARGE
NEXT 4,000 GALLONS	\$ 5.00 PER 1000 GALLONS
NEXT 40,000 GALLONS	\$ 4.00 PER 1000 GALLONS
ALL EXCESS GALLONS	\$3.00 PER 1000 GALLONS

ANTICIPATED AMOUNT OF BUDGET SURPLUS: \$ 5,293 (considered to be a reasonable amount of positive cash flow, especially if proportionately higher rates are maintained for customers currently located outside city limits)

This document has been prepared with a disclaimer that these numbers represent the best ability of the MAP Technical Assistance Provider to evaluate the current water system, using the best information available. It is being provided as a guide in helping to develop an appropriate water rate structure for the residents of Cuba, Missouri.

CITY OF CUBA, MISSOURI
DEFICIENCIES NOTED IN INITIAL TMF ASSESSMENT
OCTOBER 5, 2020

TECHNICAL CAPACITY

1. NO PERMANENT WATER TREATMENT. This is OK if truly not needed, but installation of temporary chlorinator at one of the wells might indicate the potential for total coliform violations happening in the future.
2. NO EMERGENCY OR SUPPLEMENTAL TIE-IN WITH A NEIGHBORING SYSTEM. This is usual for communities that are not adjacent to other systems including public water supply districts. The fact that the city has multiple wells and sufficient storage mitigates most concerns.

MANAGERIAL CAPACITY

No deficiencies noted.

FINANCIAL CAPACITY

1. NO MULTI-YEAR BUDGETING PROCESS OR LONG-RANGE CAPITAL IMPROVEMENTS PLAN. This is also common among small to mid-size systems, and not a real cause for concern in your case.
2. RATE STRUCTURE INADEQUATE TO MAINTAIN CURRENT "STAND-ALONE" OPERATIONS, AND NOT ASSESSED FOR "FAIRNESS" BETWEEN RESIDENTIAL AND INDUSTRIAL CUSTOMERS. This is the area in which MAP will assist the city by conducting a rate study to determine the amount of revenue needed through rate increases to insure a sustainable system.

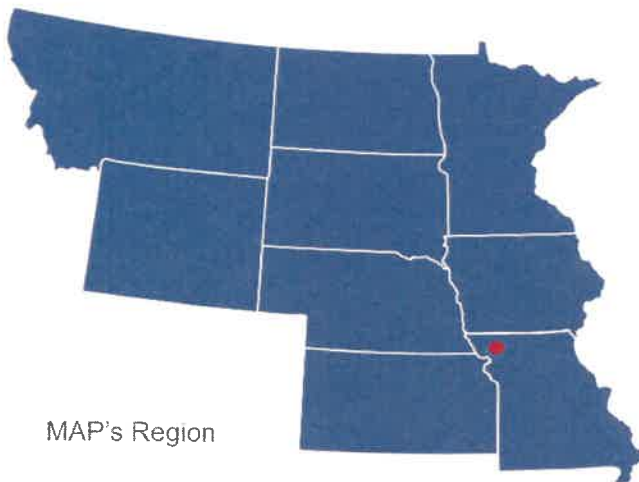
TOTALS: 72 ITEMS ACCEPTABLE; 1 ITEM IN PROGRESS/NOT COMPLETE; 5 ITEMS DEFICIENT.

Keep up the good work, Cuba, with the knowledge that MAP stands ready to assist in any way we can to help operate your drinking water system in a sustainable manner!



Supporting communities with drinking water, wastewater & solid waste since 1979.

Midwest Assistance Program, Inc. (MAP) the Midwest RCAP, assists rural drinking water, wastewater and solid waste utilities in finding solutions to their infrastructure needs. MAP works to build financial, managerial and operational capacity of hundreds of communities and tribal nations in a nine-state region each year.



