**PUBLIC UTILITIES COMMISSION**

9:00 a.m. Monday, February 22, 2021

Present: Ben Bautch Nels Coleman

 James FitzGerald Vacancy

 Vacancy

 Mike Miller – Public Utilities Superintendent

 Lana Fralich – City Administrator

Bautch called the meeting to order at 9:00 a.m.

Bautch recessed the meeting at 9:01am to drive to take the tour of the water facility.

Bautch called the meeting back in session at 9:09am.

Tour of Water Facility – the Commissioner toured the water facility, including the process, chemicals, volume, and overall operations of the facility.

Bautch recessed the meeting at 9:29 am to drive to tour the wastewater facility.

Bautch called the meeting back in session at 9:34.

Tour of Wastewater Facility – the Commission toured the wastewater facility, including the old manual preliminary treatment facility, the new automated preliminary treatment facility, the primary, secondary, and tertiary clarifiers, the trickling filter, digesters, chemicals, and the overall operations of the facility.

Bautch recessed the meeting at 9:52 to drive back to City Hall to continue with the regular meeting agenda.

Bautch called the meeting back to order at 10:01am.

**Agenda** – Motion by FitzGerald, second Bautch to approve the agenda as presented.

MOTION CARRIED.

**Minutes** – Motion by FitzGerald, second Bautch to approve the minutes of December 21, 2020 and January 21, 2021 regular meeting minutes. MOTION CARRIED.

**Communications**

**Department Head Update** – There was no updates from the Department Head.

OLD BUSINESS

**Wastewater Pretreatment Project** – Miller updated that the system is operating and the Contractors will be back on site towards the end of March.

**Primary Clarifier Project** – The mechanism is expected to be received by the end of March.

**Sanitary Sewer Improvements** –There was no new information.

**Multi-Modal Trailhead Center** – There was discussion regarding the need to identify the remaining funds for this project and doing the project in a phased approach. There was some discussion on the plans for the buildings, cost of the project estimated at $3.8 million, and timing of the project.

**Plumbing Ordinance Amendment** – There were no changes since the previous meeting.

**Water Facility Improvement Plan –** There were no changes since the previous meeting.

**2021 Rate Study –** There was discussion on doing a rate study and who may do the study.

**Unaccounted Water Metering Report –** The Commission reviewed the unaccounted water metering report from 2020 compared to 2019, with unaccounted water of 9,514,610 gallons in 2020 compared to 1,258,230 gallons in 2019 and previous years mostly falling under the 2,000,000-gallon mark. There was discussion that the campground was the likely the impact and should be corrected for 2021 since the meters have been repaired and the calculation used in 2020 were based on an engineering estimation. Other areas of concern is the potable water/dump station, water breaks, and use of water for watering lawns.

NEW BUSINESS

**Generator Service:** There was discussion on having an annual servicing agreement through Cummins, to service our generators at the water and wastewater facilities to include testing, replacement of filters, two trips a year, and other servicing needs. Miller will get an agreement for the next meeting for review.

**Delinquent Accounts –** Due to the COVID-19 Executive Order shut offs of delinquent accounts are temporarily suspended but late fees are still being charged.

**PUC Meeting Time –** The Commission reviewed the 2021 meeting dates that were previously set; however, there is a conflict on the 9:00 meeting time due to work schedule and it was requested to change the meeting time from 9:00am to 3:30pm for the 2021 meeting times. The dates will remain the same. Motion by FitzGerald, Second Bautch to change the regular meeting time from 9:00am to 3:30pm on the same dates previously approved. MOTION CARRIED.

Motion by FitzGerald, second Bautch to adjourn the meeting at 10:19 A.M. MOTION CARRIED.

 Minutes taken by Lana Fralich