

Burns Utility Board

June 13, 2017

Minutes

The Burns Utility Board met in regular session on June 13, 2017. Members present were Board Members Ralph Bartels, Judy Johnstone, Steve Newton, and Harvey Humphrey. Board President Matt fields was absent from this meeting. Also present was Town Clerk Toni McNamar, Town Maintenance Ted Kellner, Cody and Melissa Ipsen.

At 6:00 pm Board Member Bartels called the meeting to order and the Pledge of Allegiance was performed.

**Approval of Minutes:**

Board Member Johnstone moved to approve the minutes of the May 8, 2017 utility board meeting and the minutes of the May 25, 2017 special meeting. Board Member Humphrey seconded this motion. Motion carried.

**Treasurer's Report:**

Board Member Humphrey moved to approve the Treasurers Report as presented. Board Member Johnstone seconded this motion. Motion carried.

**Agenda Request:**

Cody and Melissa Ipsen were present to request a waiver for an underground grease trap for the business they will be opening at 108 S Main Street. Melissa explained that there is not room on the property to put an underground grease trap and that they have spoke with Darius regarding an under the sink grease trap. In order for the Department of Health to allow this the town needs to provide a letter granting them a waiver from putting in an underground grease trap and allowing the under the sink grease trap. Board Member Humphrey has no issue with an under the sink grease trap as long as town maintenance has the opportunity to inspect it on a monthly bases and that it is property maintained. Town Maintenance Ted Kellner requested that the town be allowed to camera the sewer line prior to the install of this grease trap and then on a quarterly bases thereafter. The Ipsen's were okay with these stipulations. Board Member Humphrey moved to allow the waiver of the underground grease trap for 108 S Main Street as long as the owners are willing to allow town maintenance to inspect system. And a letter will be provided to the Department of Health granting the waiver. Council Member Newton seconded this motion. Motion carried.

The Board was presented with a letter from Steve Birt requesting permission to move his water and sewer tap from the Washington alley that runs to the house at 602 E Third Street and running it off of Third Street. The board sees no issue with him moving his water and sewer line at his cost, and town maintenance must inspect the project. Board Member Johnstone moved to allow Steve Birt to move his water and sewer line that run to the house at 602 E Third Street from the alley to Third Street at his cost with the understanding that town maintenance will need to inspect this project. Council Member Humphrey seconded this motion. Motion carried.

**Maintenance Report:**

The Maintenance report was reviewed. Ted reported that Sargent Drilling was here and he had discussed with them putting air vents on Well A-2 and well A-4 the next time they are in the area.

**Clerks Report:**

Town Clerk Toni McNamar reported that she will be checking into the possibility of allowing customers to pay with a credit card, any fees incurred by doing this will need to be passed on to the customer.

Town Clerk Toni McNamar inquired as to if the board had any ideas on how to get people to pay their bills. We are hanging around 20 shut off notices each month which is way up from before. Toni inquired as to if the board thought if we gave them an additional month if that would help. The board does not feel it will help, it will only allow people to get further behind on their bills. When residents sign up for utilities it states on the sign up sheet exactly what the rules are so it should not be a surprise to anyone.

This is the rule regarding paying your bill on time:

**Bills must be paid by the 19<sup>th</sup> of each month. Any amount not paid by the 19<sup>th</sup> of the month will receive a \$5.00 late fee. After 10 days of the second billing you will receive a water shut off notice and your water will be shut off if the past due balance is not paid by deadline stated on shut off notice. To have your water turned back on after it has been shut off it will cost the entire amount of the bill plus an additional \$35.00.**

**Board President Report:**

Board President Matt Fields was absent from this meeting.

**Board Member Reports:**

Board Member Humphrey had nothing to report.

Board Member Newton had nothing to report.

Board Member Bartels had nothing to report.

Board Member Johnstone reported that Boyd Wiggam has been in contact with her inquiring about the town of Burns changing their ordinances regarding lot sizes. The board is not interested in doing this.

**Old Business:**

Board Member Johnstone moved to increase Ted Kellner's pay by 3% to include retro pay back to February when the evaluation should have been done. Board Member Humphrey seconded this motion. Motion carried.

**New Business:**

Board Member Bartels reported that Dennis Bastian will be coming on to the utility board; however we still have one utility board position open.

The Board was presented with the engineering proposal from Wenck Associates for the A-3 well project. The board was not willing to approve this contract as of yet due to the fact that we are not sure of the funding source for this project. Board Member Johnstone believes that we should send a letter to Wenck Associates stating this.

Board Member Johnstone reported that the SLIB funding we had requested did not go through as we only have \$136,376.60 in SLIB funding which we can apply for. There were several options discussed for the funding of the A-3 well.

Toni McNamar reported that we still have funding available for water projects in the 2008 SPT account. We will have to pay our loan to WWDC in the amount of approximately \$325,000.00 leaving a balance of \$430,715.54 which would be enough to do the A-3 well on our own. We could then apply for the SLIB funding of \$136,376.60 for our Fourth Street Sewer project and putting that money with our 2012 SPT funding we would only need an additional \$98,000.00 to complete the Fourth Street Sewer Project. Board Member Johnstone reported that in the 2016 SPT tax money that we will be collecting, we will receive \$400,000 for water and sewer needs, this is where we could get our additional 98,000.00.

Board Member Johnstone move to use the 2008 SPT funding to do the Well A-3 project. Board Member Humphrey seconded this motion. Motion carried.

The board was now able to approve the engineering contract from Wenck Associates for the engineering of the well A-3 project. Board Member Humphrey moved to approve the engineering contract from Wenck Associates in the amount of \$100,000.00 for the engineering of the well A-3 project. Board Member Newton seconded this motion. Motion carried.

**Approval of Vouchers:**

Board Member Johnstone moved to approve the vouchers. Board Member Newton seconded this motion. Motion carried.

At 6:52 pm Board Member Newton moved to adjourn. The next meeting of the Burns Utility Board is scheduled July 10<sup>th</sup> at 6 pm.

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Utility Board Member Ralph Bartels

Attest:

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Utility Board Secretary