

WATER AND SEWER COMMITTEE MINUTES
Thursday, September 29, 2016, 8:30 AM
Water & Sewer Department Office

1. Call to Order & Freedom of Information Requirements

The Freedom of Information Requirements having been met, the meeting was called to order at 8:33 AM. Those present were Committee Members Mark Howard, Bachman Smith and Susan Middaugh (Chair), Staff Members Greg Gress and Jason Blanton and Consultant Frank Davis from RFC (Raftelis Financial Consultants Inc)

2. Rate Study Report from Raftelis Consultant

Frank Davis presented the *Draft Report / September 28, 2016: Water and Wastewater Rate and Financial Planning Update*. The advantages of changing the rate structure to REUs was discussed in detail. The recommended date for making this change is January, 2017, to coincide with business license renewals. Frank Davis will present the report to Council at the October 18, 2016, Town Council meeting.

MOTION: to recommend to Council to adopt a Residential Equivalency Unit rate structure to be implemented January 1, 2017. Motion made by Bachman Smith, second by Mark Howard, passed unanimously 3/3.

3. Revision of Appeals Policy and Procedures

On 4/12/2011, *Ordinance 20-12 Contracting party responsible for water beyond meter* was amended to provide an appeal of a Water & Sewer bill directly to the W&S Committee. Prior to that time, this was entirely a staff decision: residents appealed to the W&S Manager, the facts were investigated and adjustments were made as warranted. The 4/12/11 amendment provided a second stage of appeal - to the W&S committee. This led to unintended consequences. Residents now routinely appeal to the W&S Committee and the W&S Committee routinely upholds the original staff decision because staff does an excellent job of investigating appeals and making appropriate adjustments. This secondary appeal process consumes an inordinate amount of Committee time and is also frustrating to residents.

MOTION: to recommend to Council to amend Ordinance 20-12 by striking the first numbered paragraph amended 4/12/11. Motion made by Bachman Smith, second by Mark Howard, passed unanimously 3/3.

4. I & I Reduction Program Phase II & Poe Avenue sewer line replacement

On hold pending clarification of funding for this project.

5. Communications / Additional Items from WWTF Manager, Greg Gress

- a. Water Utility fence is out for bid with pricing requested for two options, the bi-color stain option and an unstained cypress option. Mark Howard presented a

landscape plan for the Middle St. fence line. The DOT ROW location will be a factor in landscaping.

- b. Poe Park survey. The survey was received and indicates that the Town Property Line / DOT ROW is essentially the determining factor in the location of new park equipment. The Town property line is 5 ft. from the Town water pipeline and 10 ft from the DOT stormwater pipeline – both located in the DOT ROW. This means that equipment that is located on the Town lot will automatically be no closer than 5 ft. from these underground pipelines. The survey did not include complete measurements for the Town property lines; that is, the distances from sidewalk, road and tennis courts, and also did not include the two lateral water lines to homes across Poe Ave. Greg Gress will request a more complete survey so that the dimensions of the space that is available for park equipment will be clear and measurable from site features.

6. Next W&S Committee meeting is scheduled for 8:30 AM on October 27, 2016

7. The meeting adjourned at 10:18 AM on a motion by Bachman Smith, second by Mark Howard, passed unanimously 3/3.

Pending Items (to be considered in future meetings)

- a. CWS contract revisions – in progress
- b. Development of a Cost Recovery Program
- c. W&S billing software replacement - in progress
- d. Private Sewer Lateral I&I Reduction Policy
- e. ASR: Aquifer Storage and Recovery
- f. Pre-Disaster Mitigation Grant for submersible pumps