

## UTILITIES SERVICE BOARD MEETING

12/16/2021

***Utilities Service Board meetings are recorded and available during regular business hours in the Director of Utilities' office.***

### CALL TO ORDER

Board President Capler called the regular meeting of the Utilities Service Board to order at 5:00 p.m. The meeting was held electronically via Zoom and Facebook Live.

**Board members present** Jean Capler, Jeff Ehman, Megan Parmenter, Julie Roberts, Jim Sherman, Kirk White, Scott Robinson (ex officio)

**Board members absent:** Amanda Burnham, Jim Sims (ex officio)

**Staff present:** Tom Axsom, Jane Fleig, Liberty Flora, James Hall, Nolan Hendon, Dan Hudson, Vic Kelson, Laura Pettit, Brandon Prince, Brad Schroeder, Cindy Shaw, LaTrea Teague, Chris Wheeler

**Guests present:** Sam Dove, Chris Foley, Matthew Malcolm

### MINUTES

***Board member Roberts moved, and Board Member Ehman seconded the motion to approve the minutes of the December 6<sup>th</sup> meeting. The motion received a roll-call vote: Capler-yes, Parmenter-yes, Ehman-yes, White-yes, Sherman-yes, Roberts-yes. The motion passed.***

### CLAIMS

***Roberts moved, and Ehman seconded the motion to approve the Standard Invoices:***

Vendor invoices submitted included \$203,337.42 from the Water Utility, \$157,249.98 from the Water Construction Fund, \$341,555.15 from the Wastewater Utility, \$750.00 from the Wastewater Sinking Fund, and \$69,277.51 from the Stormwater Utility.

***The motion received a roll-call vote: Parmenter-yes, Ehman-yes, Roberts-yes, White-yes, Capler-yes, Sherman-yes. Total claims approved: \$772,170.06.***

***Roberts moved, and Ehman seconded the motion to approve the Utility Bills:***

Utility invoices submitted included \$115,565.46 from the Water Utility and \$86,095.54 from the Wastewater Utility.

***The motion received a roll-call vote: Roberts-yes, Sherman-yes, White-yes, Capler-yes, Parmenter-yes, Ehman-yes. Total claims approved: \$201,661.00.***

***Roberts moved, and Ehman seconded the motion to approve the Wire Transfers, Fees, and Payroll in the amount of \$480,951.08. The motion received a roll-call vote: White-yes, Ehman-yes, Sherman-yes, Roberts-yes, Parmenter, Capler-yes. The motion passed.***

**Roberts moved, and Ehman seconded the motion to approve the Customer Refunds:** Customer refunds submitted included \$88.66 from the Wastewater Fund.  
**The motion received a roll-call vote: Sherman-yes, White-yes, Parmenter-yes, Ehman-yes, Roberts-yes, Capler-yes. Total claims approved: \$88.66.**

## **CONSENT AGENDA**

There were no items on the December 16<sup>th</sup> Consent Agenda.

## **REQUEST FOR APPROVAL OF MOU WITH ASPEN HEIGHTS PARTNERSHIP**

City Attorney Wheeler presented an MOU to release two permanent easements in exchange for one permanent easement. Colonial Crest Apartments are going through a transition in ownership, and there are two private utility lines on their property, water, and wastewater. It may have been intended, when they were installed, to be turned over to CBU because they were placed into easements and recorded. That granted that land to CBU as utility easements. CBU never took over the two lines because they were never built to specifications, and CBU would not take them into inventory. CBU does not own or maintain them, but they are still recorded. So it is of no consequence to CBU to have them released. We have a 24" water main that runs at the south end of the property that is ours and that we do maintain, and it is not in an easement. Wheeler recommended a release of the two easements in exchange for the owner granting us a permanent easement for the water main. We will sign the releases and hold them until the closing is successful and the property changes hands. When they grant the easement for our 24" water main, we will record everything.

**Roberts moved, and Ehman seconded to approve the MOU. The motion received a roll-call vote: White-yes, Parmenter-yes, Capler-yes, Ehman-yes, Sherman-yes, Roberts-yes.**  
**The motion passed.**

Capler announced to the public to leave questions and comments via the CBU Facebook page during the live stream or the Zoom chat to be read later during Petitions and Communications.

**OLD BUSINESS:** None

**NEW BUSINESS:** From the USB - Roberts announced that this meeting is her last with the USB after 15 years of service.

No new business from Staff.

**SUBCOMMITTEE REPORTS:** None

**STAFF REPORTS:** David Jones and Brian Eads are new hires in Environmental as the Fire Hydrant Maintenance crew. Heather Perry was promoted from Water Quality Intern to Water Plant Operator at Monroe. In the Administrative division, Daniel Frank received an FAA part 107 certification to pilot drones. Debbie Miller, the Administrative Assistant at Dillman, retired. Kelson reported that CBU is fully participating in the city-implemented COVID vaccine policy.

Kelson thanked Roberts for her service to the USB. He also thanked the Board and CBU staff for ensuring the community has safe drinking water over the year.

**PETITIONS AND COMMUNICATIONS:** None

**ADJOURNMENT:** Roberts moved to adjourn; the meeting adjourned at 5:21 p.m.

---

Jean Capler, President

---

Date