

Sewer Asset Management Committee Meeting
10/28/2014
3:00 pm

Members present: Edna Frasier (Supervisor), Ginger Kuenzel (Town Board), Paul Belden (Waste Water Treatment Plant), Diane Trudeau (Assistant Budget Officer), Phil Smith (public member), Jim Beaty (public member), Chris Navitsky (public member); Steve Grimm (Rural Water, Facilitator)

Steve Grimm welcomed everyone and handed out a self-assessment worksheet. He explained how the worksheet should be filled out, and asked all members of the Committee to complete the worksheet and bring it to the next Committee meeting. The worksheet is each individual Committee member's assessment of ten key management areas. The assessment has two parts: for each management area, rate the achievement and rank the priority. Steve explained that, at its next meeting, the Committee will discuss the ratings and rankings, reaching a consensus for each management area and plotting that in a table. This will help the Committee determine which areas need the most attention.

Steve said that there are five core criteria for an asset management plan

- What is current state of assets?
- What is desired level of service?
- What are critical assets for sustained performance?
- What is minimum lifecycle cost?
- What are long-term funding strategies?

The goal is to have a usable document that can serve as a roadmap of how and when to spend money – to have clear definition of this.

The Committee must decide what to include as assets in the asset management plan. There was general agreement that there should be a dollar amount – assets valued at less than a certain amount would not be included. Diane recommended and the Committee agreed that it would be better to have a relatively complete list and then the Committee can delete items that it doesn't think need to be included. This is easier than trying to add items later. However, the list will not include minor items, for instance those valued at less than \$3,000 (cost of replacement or repair). However, some things of lower value will be included – such as E-One pumps since in aggregate their value is far greater than \$3,000. Steve pointed out that not all assets are things. The most important asset is the operator, he noted.

Steve also distributed a worksheet about Asset Condition Rating, Monitoring and Assessing Useful Life. Paul has already started working on inventorying the assets, based on the program that Steve recommended some time ago. Paul said he has made good progress with this. The Committee also discussed creating location maps and diagrams. Steve noted that Rural Water can do this for a price. Steve will get a list of categories for asset inventory and bring it to the next meeting.

Steve explained that having an asset management program will help the Town Board with its budgeting process for the sewer and will thus help manage and justify rate increases for users. It will also help in developing a preventive maintenance plan. Preventive maintenance can prevent costly full rebuilds, Steve pointed out. The asset management plan will also help make it clearer to users in the sewer district how their sewer taxes are being spent.

The suggestion was made to set up a tour of the sewer plant for Committee members who are not yet familiar with the layout and operation. Paul will lead the tour, which will take place on Monday, November 3 at 1 pm. Ginger, Jim, Chris and Phil plan to take the tour.

Next meetings:

- November 10, 2014 - 3 pm – Committee will discuss the self-assessment and plot the answers in a table to determine which items are in need of action and what the priority is
- December 8, 2014 - 3 pm – Committee will discuss level of service

Action item(s):

- Fill out self-assessment worksheet – all Committee members
- Paul will continue compiling the asset list and turn it over by his last day. Paul has resigned, and his last day on the job will be November 7.