



City of Rock Falls Utility Board Meeting Minutes

Date: 01-22-2018

Time Meeting Started: 8:15am

Time Meeting Ended: 10:00am

Members		Also Attended	
Alderman Schuneman - Chairman	p	Dick Simon	p
Alderman Kuhlemier	p	Administrator Blackert	p
Alderman Logan	p	Clerk Arduini	p
Mayor Wescott	p	Ed Cox	p
Tom Myers	p	Ted Padilla	p
Kim Groharing	p		
Shane Brown	p		
Also Attended			

Topic	Discussion	Plan of Action
A. Call to order	Meeting was called to order at 8:15am	Meeting begins at 8:15am
B. Review of Minutes from December 18, 2017 meeting	A motion to approve the minutes of the December 18 th meeting was made by Alderman Logan, and second by Kim Groharing	Motion carried
C. Public Comment	None	No cation
POLICY		
D. Policy Creation/Review 1. Review & Discuss Policies:	<p>The Committee reviewed the following policies:</p> <ul style="list-style-type: none"> a. C-5 Utility Business Practice b. C-6 Rate Setting Policy c. CS-1 Privacy Policy d. CS-2 Procedures Manual Governing Utility Service e. E-1 Electric Distribution System f. E-2 Electric Generation System g. F-1 FiberNet System h. W-1 Water Delivery System i. WW-1 Wastewater System <p>Shane Brown mentioned that the language concerning the employees in the Water Department should be added to each of the Departments to be consistent.</p> <p>A motion was made by Alderman Kuhlemier, and second by Shane Brown to approve the Policies, and send them to council for approval with the recommended changes.</p>	Motion carried
MANAGEMENT/STRATEGY/CAPITAL PROJECTS		
E. New Business 1. Utility Office a. Superintendent update	The Finance Committee reviewed the write-offs at their last meeting. Superintendent Hatfield reported that the write - offs this year were around half as much as last year. \$45,000 or .3%. Administrator Blackert explained that some of the write-offs are for electric only, and the water and sewer charges have liens against the property. A motion to send	Motion carried

b. Write-offs	the write off list to the City Council for approval was made by Kim Groharing, and second by Tom Myers	
2. Water Department a. Superintendent update b. Review Filter Project quote	Water Superintendent Ted Padilla explained that the department has been replacing piping throughout the Department. He presented a quote listing parts sourced by the Water Department (\$7422.34) and welding being done by Tom Rowzee (\$5000.00). A motion to approve the project was made by Alderman Logan, and second by Tom Myers.	Motion Carried
3. Wastewater Department a. Superintendent update b. Septic Rate Increase	Sewer Superintendent Ed Cox reported that the 1 st round of flushing the screw lifts has been completed. A part for the middle screw lift has been received, and will be installed this week. An actuator will be added to the gate at the oxidation ditch. This will help remedy a current safety issue. A proposed rate change for receiving septage was presented to the committee. A motion to send the change of Sec. 32-312 to the Finance Committee for up to 3,000 gallons being \$75.00 and 3000 to 6000 gallons being \$150.00 was made by Mayor Wescott and second by Alderman Logan.	Motion carried
	Mr. Cox informed the committee that the lift station on Route 30 that services the I-88 Distribution Center (Former Stanley Mfg.) may need upgrades depending on what businesses go into the facility. Currently there is only a bathroom using sewer services.	No action
4. Electric Department a. Review Samsara GPS system for vehicles	The Departments looked at 3 systems for monitoring the fleet. The current system does not work well. The departments found that the Samasara offering was the best fit for the City. The Water Department was able to test the system. The quote is for 40 vehicles. The company would like to install all of the units at one location. At a cost of \$88.50 per unit or a total of \$3450.00. A 36 month license for all departments is \$42,748.00. This will add some extra limited connectivity for the employees. Alderman Logan asked if the safety of the workers should only be having the truck position monitored. He would also like to see radios used to ensure their safety. A motion to approve the contract with Federated Service Solutions for the Samasara system, and to investigate the use of portable radios while on call was made by Mayor Wescott, and second by Alderman Logan.	Motion Carried
b. Avenue A Substation Review	Mr. Simon reported that they will be discussing the incentives of the Avenue substation generators being natural gas. They would run more often, and need to be manned if this is implemented. The power will be for use in Rock Falls, and not put onto the grid.	No action
c. Easements 1. Fiber Building 2. Schmitt Property 3. Avenue A Substation	The attorneys are working on the easements for the fiber building. ComEd wants site surveys done of the crossings under their lines going to the former Schmitt property. The Attorneys are working on clearing up issues with the Avenue A substation. The area of Avenue A has had mistakes since the railroad sold their property off.	No action
d. Review Bid for Fiber building north of Water Department	Camps Concrete has poured the pad for the building. The building will be delivered February 21 st . The Fiber cutover will be in the 2 nd week of March. Electricity will be provided from the Water Department. The facility will have a battery backup, and will also be backed up by the generator in the Water Department.	No action
e. Purchase Power Adjustment	City Administrator Blackert is asking that the PPA Rate be set in February instead of March.	No action
	Mr. Simon reported that the hydro plant had its 5 th highest year on record for production at 10.4 million kilowatts.	No action

