

UTILITIES SERVICE BOARD MEETING

01/31/2022

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

CALL TO ORDER

Board President Ehman 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: Amanda Burnham, Jean Capler, Seth Debro, Jeff Ehman, Megan Parmenter, Jim Sherman, Kirk White, Scott Robinson (ex officio), Jim Sims (ex officio)

Staff present: Tom Axsom, Liberty Flora, James Hall, Dan Hudson, Vic Kelson, Holly McLaughlin, Phil Peden, Laura Pettit, Brandon Prince, Brad Schroeder, LaTreana Teague, Jason Wenning, Chris Wheeler

Guests present: B Square Beacon

MINUTES

Board member Burnham moved, and Board Member Parmenter seconded the motion to approve the minutes of the January 31st meeting. The motion received a roll-call vote:

Ehman-yes, Debro-yes, Capler-yes, Parmenter-yes, Sherman-yes, Burnham-yes, White-yes. The motion passed.

CLAIMS

Burnham moved, and Parmenter seconded the motion to approve the Payables

Invoices: Vendor invoices submitted included \$311,060.47 from the Water Utility, \$124,096.28 from the Water Construction Fund, \$928,699.56 from the Wastewater Utility, and \$372,080.40 from the Stormwater Utility.

Burnham asked when the 2021 invoices were expected to be completed?

Assistant Director - Finance Pettit answered that 2021 invoices are cut off at the end of January. If any come in later, we can adjust through April.

Ehman asked if an invoice from Dentons, Bingham, and Greenebaum was the last bill.

Kelson said the company is still assembling final documentation about the rate case, and there may be another invoice coming soon.

The motion received a roll-call vote: Sherman-yes, White-yes, Ehman-yes, Parmenter-yes, Burnham-yes, Capler-yes, Debro-yes. Total claims approved: \$1,735,936.71.

Burnham moved, and Parmenter seconded the motion to approve the Payables Utilities Bills: Vendor invoices submitted included \$79,704.04 from the Water Utility and \$101,353.01 from the Wastewater Utility.
The motion received a roll-call vote: Parmenter-yes, Ehman-yes, Debro-yes, Burnham-yes, White-yes, Capler-yes, Sherman-yes. Total claims approved: \$181,057.05.

Burnham moved, and Parmenter seconded the motion to approve the Standard Invoices: Vendor invoices submitted included \$280,375.62 from the Water Utility, \$361,889.45 from the Wastewater Utility, and \$13,971.88 from the Stormwater Utility.
The motion received a roll-call vote: Sherman-yes, Burnham-yes, Debro-yes, Ehman-yes, White-yes, Capler-yes, Parmenter-yes. Total claims approved: \$656,236.95

Burnham moved, and Debro seconded the motion to approve the Utility Bills: Utility invoices submitted included \$473.27 from the Water Utility and \$573.58 from the Wastewater Utility.
The motion received a roll-call vote: Capler-yes, Parmenter-yes, Debro-yes, Burnham-yes, Sherman-yes, Ehman-yes, White-yes. Total claims approved: \$1,046.85.

Burnham moved, and Parmenter seconded the motion to approve the Wire Transfers, Fees, and Payroll in the amount of \$469,361.95. The motion received a roll-call vote: Sherman-yes, Capler-yes, Parmenter-yes, Burnham-yes, Ehman-yes, Debro-yes, White-yes. The motion passed.

Burnham moved, and Debro seconded the motion to approve the Customer Refunds: Customer refunds submitted included \$0.53 from the Water Fund and \$166.21 from the Wastewater Fund.
Burnham questioned the amount of the customer refund from the Water Fund. Pettit said that all refunds are requested by the customer. In this instance, the customer overpaid for a lab fee. There is no minimum threshold for processing refunds. Typically, we add a credit to the customer's account, but they were a one-time customer in this case.
The motion received a roll-call vote: White-yes, Parmenter-yes, Capler-yes, Burnham-yes, Ehman-yes, Sherman-yes, Debro-yes. Total claims approved: \$166.74.

CONSENT AGENDA

CBU Director Kelson presented the following items recommended by staff for approval:

- Building Associates, \$7,922.23, Lighting ground plates at the Monroe WTP 2nd Amendment (adds grounding equipment to scope), new NTE total of \$1,288,107.60
- Infrastructure Systems, Change Order No. 1 Dunn St Sewer Improvements project, reduces NTE by \$98,494.86 for a new NTE total of \$2,250,797.14

As no items were removed from the Consent Agenda by the Board, the agreements were approved. Total contracts approved: (\$90,562.63).

OLD BUSINESS: none

NEW BUSINESS: None

SUBCOMMITTEE REPORTS:

Parmenter moved, and Debro seconded the motion to approve the Rules, Regulations, and Standards of Service Section 25 F.O.G. Program.

The Rules and Regulations subcommittee reviewed Rules, Regulations, and Standards of Service Section 25 - Fats, Oils, and Grease (F.O.G.) Program. It outlines info already in the city ordinance and is now in the Rules and Regulations for quick access for our customers.

White asked which part of Section 25 was updated.

Wheeler answered the entire Section 25 is new to the Rules and Regulations. Previously, staff removed Section 25 in its entirety, but that one dealt with how CBU conducted extensions of wastewater mains. Because of the state law change on how utilities are required to do extensions for wastewater mains, we removed the section because it did not operate as the state requires now. So we removed it entirely, and the section became a blank space as a placeholder if we wanted to place something else there. We have been working on F.O.G. for a couple of years and had some updates at the ordinance level, and we were now ready to put it into the Rules and Regulations Section 25. The language in Section 25 is not cut and paste from our ordinance. Still, there is ordinance language in Section 10.17 that discusses in full detail what all restaurant and food service establishments are required to do when it comes to fats, oils, and greases, as well as all users of our wastewater utility. Section 25 does not create any new requirements for our users.

The motion received a roll-call vote: Debro-yes, Sherman-yes, Burnham-yes, Parmenter-yes, White-yes, Capler-yes, Ehman-yes. The motion passed.

Parmenter moved, and Debro seconded the motion to approve a new enforcement response plan for backflow/cross-connection.

The subcommittee also reviewed to approve new CBU Rules, Regulations, and Standards of Service regarding an enforcement response plan for backflow/cross-connection. The plan provides a consistent response to violations and a consistent fee schedule.

The motion received a roll-call vote: White-yes, Debro-yes, Ehman-yes, Sherman-yes, Capler-yes, Burnham-yes, Parmenter-yes. The motion passed.

STAFF REPORTS:

Kelson reported on COVID sampling that we continue to do at our plants. The past two weeks have shown higher numbers, and they started coming down last week. There was not much rain during that week, and the concentrations came down.

CBU welcomed Tim Vaught, a Laborer in T&D. Bryan Rafano, Administrative Assistant, passed the SHRM-CP exam.

Three long-time employees retired: Diane Daily, Rose Harden, and Jerry Waldrige.

PETITIONS AND COMMUNICATIONS:

The Utilities Service Board conducted a Residential Storm Grants Committee member appointment at the request of staff.

Debro moved, and Burnham seconded the motion to appoint Megan Parmenterto the Residential Storm Grants Committee. The board voted unanimously to approve the appointment.

ADJOURNMENT: Burnham moved to adjourn; the meeting adjourned at 5:25 p.m.

Jeff Ehman, President

Date