

**UTILITIES COMMISSION MEETING
BANDON CITY HALL
July 13, 2016**

COMMISSION:

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|---|---|
| Open Chair | <input checked="" type="checkbox"/> Mary O’Dea |
| <input checked="" type="checkbox"/> Patricia Soltys, Vice Chair | <input checked="" type="checkbox"/> Bob Berry |
| <input checked="" type="checkbox"/> Linda Olsen | |
| <input checked="" type="checkbox"/> Sheryl Bremmer | <input checked="" type="checkbox"/> Madeline Seymour, Council Liaison |
| <input checked="" type="checkbox"/> Daniel Graham | <input checked="" type="checkbox"/> Brian Vick, Council Liaison |

- STAFF: Matt Winkel, Interim City Manager Denise Russell, City Recorder

1. CALL TO ORDER

- **Roll Call:** The meeting was called to order at 3:00 p.m. by Vice Chair Patricia Soltys. Roll call was taken with those present shown above.

2. MINUTES

A. April 13, 2016 Minutes corrections:

- Completed the last sentence under the Election of an Officer item, to reflect the hiring of the new City Manager.
- Page 3: added Mr. Vick’s name to paragraph seven
- Page 5: corrected a typo in paragraph four to change curtsey to courtesy.

B. June 8, 2016 Minutes corrections:

- Page 2, item C, second paragraph: corrected the name of the Commissioner speaking from Ms. Olsen to Ms. Soltys.
- Page 8, second paragraph: corrected the minutes to state, ...the large puddles that are our water supply.
- Corrected the attendance of Council Liaisons Seymour and Vick to reflect not present.

Commissioner Graham (Commissioner Olsen, 2nd) made a motion to approve the minutes as corrected. The Commission passed the motion unanimously.

3. DISCUSSION

A. Water Rate Ballot Measure Update

Mr. Winkel reported to the Commission that the City Council did pass the resolution to file the ballot measure with the Elections Officer to increase the base rates for the water utility. This starts a timed sequence of steps, including a notice to be published in the next available edition of general circulation newspaper and a deadline for people to file an objection to the ballot title.

Because of the timeline, we submitted the notice to the paper in advance of the Council meeting and received written confirmation that it would run in this week’s Bandon Western

World, but it did not happen. The World will publish the notice in their paper tomorrow and on the online notice board, and publish it in the Bandon Western World next week. Once we receive the notification that the notice has actually run in the newspaper, Mr. Winkel will talk with the City Attorney to make sure that the noticing requirements have been met.

Mr. Winkel cautioned that Commission, that this is now considered an official ballot measure, and precludes him and the Commission from any kind of campaigning as Utility Commission Commissioners.

B. Cranberry Festival – Possibility of Parade Entry

Ms. Soltys reported to the Commission that David Kimes is willing to provide the use of the his '62 Shelby Cobra as transportation for a Cranberry Festival parade entry. He is willing to attach a 4 x 6-foot banner (“Your Utility Company” like the sign in City Hall) to his windshield. The physical therapy department has agreed to let their giant stuffed frog be used for decoration on the car.

Ms. Soltys wondered if there is a template that can be used to print the 4x6 sized banner for the parade, and where to get lollipops from to pass out during the parade. Mr. Winkel suggested to get the lollipops from Cash and Carry in Coos Bay, and Freedom Graphics is where the banner was printed. Past experience suggests that you need approximately 1,500 lollipops for the parade. Ms. Seymour noted that for the last two parades, she has used six bags of candy.

C. Utility Report – Presentation of Financials

Ms. Soltys was happy to see the Utility Report was on the back of the Coffee Break last weekend. It sounds like it may be happening more often.

Ms. Soltys has talked with a lot of people who have seen the information in the newspaper and they do like it. They are also the ones that read the Utility Commission’s bill stuffers.

Ms. Soltys poled six individuals and received mixed reviews on how they use the information in the utility bills. Two only read their bills and throw everything else out, two liked the information. One person did not like the background information provided prior to answering the question that was asked, and one person got lost in the numbers; the City has so much to do it is going to be never ending.

Another person that Ms. Soltys spoke with said that at the end of the day they just turned on the television, perhaps a few more people could be reached through television if a way can be developed to get the information into this format.

Mr. Berry reported that the individuals he talked with, like what the Commission is doing, and the way that the Commission is explaining the need for raising the rates. The general feeling that he gets, is this is going to pass.

Ms. Soltys wrote a correction to the 2015 Water Quality Report for a typographical error to place in the Coffee Break. The error involves the lead and copper chart and when the data is collected. The Report said that the numbers are from 2012; however, should have stated 2015.

Ms. Bremmer indicated that the last Utilities Commission bill stuffer was a question that Mr. Winkel received from a resident. The answer did include background information as part of the answer. This information was also talked about in the budget meetings, and in other information that has been distributed.

For the next insert, the Commission decided to have a short informative lesson on the chlorine generator. Mr. Berry feels that this topic will be more interesting to the public. Ms. Soltys noted that you can see the corrosion that is happening and the repair work that is being done to keep it running.

Ms. Bremmer requested information on questions that may have been asked and/or the feedback that has been received. Mr. Winkel indicated that the feedback he has received is positive. Mr. Winkel believes that the chlorine generator is a good one because it is easily visible.

