

COMMISSIONERS OF PUBLIC WORKS
Minutes of November 13, 2008

A regular meeting of the Board of Commissioners of Public Works was held on Thursday, November 13, 2008, at 10:00 a.m., in the Boardroom at 121 West Court Avenue.

In attendance:

Gene P. Hancock	Steve Reeves	Jeff Elliott	Bill Patrick
Michael G. Monaghan	Jeff Meredith	Denise Ogletree	Chris Trainor
Henry O. Watts	Brian Ward	Vicki Knott	Stacia May
	Jeff Auman	Curtis Burnett	Chris Lindley
	Jerry Smith	Vickie Gorham	Carlos Cometto
	Richard Gentry	Ken Barnett	David Tuck

- I. Chairman Monaghan called the meeting to order. The invocation was given by Ken Barnett.
- II. Chairman Monaghan gave the statement of compliance with the notification provision of the Freedom of Information Act.
- III. New Business:
 - A. Manager Reeves presented a recommendation for annual year-end service awards for employees after referring to a recap showing service awards based on years of service, as well as a comparison of food certificates. Manager Reeves noted that the largest discount came from Piggly Wiggly; however, the Board had selected Bilo the previous year because of their generally lower prices. He added that the 7% discount offered by Bilo amounted to a total difference of less than \$100 from the 8% discount offered by Piggly Wiggly.

A motion was made by Commissioner Hancock and seconded by Commissioner Watts to approve service awards for employees and to award the bid for food certificates to Bilo; the motion was unanimously approved.
 - B. Manager Reeves presented a recommendation to utilize the services of Keck & Wood, Inc. as the primary engineer, and Rummel, Klepper & Kahl, LLP as the alternate engineers in the gas department. He noted that this had recently been done for the water and electric departments.

A motion was made by Commissioner Hancock and seconded by Commissioner Watts to accept the recommendation as presented; the motion was unanimously approved.

- C. Mr. Gentry informed the Commissioners of presentations made recently to various neighborhood associations in the community to share energy savings ideas and answer questions. He shared positive comments from consumers wishing to express gratitude to CPW employees. Commissioner Watts commended employees for their courteous behavior and customer service when dealing with the public.

IV. Other Business:

1. Manager Reeves presented a request from Lander University for a donation for their recreational complex. After noting that they probably could not make a donation, but may elect to do some in-kind services at some point in time, Manager Reeves asked for guidance. Commissioner Hancock stated that they would need lighting through the lighting program, and pointed out that deals can also be worked out with water. He added that there are ways to work with them while still getting a return back through selling utilities. Manager Reeves responded that he would send them a letter.
2. Manager Reeves reported that the 2009 proposed budget had been completed, and requested dates for a budget work session. The Commissioners agreed on Thursday, December 4 at 8:30 a.m. for an all-day budget work session. Ms. Ogletree noted that the Commissioners would receive their books by November 18.
3. Manager Reeves reported that the propane tank contract had been signed, and the actual payment had been deposited. They are now on a six-month calendar to have the tanks removed before they revert back our ownership.
4. Manager Reeves noted a question from customer service asking whether we would want to advertise on bills about our service department being on call 24 hours a day and providing service at a nominal rate. Chairman Monaghan stated that customers should be made aware of what we offer; Commissioners Hancock and Watts were in agreement.
5. Manager Reeves noted that bids were opened and staff was ready with a recommendation for ductile iron pipe. Mr. Lindley stated that Mr. Ward

and he had reviewed the bids and found Ferguson to be the low bidder after taking discounts into account. He added that they were called to verify that the right brand was quoted.

A motion to accept the low bid for ductile iron pipe was made by Commissioner Hancock, seconded by Commissioner Watts, and unanimously approved.

6. Manager Reeves asked for direction with handling hydrant meters used by Metro in their operations. He further explained that currently Metro is not charged for any water used in their operations requiring our hydrant meters. He stated that the same practice could continue; however, the Commissioners should be aware that Metro used five hydrant meters and through usage these meters require servicing repairs over the annual period. Manager Reeves noted that we are not getting revenue for the use of the meters, but are incurring expenses. He asked for direction with whether to continue this practice or to share those expenses with Metro since they are getting the use at no charge. Chairman Monaghan inquired about the value of the water used per month. Mr. Ward responded that they keep up with the water usage through water losses, but do not bill them. Chairman Monaghan asked if this was the actual meter readings from those meters; Manager Reeves responded that it was. He continued that they use the information to calculate losses because they know what consumption is even though they don't bill; it is recorded to reduce registered losses so they know the amount of consumption. Chairman Monaghan stated that they needed to see the consumption. Manager Reeves added that Metro also allows the hydrant meters to be used for contractors and expressed concern with that practice since CPW gets no revenue. The Commissioners shared the concerns expressed by Manager Reeves and requested that a letter be sent asking them not to do that. Commissioner Hancock noted that they also flush the lines which involved production cost. Chairman Monaghan requested information on revenue and an idea of repair costs; Manager Reeves stated that the information would be provided for the meeting next week.

V. Executive Session

A motion to go into *Executive Session* to discuss contractual matters was made by Commissioner Watts, seconded by Commissioner Hancock, and unanimously approved.

VI. With no further business, the meeting was adjourned.

Approved: _____, 2008

Secretary