

REGULAR MEETING OF THE JEFFERSON UTILITIES COMMISSION, HELD OCTOBER 14, 2019

On call of the roll, commissioners present were: Adams, Ganser, Bristol, Brandel, Pieters and Oppermann. Also present: Utility Manager Adler (Arrived at 5:44 p.m.), Office Manager Statz and City Attorney Rogers. Absent was: Comm. Horn. The meeting began at 5:30 p.m.

Note: Utility Manager Adler arrived late to the meeting due to an accident that involved a utility pole.

PUBLIC PARTICIPATION

None

MINUTES

It was moved by Comm. Brandel and seconded by Comm. Pieters to approve the minutes from the September 9, 2019 meeting. Motion carried on a voice vote.

EXPENDITURES

It was moved by Comm. Ganser and seconded by Comm. Brandel to approve the payment of September's bills totaling \$1,385,517.65. On call of the roll, motion carried. (Oppermann – Aye, Adams - Aye, Ganser – Aye, Pieters – Aye, Brandel – Aye, Bristol – Aye)

DISCUSSION AND POSSIBLE ACTION TO APPROVE LINE EXTENSION POLICY FOR CONTRIBUTION IN AID ADVANCE OF CONSTRUCTION

City Attorney Rogers worked with Forester Engineering President Bruce Beth to revise the proposed policy. The following changes are being proposed:

*IV (A) – The customer, property owner, land developer, or subdivider shall be responsible for the payment of the construction, **modification**, or extension of any Utility facilities, less the cost associated with metering, service facilities, transformers, and the embedded cost allowances.*

*IV (E) – **To be eliminated.***

City Attorney Rogers explained that in place of section IV (E), Mr. Beth recommended having a city ordinance allowing the City to regulate the placement of utilities within the public right of way. If there was an ordinance allowing the City to do so, the Public Service Commission may take that into consideration if the need were to arise where we needed to have the telecommunications companies remove their wires from our poles.

Comm. Pieters clarified that a policy did not currently exist.

City Attorney Rogers stated that was correct. Since Utility Manager Adler has not yet seen the policy, City Attorney Rogers asked the commission to table the discussion until next month after Mr. Adler has been able to review the policy.

It was moved by Comm. Oppermann and seconded by Comm. Brandel to table the line extension policy for contribution in aid advance of construction. Motion carried on a voice vote.

DISCUSSION ON 2020 ELECTRIC AND WATER BUDGET AND CAPITAL PROJECTS

Office Manager Statz reviewed the proposed 2020 electric and water capital projects. She noted on the electric side, the digger derrick is in need of replacement. The total cost is about \$300,000, however the company will request a down payment of \$150,000 in 2020 and the rest to be paid when it is delivered in 2021.

Office Manager Statz noted on the water side the biggest capital projects were the watermain replacements for Ogden Street and South Marshall Avenue, a new pickup truck and lead service replacements. The watermain projects follow the City's street projects for 2020. Also, we are hoping to change out more lead services in 2020 so that more customers are able to participate in the lead service replacement program. Lastly, one of the water department pickup trucks needs to be replaced, as it is quite rusted out. The cost for that will include a special box to be put on.

Office Manager Statz added that in 2020, the utility will be sharing the GIS costs with the City. That is expected to be \$5,000 total, \$2,500 on the electric side and \$2,500 on the water side. She explained those figures have not been added to the information presented. Unless there were any objections, she will use these capital figures in the 2020 budget.

Utility Manager Adler arrived.

Utility Manager Adler highlighted the capital projects by noting the digger derrick on the electric side and the watermain projects and pickup truck on the water side.

Utility Manager Adler asked the commission for direction on how we should budget for wages in 2020. He explained the City is sliding their matrix by 3% not advancing employees in the steps for 2020. Those employees outside of the steps would receive a 2.5% increase. He reminded the commission there were some positions that were noted in the wage study as needing adjustments. He asked for direction on how those should be handled.

Comm. Oppermann requested the discussion on wages take place in closed session at the next meeting.

DISCUSSION ON UTILITY UNIVERSITY IN DECEMBER

Utility Manager Adler explained he would like to hold a “Utility University” session where Zak Bloom would give a presentation about how the utility operates. He noted there are a lot of things about the utility that many people don’t realize, for instance, the utility is the largest tax payer in the City. His goal is to educate the council, new commission members and department heads on the finances and operations of the utility. Because the utility reports to the Public Service Commission, there are a lot of rules that apply to us that define what we can and cannot do.

City Attorney Rogers asked if this would take place during the regular December meeting.

Utility Manager Adler stated it would probably be held right before the meeting.

It was moved by Comm. Bristol and seconded by Comm. Ganser to adjourn. Motion carried on a voice vote. The meeting adjourned at 5:52 p.m.