5.Fiber/Broadband Department a.Review RFPv2 bid from PirTano Construction	Fiber Operations Manager Wayne Shafer reviewed the bid tab and recommendations from Magellan for the Fiber outside plant RFP. The engineer estimate was \$500,000 lower than what the prices came in at, and the variance was found in the labor costs. There is no compelling reason not to accept the lowest bid, even though Magellan has suggested another contractor. A motion was made by Alderman Logan, and second by Alderman Kuhlemier to accept the low bid for the Phase One Service Area FTTP GPON OSP - PirTano Construction1766 Armitage Court, Addison, IL 60101 in the amount of \$1,925,330.47	Motion carried
b.ISP Deployment - Sole Source	A motion was made by Alderman Kuhlemier, and second by Alderman Logan for the purchase of equipment from Walker & Associates, 7129 Old Highway 52 N, Welcome, NC 27374 for \$241,988.04 as a sole source provider. This purchase was planned in conjunction with the former purchase from Walker and Associates.	Motion carried
c.Discussion on spending limits	The spending amount for the FiberNet supervisor had not been set. Wayne Shafer stated that the amount could be less as time goes on. A motion to approve a spending limit for \$20,000 which is the same as the City Administrator was made by Mayor Wescott, and second by Alderman Kuhlemier. The amount will be reviewed in one year.	Motion carried
d.Superintendent Report & Updates	Mr. Shafer made the Committee aware of the ARIN approval of justification, and the potential cost for IPV4 addresses. Mr. Shafer is comfortable postponing the redundancy of the second circuit for 60 more days. There is discussion and investigation of promoting a tiered subscription model. The agreement with Magellan is nearing the end, there is around \$10,000 in bills outstanding with them. The schools have been using the E-rate system for their internet providers, but it has been delivered on the City's fiber network which was installed as part of the Illinois Century Network. The City will come with an offering to the schools next year.	No action
6.IDNR Lease Agreement Review	Clerk Arduini explained that he had received a renewal for Hennepin Canal Lease 3146 form the Illinois Department of Natural Resources. This lease is for power lines that go over the Canal at the 11th Street Bridge. A motion to send the agreement to council for approval was made by Alderman Logan, and second by Shane Brown.	Motion carried
F.Next Meeting Date & Time	The next meeting has been changed to February 21 st at 8:15am the meeting will be held at the Electric Department.	Meeting scheduled for 02-21-2018
H.Adjournment	With nothing else for the good of the committee, the meeting was adjourned at 9:50am	Meeting is adjourned at 10:00am

Chairman

