

**OGDEN DUNES WATERWORKS - BOARD OF DIRECTORS**

June 9, 2014; 6:00 pm

Directors Attending

(TE) Terry Easton – Vice-President

(GC) Greg Casimer - Secretary

Waterworks Staff Attending

(CL) Chuck Litzkow - Waterworks Manager

Guests Attending

(AJ) Allen Johnson

(KK) Karel Kears

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The meeting was called to order by TE at 6:00pm.

- 1) May 12, 2014 meeting minutes were reviewed and approved by unanimous consent.

Old Business

- 2) CL reported on new problem with leaking water meter yokes. Three leaks have been found and repaired. The Board expressed its appreciation to Chuck and his staff for taking prompt action to repair the leaks.

- 3) Annunciator/Radio project

- a) Electrical conduit is being installed in the pump station. Work is being coordinated with ODVFD.
- b) Completion of project is anticipated by September, 2014.
- c) CL proposed addressing the pressure relief valve issue after the annunciator project is completed.

- 4) New Water Rates

- a) The official tariff sheet has been issued by the IURC establishing the complete set of rates and fees that may be charged by the Waterworks. CL will provide the tariff sheet to Keystone to reset the billing rates as soon as possible.

- b) The tariff sheet controls what the Waterworks may charge for fees such as late payment, returned checks, disconnection and reconnection fees. Any changes must be obtained through the IURC's 30-Day filing procedure.
  - c) The portion of Town Ordinance No. 797 that proposes changes to late payment fees and returned check fees cannot go into effect until the IURC's 30-Day procedure is completed.
  - d) The Board determined that it must prioritize getting the new billing rates in place and confirming successful implementation through the next billing period before taking up the question of initiating a 30-Day filing with the IURC. Until that time, the fees in the current tariff sheet will apply.
  - e) KK commented that the Waterworks has made past billing error for late payment. At the Board's request, KK has agreed to collect examples from prior billing periods for Board review.
- 5) CL informed the Board that the annual Quality Assurance report will be sent out with July bills.
- 6) Changes in staff pay structure have been tabled pending further inquiry and review by the Board.

#### New Business

- 7) Shut-off Notices for Non-Payment
- a) CL reported on several accounts that have gone unpaid since April bills were issued. CL informed the Board that some customers have inquired about various forms of delayed billing or other relief.
  - b) The Board instructed CL to follow the established procedures for notice and shut-off in all circumstances unless the Board has expressly granted relief at a regular meeting.
  - c) All customer requests for any type of relief or delay in payment of an issued water bill must be made in writing to the Board. The Waterworks staff was instructed to provide all customers with this response if asked for any billing relief.
  - d) With respect to the most recent billing period, the Board observed that it has not granted any relief to any customer.
- 8) Review of Water Bills
- a) CL is working with Keystone to determine whether there is a way for either the staff or the Board to be able to preview quarterly customer bills before they are printed and mailed. This is being undertaken in light of recent billing errors to reduce the likelihood of repeated problems.
- 9) Town Contract

- a) The Board noted that certain recent check requests raised an issue as to how the revised contract between the Waterworks and the Town allocated the cost of tasks such as meter reading.
- b) AJ discussed the changes in the 2014 Contract which was also reviewed and discussed by the Board.

10) Additional Keystone Training

- a) The Board considered and discussed a proposal to fund additional Keystone training for Mr. Teeling. The discussion was tabled until the Board could obtain additional information.

11) 7 Beach Lane

- a) The Board discussed a letter it received from Mr. Graske regarding water service to his property and questions regarding his most recent bill.
- b) Based on the information available to the Waterworks, the Board finds that there is no error in the meter readings taken at 7 Beach Lane. The Board further noted the possibility that other causes beyond the Waterworks' control could explain the water use registered on Mr. Graske's meter.

12) Meeting adjourned by unanimous consent at 6:50pm.