

**UTILITY ADVISORY BOARD  
MEETING  
JULY 22, 2019**

**MEMBERS PRESENT:** Bil Tucker, Chairman  
Mike Dougherty, James Hoffman,  
Christopher Pflaum

**MEMBERS ABSENT:** Haskell Rhett, Bill Schindler

**OTHERS PRESENT:** Tom Jackson, Utilities Director  
Kristin Simeone, Finance Director

**CALL TO ORDER/ANNOUNCEMENTS**

- A. Roll Call
- B. Next Scheduled Meeting
- 1. To Be Discussed (Summer break session).
  - Mr. Tucker confirmed the August 2019 meeting had been cancelled.
  - Mr. Pflaum MOVED, Mr. Dougherty SECONDED to schedule the next meeting for September 30, 2019. MOTION CARRIED UNANIMOUSLY.

**CITIZENS COMMENTS ON AGENDA ITEMS ONLY**

- None.

**APPROVAL OF MINUTES**

- A. Review and Approval of Minutes from June 24, 2019.
  - Mr. Pflaum MOVED, Mr. Hoffman SECONDED approval of the June 24, 2019 minutes. MOTION CARRIED UNANIMOUSLY.

**REPORTS**

- A. Utilities Operational Data: Review of Water and Wastewater Flows from June 2019.
  - Mr. Tom Jackson, Utilities Director, reviewed the June 2019 reports from the agenda material, noting the Shell Creek Reservoir levels were below average.
  - A brief discussion ensued regarding the reservoir level.
- B. City Council Action on Utilities Agenda: Utilities Agenda Items Presented to City Council in June/July 2019
  - Mr. Jackson reported the only action in June 2019 was the announcement of a vacancy. He stated on July 3, 2019, City Council approved changing the Reverse Osmosis (RO) Water Treatment Plant's disinfection system from chlorine gas to liquid sodium hypochlorite (bleach), explaining the project's Guaranteed Maximum Price would not increase. He then noted City Council had approved an extension of Tetra-Tech's inclusion in the City's engineering library on July 10, 2019.

C. Utilities Financial Report.

- Ms. Kristin Simeone, Finance Director, reviewed the June 2019 financials, as delineated in the agenda material, stating revenues were greater than expected while expenditures were lower than anticipated.

**UNFINISHED BUSINESS**

A. R.O. Plant status Update: Review of Monthly Schedule Update for June and Progress Meeting Status. Project is On Budget and On Schedule.

- Mr. Jackson drew attention to the RO Water Treatment Plant update included in the agenda materials, offering to answer questions.
- Mr. Tucker confirmed the new bleach disinfection system would be implemented in April 2020.

**NEW BUSINESS**

- None.

**STAFF COMMENTS**

- None.

**COMMITTEE/BOARD COMMENTS**

- Mr. Pflaum requested chocolates be sent to Mr. Bill Harper, former superintendent of the Utilities Department, who had been hospitalized recently.
- Mr. Jackson agreed to do so.
- Mr. Dougherty inquired if there were any updates on the Automated Meter Infrastructure (AMI) Project.
- Mr. Jackson replied replacement of thirty residential and eight large meters remained as of July 19, 2019.
- Ms. Simeone announced the anticipated release date of the online utilities customer portal was August 1, 2019.
- Mr. Tucker inquired as to other departments' use of the AMI readings.
- Ms. Simeone replied the Utilities Department, Finance Department and Billing & Collections Division were utilizing same.
- Discussion ensued regarding installation and benefits of AMI as well as its monitoring capabilities.

**CITIZENS' COMMENTS**

- None.

**ADJOURNMENT**

- Meeting Adjourned: 9:36 a.m.

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Bil Tucker, Chairman

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Karen Smith, Recording Secretary