MAP's Region

ABOUT US

Since 1979, the Midwest Assistance Program, Inc. (MAP) has been helping rural utilities in Iowa, Kansas, Minnesota, Missouri, Montana, Nebraska, North Dakota, South Dakota, and Wyoming.

MAP is a member of the Rural Community Assistance Partnership (RCAP). For more information and resources go to www.rcap.org.

MAP is funded by various federal, regional and state grants and contracts, which often allows a majority of services to be provided at no cost to the community.

Through MAP's individualized support, rural communities, Tribal Nations, Water and Wastewater Districts, Homeowners Associations, Lake Associations and other small utilities find solutions to sustain infrastructure in a safe and compliant manner while revitalizing the communities.

MAP's professional and competent staff are committed to the strength and future vitality of rural America.

OUR MISSION

Midwest Assistance Program, Inc. is dedicated to helping rural communities improve their environment, quality of life and achieve self-sustainability.

CONTACT US

Midwest Assistance Program, Inc.
303 N Market St, Ste 2
Maryville, MO 64468
Phone: 660-562-2575
E-mail: map@map-inc.org
Website: www.map-inc.org



INFRASTRUCTURE DEVELOPMENT

Assistance through the process of utility upgrades, repairs, replacements and new infrastructure.

- Review needs and set priorities
- Assess funding options and provide support through the application process
- Secure an engineer
- Meet regulatory and funding agency requirements
- Support community/stakeholder communication and education
- Develop operational manuals, asset management plans and budgets

MANAGEMENT & FINANCE

Assist with management policies and procedures, bookkeeping, record keeping, budgeting, reporting and asset management.

- Financial reporting and managerial tools (i.e. Owner's Manual, USDA RD loan reporting)
- Meet or increase managerial and financial capacities
- Conduct legal meetings and ordinance development
- Energy audits, rate setting and analysis
- Compliance and environmental health requirements oversight

SOURCE WATER PROTECTION

Provide comprehensive assessments and protection plans including mapping, delineation of effected area, contaminant inventory, identification and mitigation of susceptibility.

OPERATIONS AND MAINTENANCE



Work with utilities to improve, establish and troubleshoot system operations and maintenance. Update and create operational manuals, system maps, asset management plans, sample site plans, emergency response plans, complete Consumer Confidence Reports, public notification and violation resolution. Provide operator training to obtain and retain certification.

SOLID WASTE

Improve solid waste operations and/or develop solid waste plans and programs.

- Assist with transfer station operations or closure
- Develop recycling programs and education on solid waste
- Recycling, disposal of medications, composting, yard waste and hazardous disposal waste ordinances/policies, rate analysis
- Assistance with permitting and contract services
- Assist with applications for equipment and facilities

GIS

GIS basic mapping, data collection and asset management, production of maps and GIS training of system staff.

PRIVATE WELL ASSESSMENTS

MAP staff will conduct a personalized assessment of your private well.

TRAINING

MAP staff will provide expert training focused on meeting the needs of your community. We have training programs specifically for board members, council members, city clerks and operators.

Examples of training:

- Operator certification
- Board responsibilities & oversight
- SDWA, NPDES, CWA rules and regulations
- Clerk training
- Private well training for homeowner's or sanitarians
- Operations and maintenance
- One-on-one system specific training

DISASTER/EMERGENCY MANAGEMENT

Provide direct assistance in completing vulnerability assessments and emergency response plans. Improve emergency response capabilities, reduce risk and mitigate vulnerabilities.

FEE FOR SERVICE

For entities that do not fall within the parameters of our grants & contracts, MAP will negotiate a task driven contract for an agreed upon fee.

