

**UTILITY COMMITTEE MEETING MINUTES**  
**October 5, 2021**

**In Attendance:**

**Members:** Councilman Ed Conley, Councilman Rob Rice, Councilman Sean Wilson

**City Staff:** John Doyle, Daniel Shelden, Jack Eldredge, Jacob Lopez, Tracey York, Miriam Jones, Amber Box

**Visitors:**

1. **Call to Order and Citizen Comments** – Councilman Conley called the meeting to order at 3:30 pm.
2. **Approval of Minutes – Sept 7, 2021** – Mr. Doyle presented the committee with minutes from the September 7<sup>th</sup> utility committee for approval. Councilman Wilson made the motion to approve the minutes and Councilman Rice seconded. All were in favor.
3. **Orcutt Billing** - Mr. Doyle discussed an isolated situation with a resident’s water bill due to a leak that took place during two billing cycles on Anderson St and per City Ordinance our billing department can only adjust one month’s water and sewer bill. Councilman Rice made the motion to adjust both billing cycles and Councilman Wilson seconded the motion. All were in favor and motion passed.
4. **November Meeting Schedule** - Mr. Doyle stated that due to Veterans Day on November 11<sup>th</sup>, committee meetings have been rearranged for the month of November. Utility meeting will be November 2<sup>nd</sup> at 3:30pm and Finance meeting will be November 2<sup>nd</sup> at 5:00 pm. Economic Development & Governmental Affairs will be November 3<sup>rd</sup> at 5:00 pm. Emergency Service & Police will be November 4<sup>th</sup> at 3:30 pm and Roads and Grounds at 5:00 pm.
5. **Department Updates**
  - Electric Dept** – Mr. Shelden stated that his department has 3 power outages, 2 street lights, 1 tree, 4 miscellaneous, 4 new services, 1 net metering, 2 service upgrade and 1 Temp Electric for the month of September. A few major highlights included: Continued work on Alice Street. Wrecked out all the old lines and poles in front of Wastewater Treatment Plant, this was the old pulling track area. Installed new service to two duplexes. Did some Right of Way clearing. Apprentices attended their yearly training. Single phase reclosures saved 8 power outages last month.
  - Water/Sewer Dept** – Mr. Eldredge stated that his department had 11 water work orders, replaced 3 meters, and replaced 2 setters. Worked on installing crossing in new subdivision in Summit Pass, set water meters on left side of Pinnacle, and completing daily and monthly job duties.
  - Natural Gas Dept** – Mr. Lopez stated that the gas department has been doing daily work orders, annual checkups, ordering pipe for current jobs and helping out other departments as needed.
6. **Other Business**
  - a. **Residential Development Program** - Mr. Doyle updated the committee that the residential development program has proven to be a good decision in the City and that this program does utilize all utility services.
  - b. **Capital Improvement Plan – Benton & Associates** - Mr. Doyle presented the committee with a *Engineer’s Opinion of Probable City of Waynesville for Sanitary Sewer Improvements Rehabilitation & Replacement* along with a map showing the lines mapped out. Mr. Doyle stated that the City will need to start budgeting for some of these items for the future.

Having no further business, the meeting adjourned by Chairman Conley at 4:28 pm.

*Next meeting is scheduled for November 2, 2021 at 3:30 pm*