

**UTILITY ADVISORY BOARD MEETING
May 13, 2013
CITY COUNCIL CONFERENCE ROOM
5:30 P.M.**

MEMBERS PRESENT

George Lewis
Arthur Hoffman
Sharon Parshley
Daniel Peterson

OTHERS PRESENT

Blaine Cox, Deputy CM
Peter Nourse, DPW Director
Shawn Libby
Heather Dillingham
Debra Macarthur

MINUTES

I. Call to Order.

George Lewis called the meeting to order at 5:30 P.M. All Board members were present.

II. Acceptance of April 8, 2013 Minutes

Arthur Hoffman **MOVED** to accept the minutes of the April 8, 2013 meeting as written. The motion was seconded and the **MOTION PASSED** on a unanimous voice vote.

III. Appeals

A. New Business

1. IDA Realty Trust Appeal

The customer seeks an abatement for 95 units of water at a value of \$437.00 due to an outside water spigot left running. The location does not have city sewer.

The recommendation of the Deputy City Manager is to deny the customer's abatement request.

The above recommendation is based upon the following findings:

The customer makes no claim and there is no indication that the usage recorded by the meter is inaccurate. The usage was produced by the City and received at the customer's location.

Arthur Hoffman **MOVED** to deny the abatement request. The motion was seconded and the **MOTION PASSED** on a unanimous voice vote.

2. Brown-Hall Appeal

The appellant seeks an abatement of 214 units of water and sewer at a value of \$2,319.75.

The recommendation of the Deputy City Manager is to deny the customer's abatement request.

The recommendation is based upon the following findings:

- a. The meter has been checked and found to be functioning properly. The usage of 214 units is correct.
- b. The customer and City technicians have checked for and found no leaks. All of the usage has entered the sewer collection system.

Sharon Parshley **MOVED** to deny the abatement request. The motion was seconded and the **MOTION PASSED** on a unanimous voice vote.

3. Demers Appeal

The appellant seeks an abatement of 16 units of water and sewer at a value of \$172.54.

The recommendation of Deputy City Manager Cox is to deny the abatement request. The above recommendation is based upon the following findings:

- a. The current usage of 16 units is only .75 units above the average of the previous 4 billing periods.
- b. The customer has not provided any verifiable proof that any usage did not enter the sewer collection system.

George Lewis **MOVED** to deny the abatement request. The motion was seconded and the **MOTION PASSED** on a unanimous voice vote.

4. Dillingham Appeal

The appellant seeks an abatement of 79 units of water and sewer at a value of \$856.74 which the appellant advised was the result of a broken water spigot.

Deputy City Manager Cox recommended that action on this abatement request be tabled and that the UAB request verifiable documentation that:

- a. A leak in fact occurred and
- b. The leaked water did not enter the sewer collection system

The above recommendation is based upon the following findings:

1. The current billing usage of 79 units is 57.75 units above the average of the previous 4 billing periods. This supports the customer's claim of a leak.
2. The customer has not provided any obvious proof of a leak or the nature and location of the leak.
3. The value of the 57.75 units of above average sewer usage is \$352.85.
4. A payment plan can be set up through the Utility Billing Office.

Arthur Hoffman **MOVED** to grant an abatement request of 57.75 units of sewer fees valued at \$352.85 conditioned upon the appellant providing documentation

- a. That a leak in fact occurred and
- b. The leaked water did not enter the sewer system

The motion was seconded and the **MOTION PASSED** on a unanimous voice vote.

5. Macarthur Appeal

Ms. Macarthur was present to detail her abatement request. The appellant seeks an abatement of 29 units of sewer at a value of \$180.96 due to burst pipes. Ms. Macarthur advised that all the water was pumped out and did not go down any drains.

The recommendation of Deputy City Manager Cox is to table the abatement request and that the UAB request verifiable documentation that:

- a. A leak in fact occurred and
- b. The leaked water did not enter the sewer collection system

The above recommendation is based upon the following findings:

1. The current billing usage of 29 units is 20.25 units above the average of the previous 4 billing periods. This supports the customer's claim of a leak.
2. The customer has not provided any obvious proof of a leak or the nature and location of the leak.
3. The value of the 20.25 units of above average sewer usage is \$123.73.

Arthur Hoffman **MOVED** to grant an abatement request of 20.25 units of sewer fees valued at \$123.73 conditioned upon the appellant providing documentation

- A. That a leak in fact occurred and
- B. The leaked water did not enter the sewer system.

The motion was seconded and the **MOTION PASSED** on a unanimous voice vote.

6. Libby Appeal

Mr. Libby was present to discuss his appeal.

The Deputy City Manager recommended an abatement of 54 units of sewer fees at a value of \$329.94.

The above recommendation is based upon the following findings:

1. The UAB previously determined to abate sewer fees for this customer related to a leak that has been repaired.
2. The remaining sewer units related to this leak are the 54 units appearing on the March 2013 billing. (The sub meters on individual mobile homes totaled 401 units of the 455 grand totals, leaving 54 units billed to the Park).

Arthur Hoffman **MOVED** to grant an abatement of 54 units of sewer fees valued at \$329.94. The motion was seconded and the **MOTION PASSED** on a unanimous voice vote.

7. Johnsen Appeal

The appellant seeks an abatement of all charges, interest and fees incurred since 04/26/2011 when the City intended to turn off the water at the street at the customer's request. The water, however, was not turned off at the street until 01/03/2012. The pipes had frozen at the appellant's residence over the prior weekend.

Deputy City Manager Cox recommended abatement of 58 units of water and sewer fees as well as any service charges and interest applied after April 26, 2011.

The above recommendation is based upon the following findings:

The customer had every expectation that the water was shut-off to the residence on 4/26/2011. The metered usage of water after this date was not intended usage by the customer and was unknown by the customer

Daniel Peterson **MOVED** to abate 58 units of water and sewer fees as well as any service charges/fees and interest applied after April 26, 2011. The motion

received a second and the **MOTION PASSED** on a unanimous voice vote. Total amount to be abated is \$749.68.

IV. Old Business

A. Sewer Deduct Meter Update

The Board liked the sewer deduct meter notice used by the Utility Billing Office and requested that this notice be used every year.

Sharon Parshley requested information regarding the ability to place information directly on the billing notices.

V. Budgeting

Deputy City Manager Cox reviewed the Working Capital Analysis data.

Mr. Nourse reviewed the FY2014 Water & Sewer funds O & M Budget and CIP Budget requests.

Mr. Nourse and Mr. Cox agreed to start the FY2015 budgeting process with the Board In January of 2014.

VI. Financial Statements

There was no discussion or questions regarding the Financial Statements.

VII. Other

No other topics were brought forth for discussion.

VIII. Adjournment

George Lewis **MOVED** to adjourn the meeting. The motion was seconded and the **MOTION PASSED** on a unanimous voice vote. The meeting adjourned at 6:35 P.M.

Respectfully,

Blaine M. Cox
Deputy City Manager

BMC: sam

