

Minutes of the Water Utility Board

10/2/23 @ 1:00 PM

Call to Order:

The meeting was called to order at 1:00PM. The meeting was held in the upper meeting room of the Town Hall.

Acknowledge Liaison:

Mayor, Kathy Buyers is the interim liaison, until new Council assignments are made.

Establishment of Quorum:

Chris Rok, Steve Crandell, Lee Hansen, and Marty Aroian were present in the meeting room. Chair, Frank Young attended via the Zoom link.

Guests / Advisory Members:

Council members Ruzena Rok and Kristen Merrill attended. Steve Clark, Water Operator attended. Advisory Member, Boyd Siddoway was present. Members of the community were also in attendance.

Approval of Agenda:

The agenda for the meeting was amended to show Mayor Buyers as the liaison. The amended agenda was approved by unanimous vote.

Board Activities:

1. The board held an election for a new chair. Steve Crandell was nominated and received a unanimous vote to succeed Frank Young as the chair of the committee. Mr. Young will remain on the committee as a member.

A discussion was held with the Mayor and Mr. Clark to set expectations and clarify the role of the board in relation to Water Operations and the Mayor's office. The board wishes to be a collaborative body that assists the Water Operations crew. A board that works to find

solutions and is consulted for alternatives early and often. The Mayor reinforced that water is one of her highest priorities.

2. Mr. Clark was asked if his budget is sufficient for his team to conduct their business. A discussion of tasks and overlapping assignments for the Water Crew was held. The Mayor interjected that town personnel keep time records for the work they complete. Mr. Clark offered a few projects that the board could help him complete. These projects included a 5 year look ahead of maintenance needed, a procedures manual, and capital equipment inventory and life-span. Mr. Clark detailed the work his team completes during a typical week. As the discussion progressed the subject of the fire hydrant clearing during the winter was addressed. A request was made to have the Town produce a “plow schedule” so residents know when the streets would be cleared.
3. The Green Canyon Tank project and Town letter were addressed. A follow-up email was sent on September 20, 2023. The email only went to citizens enrolled in the town notification system. Mr. Clark let the board know that the EPA letter was required due to a missed communication with the EPA. No solution was reached and no recommendation from the board was made. This item will move to the next meeting.
4. The Labor Day water outage was discussed. Mr. Clark let the board know the circumstances that led to the outage. It was human error. Mr. Clark with the help of the board will write a procedure for the crew to follow, should this situation occur again. Mr. Clark was asked if SCADA system was used regularly by the crew. He stated that is was not. The Mayor let the board know that a new contract for the water engineer and service of the SCADA was to be forthcoming. The Board requests regular downloads of this data for trend analysis. Access to the dashboard would also be beneficial for the board.
5. Mr. Siddoway presented his completed analysis of the rate and loan repayment schedule. The Board made a recommendation to the Mayor and Council to increase the rate by \$2 dollars, starting January 1, 2024, to cover the repayment. The vote for the recommendation was 3-2 in favor. Mr. Rok and Mr. Aroian had the dissenting votes.
6. Mr. Clark discussed with the board the testing and location of testing. No testing from households is made. Tests come from test ports in the system. False positives were discussed. The ability to chlorinate the system was briefly addressed. Mr. Clark noted that the chlorination system would have to be added/ upgraded. It was agreed that frequent testing was better for the Town, than adding chlorine to our good tasting water.

Action Items:

Congratulations to new Chair Steve Crandell

Mayor Buyers to provide access and downloads of the SCADA.

Town to provide a street plowing schedule

More work on a rate review and repayment plan

Board to work with Mr. Clark on projects that will help his crew.

Engineer and Water Department to provide a list of equipment, components with maintenance recommendations and lifespan expectancies.

Next Meeting:

Wednesday November 6, 2023 @ 1:00 PM in the Town Hall.

Adjournment:

The meeting was adjourned at 2:32 PM by unanimous vote.