

UTILITY COMMITTEE MEETING
OPEN SESSION MINUTES
January 3, 2023, 3:30 PM

In Attendance:

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

City Staff: John Doyle, Michele Brown, Tracey York, Miriam Jones, Jennifer Worth, Daniel Shelden, Jacob Lopez

Visitors: Randy Brown, Keith Pritchard, Mark Rowden, Caleb Rowden, Brent Sharp, Darrell Maurina

1. **Call to Order** – Councilman Conley called the meeting to order at 3:30 pm. **Citizen Comments** – Citizen Comment by Brent Sharp who was residing at 21405 Sally Rd and was asking why he had to still pay a monthly trash bill when the home is vacant. The City Ordinance states that the service charge imposed shall be payable for each dwelling unit within the City for each billing period during any portion of which any of the utilities remain turned on, whether or not the dwelling unit is actually used or occupied. The service charge can be waived for the billing period if the occupant can demonstrate to the City Administrator that no solid waste was generated from the dwelling. Mr. Doyle stated that we will contact the water district and check the water usage at the location and will contact Mr. Sharp after that is confirmed. Mr. Sharp had another issue with road conditions, but this location was not in the city limits of Waynesville. Mark and Caleb Rowden were present for discussion about the suspension/closure of the Subdivision Improvement Program.
2. **Approval of Minutes – December 13, 2022** – Mr. Doyle presented the committee with minutes from the December 13th utility committee for approval. Councilman Rice made the motion to approve the minutes and Councilman Wilson seconded. All were in favor.
3. **Suspension/Closure of SIP (Subdivision Improvement Program)**
 - a. **SIP Overview-Updates**

Mr. Doyle stated that the city is looking at temporarily suspending or close the SIP (Subdivision Improvement Program) and not accept any additional subdivisions. The city is tracking the current subdivisions as well as well the costs and doesn't want to run out of COP funding before these projects are completed. Councilman Wilson made a motion to suspend the SIP program until mid-year and revisit it then. Councilman Rice seconded, and all were in favor.
4. **Policy Updates – Utility Billing Department**

Mr. Doyle stated he would like to have some current utility office policies updated and put into ordinance mode. This would include disconnect, non-sufficient ACH payments and pay agreement policies to be reviewed by the committee and brought back at next month's meeting.
5. **Department Updates**
 - Natural Gas Department-** Mr. Lopez stated that the natural gas department installed 4 new services, assisted in certifying gas employees for the City of Richland and successfully found and repaired a 4" main line leak. The natural gas department installed 58 services and 6,000 ft of line this year.
 - Electric Department** – Mr. Shelden gave November and December's electric department reports along with major highlights to the committee. Mr. Shelden also provided a yearly report for 2022. This included: 48 power outages, 66 streetlights, 29 trees, 75 miscellaneous, 52 new services, 5 net metering, 3 meter tests, 13 services upgrades and 4 fixed yards for a total of 295. Mr. Shelden also reported the year in review for the electric department.
6. **Other Business**

Having no further business, the meeting adjourned by Chairman Conley at 4:50 pm.

Next meeting is scheduled for February 7, 2023 at 3:30 pm