

## UTILITY COMMITTEE MEETING MINUTES

January 5, 2021

### In Attendance:

**Members:** Chairman Mike France, Councilman Sean Wilson

**City Staff:** John Doyle, Mitch McDonald, Michele Brown, Tracey York, Amber Box, Miriam Jones, Jack Eldredge, Daniel Shelden

**Visitors:** Darrell Maurina

1. **Call to Order and Citizen Comments** – Chairman France called the meeting to order at 3:30 pm.
2. **Approval of Minutes – December 1, 2020** – Mr. Doyle presented the committee with minutes from the December 1<sup>st</sup> utility committee for approval. Councilman Wilson made the motion to approve the minutes and Councilman France seconded. All were in favor.
3. **Forte Convenience Fee**
  - a. **Online Convenience Fee 2.5%**
  - b. **Forte Services Saves Customers 1% to 2%**
  - c. **Forte Services Saves City Approximately \$20K/Year**

Mr. Doyle stated that the City has been evaluating the online convenience fees this past year and came upon the company Forte Services who will provide that service for 2.5% of the payment amount with a minimum fee of \$1.95 based upon the volume. Online WEB payments are also able to use the e-Check services with a fee of \$1.75 per transaction \$0 – \$50,000. By using Forte Services this will save the City approximately \$20,000 a year and we are excited to send that savings to our customers that utilize this service.

4. **Submittal of CWSRF Grant** – Mr. Doyle stated that the City has submitted a CWSRF (Clean Water State Revolving Fund) Grant, which will address the sanitary sewer lagoons at Witmor property in the Buckhorn area. It will eliminate the lagoons in that area and provide sewer service to the community.

### 5. Department Updates –

**Electric Department** – Mr. Shelden presented the committee with the electric department work order and major highlights for December: Work Orders: 4 power outages, 2 streetlights, 1 tree, 1 miscellaneous, 2 new services = Total: 10

#### Major Highlights:

1. Finished the C to D tie.
  - Pulled in the 750 underground primary
  - Had to change out the existing cabinet. A larger cabinet was needed for more room.
  - Had to terminate all the wires in the cabinet, and both ends going up the poles.
  - Had to phase everything out, so that the two feeder lines match up.
  - Ran all the jumpers, and made it hot.
  - Our whole system is now tied together from one end to the other
2. Our apprentices finished their year of testing
  - Josh has graduated and is now a lineman
  - Tylor is now a second year
3. Finished the yearly inventory
4. B & N finished their yearly contract with the City for right of way clearing
5. Installed a new street light on Debra Court
6. Reclosures saved 8 power outages

Mr. Shelden also presented the committee with a 2020 e-Reliability Annual Report and an annual summary of work completed in 2020 to include:

59 – Power Outages  
41 – Street Lights  
34 – Tree  
40 – Miscellaneous  
21 – New Services  
02 – Services Upgrades  
03 – Fixed Yards  
**Total = 200**

A few of the highlights for 2020 mentioned included :

- Many challenges faced fighting off the COVID-19 Pandemic which caused our already short department to be even shorter at times, with the implementation of split shifts.
- Turned the last remaining portion of overhead electric in our park to underground
- Wired the new bathroom for electric
- Installed the new service and wired all the electric for the new Northern Heights water tank

- Installed the new three-phase service going to the new Justice Center and extend line to the Justice Center Maint. Building
- Mutual Aid to assist the City of Lebanon
- Installed new three phase power to the new addition to the Waynesville Middle School and turned 1000' of three phase power into underground at East Elementary
- Reconductored 1600' of power line in the Bluff Circle Area
- Completed system wide pole testing. Every primary pole now has a GPS point
- Completed 2800' tie line to complete our entire system loop. Our electrical system is now completely looped together.
- Our single phase reclosures saved 66 power outages in 2020

*Water/Wastewater Department* – Mr. Eldredge stated that his department had 6 water work orders, 2 sewer work orders, replaced 3 meters, set 3 new meters and replaced 120' of 8" PVC. Repaired a main break on Morgan St and Mr. Eldredge stated that the plant is in going good.

*Natural Gas Department* – Mr. Doyle stated that the gas department have been assisting other departments working overtime due to the pandemic and other issues. This department has been able to do their job, assist other departments who have employees short or departments that have people are absent. Mr. Doyle state they have been filling in seamlessly and are very valuable to the City.

## **6. Other Business**

a. **January 18, 2021 – City Hall Closed in Remembrance of Martin Luther King Jr**

b. **January 19, 2021 – Last day for candidate filing**

Councilman France stated that City Hall would be closed January 18, 2021 in remembrance of Martin Luther King Jr. and that the last day for candidate filing is January 19<sup>th</sup>.

**Closed Session:** Councilman France stated there was a need to go into closed session for discussion of Legal matters, specifications and bids in accordance with RSMo Sections 610.021 (1) (2) (11). A motion was made by Councilman Wilson to go into closed session at 4:07 pm and a second by Councilman Conley. Motion carried. At 5:04 pm the committee came out of closed session.

Having no further business, the meeting adjourned by Chairman France at 5:04 pm. Next meeting is scheduled for February 2, 2021 at 3:30 pm.