Examples include:

- GIS
- Backflow
- Income surveys
- System oversight and energy audits
- Environmental reports
- Grant or funding applications
- Economic development
- Facilities development



Contract Holder
GS Contract GS-10F-0025T



Legend

Sewer Rehabilitation/MECO Inspection

Recommendations

- LEFTSIDE CH
- LINE OK
- NO RECOMMENDATION
- NEW PIPE
- NO RECOMMENDATION
- REPLACE PIPE
- RECOMMEND SERVICE
- RIGHTSIDE CH
- PIPE OK
- NO RECOMMENDATION
- NO RECOMMENDATION
- NO RECOMMENDATION
- REFURBISH

MECO RECOMMENDATION - Sewer Lines

- CONCRETE
- CORRUMPTED
- FORCIBLE
- NO RECOMMENDATION
- PVC
- REFURBISH

December 17, 2020

Sewer Discussion:

Funding:

The City of Cuba put \$300,000 in the budget for the sewer capital improvements from the capital improvement tax money for the 2021 fiscal year. This money has not been utilized to date.

A Wastewater Sewer Improvement facility study was conducted by Meco Engineering in August 2018 and in the 2019/2020 fiscal year, a camera/video project of the sewer system was conducted by Meco as well. The overall project after these processes were carried out has been reflected as a \$15,706,468.60 project according to the figures that were presented on July 8, 2020 by Meco Engineering.

There has been some discussion of the City of Cuba doing some of their own improvements and dissecting the town into quadrants and replacing the necessary sewer lines and lining of several sewer mains and manholes. I have not seen any cost associated with these projects. However, with the high initial projected cost, I deduct that breaking this project up into smaller portions and making cost effective changes can only lower the cost estimate by so much.

My suggestion would be to plan this entire project to the end, whether it takes 5 years to complete or 20 years. There should be a plan in place so that every person who is involved in the project from boots to the ground, budgeting to the citizens know what to expect along the way.

Missouri Public Utility Alliance is in the process of developing an Asset Management Planning tool and should be ready in the next few months. MPUA would be willing to use Cuba as a test for the community.

The asset management toolkit is being developed for small and medium sized communities with resources that support the development and maintenance of a sewer collection system asset management program.

This toolkit includes flexible guidance and resources to help communities plan for cost effective rehabilitation, repairs, or replacement of assets; identify how to prioritize and budget for future infrastructure upgrades or improvements; and assist in communication and educating customers

and elected officials. The toolkit will use a matrix of likelihood of failure to assist communities with risk-based prioritization management.

The toolkit includes five main sections:

- Assessment Plan and associated tools
- Asset inventory and associated tools
- Renewal forecasting plan and associated tools
- Program implementation and associated tools
- Executive summary

*MPUA utilized a grant to come up with that toolkit and is not charging the members for this service.

I think this is exactly what Cuba needs for a project of this size. With the rollout of this toolkit in the next few months, there is still time to utilize the budgeted \$300,000 for the sewer improvements this fiscal year; and will give a forecasted plan on where and how to move next with the project.

If, and probably more likely when, the city will need assistance with funding the rest of this project, there are several means that have been talked about in several meetings. Again, funding, whether grants and/or low interest loans need careful time to put a plan in place to maximize the best use of federal dollars.

Grants:

- **State Revolving Fund (SRF)** – March 1 deadline

The application is approximately an 18-month process due to the public processes that the State must go through to get approval for the grant/low-interest loans. Needs a well thought out plan before applying.

- **USDA loans**
- **Community Development Block Grant** – December 31 deadline

User Rates:

A rates study can be conducted to determine the appropriate amount of revenue is being generated to fulfill the needs of the fund. Federal grants and loans require an average annual customer sewer rate of 2% of median household income. According to the facility plan presented by Meco Engineering, that would require a sewer rate increase of approximately \$20/month.

Summary:

It has been determined a need for the replacement of several sewer lines, relining of several sewer, and the replacement of certain manholes is eminent. The projected cost determined by Mecco Engineering Co is over \$15 million. From a financial standpoint, I recommend to fully plan the project out in its entirety. By utilizing the newly developed Asset Management Planning toolkit to get a better determination of the project from start to finish and to provide a clear guidance to follow for the elected officials, employees involved and to the community at large.

Christine Nash