Mr. Vick noted that it will be good for the residents to understand really how much water is in the ponds that provide the fresh water. The silt will have to be dealt with at some point. Currently, the water is not even waist deep. Mr. Vick suggested putting a post in the pond to show the water depth.

Mr. Winkel provided the Commission with the old format of the Financial Statement that is again being given to the City Council and shows revenues and expenditures to date by fund. Mr. Winkel offered to provide the Commission with this report, and answer any questions that they might have. This report shows the funds relative to cash and budget rather than just budget. This allows the City to track whether or not the cash levels are good. This year so far, the water fund has lost \$64,000 and the sewer fund \$28,000. Mr. Winkel indicated that these numbers could be used for the graph on the storyboards.

D. Public Event at the Water Treatment Plant Update

Ms. Soltys reported that Mr. Graham is providing the food for about two hundred people (hotdogs and fixings and ice cream), the equipment to cook on and the products to serve the food on. The Commission will need volunteers to help cook. Ms. Olsen offered to assist with the lemonade and Ms. O'Dea and Mr. Berry offered to help with anything that needed to be done.

Ms. Soltys had an individual suggest having door prizes supplied by town merchants. The Commission, after discussion, determined that there will not be door prizes at the event.

The posters that will be put up around town the week before the event will include a map on how to get to the event, hours of the event and the food provided. It was suggested that water and lemon aid be provided to drink. Mr. Graham can bring one 20-gallon drink holder. Mr. Winkel suggested checking with The Barn to see if they have they have any large liquid dispensers.

Mr. Winkel suggested having name tags for the volunteers. Ms. Bremmer noted that everyone that participated in the Cranberry Festival last year was given a lanyard with their name on it. If everyone still has those, they can be used.

E. Story Board Update – Mary O'Dea

Ms. O'Dea provided a Power Point presentation and update on the story board draft for the Commission to provide final feedback prior to printing. The purpose is to inform the public of what the utilities look like, which includes the benefits that are provided to the Community, financial and rate impacts of the utilities, and the staff that provide the services. The Commission will be having Freedom Graphics do the printing of the story boards for City Hall and mobile story boards that can travel to the library or other community events.

F. Stream Gauge – City Manager’s Update

Mr. Winkel reported that there is a draft of the stream gauge agreement that has been reviewed by Ms. O’Dea and the City Attorney. The Attorney had a couple of comments. Mr. Winkel has a call in to the Water Master regarding the changes, and it is scheduled to go the City Council on August 1, 2016, for approval.

G. Water Reservoir Update

Mr. Winkel reported that the Western Lily study is going to be completed this week to finish the environmental study. This is the last item to be completed for the feasibility study.

H. Other

Mr. Graham asked about the discussion at the Council meeting regarding those that may not be able to afford the \$10 base water rate increase and ways to make it more affordable. Mayor Schamehorn and Mr. Winkel noted that this is on the next Council meeting agenda.

Mr. Winkel reported that the City needs to have a discussion with Community Action about the rules and regulations on how and who gets the monies that are collected for distribution. Perhaps it could be a process similar to the electric funds that they handle for the City. Community Action would be a good choice for administration of the funds because they have the ability to look at the individual’s income.

Mayor Schamehorn noted that it is good to let people know that it will be an available option to check off on the utility bills for those that are willing to provide additional resources to help others. There will be quite a few people willing to participate. As for the logistics of Community Action, it is not as important as letting people know that they can donate.

Mr. Winkel asked for direction on how to place the information for the voluntary water assistance program on the bills. After some discussion, the Commission decided to place a checkbox for \$1.00 and a line for an additional amount. Mr. Winkel noted that a brochure will need to be developed for the program to explain what it is for.

Information about the program will be included in the October newsletter (end of September’s utility bill), which will be sent out just prior to the ballots coming out.

The Commission discussed the next three issues of bill stuffers and determined that the topics are as follows:

- Chlorine Generator
- Seismic Retro Fit
- Summary and a compilation of questions and answers.

Ms. Soltys reported that Mr. Young from Coos Media is willing to do a video interview at the Water Plant to put on Charter Cable and Comspan, for those who will be unable to attend the Water Plant tour.

Mr. Vick will send Bandon.TV’s contact information to Ms. O’Dea and she will submit the story boards to them for publication.

4. AGENDA ITEMS FOR NEXT MEETING – August 10, 2016 Regular Meeting

Water Plant Tour

Voluntary Water Assistance Brochure

5. PUBLIC COMMENTS

Mayor Schamehorn stated that the Commission is doing a wonderful job. Having been in the newspaper business for fifty-five years, she knows how difficult it is to educate people. The Mayor requested a short sentence or statement be made stating, "Because the Council is not allowed to set utility rates, the water system is losing money. A rate increase of \$10 for home owners and a \$20 for commercial users will allow the City to continue providing good, clean water." Encapsulating that the money needed is to do what is being done for clean water. It is true that the City needs millions of dollars to do what needs to be done, but this increase will stop the bleeding and allow the City to provide good, clean water.

Mr. Graham likes the way the statement is worded because it is absolutely the issue that is being dealt with; to stop the bleeding and putting band aides together to keep it going.

Mayor Schamehorn would like the Commission to get the Bandon Western World involved because their support is needed.

6. COMMISSION MEMBER REMARKS

No Commissioner comments.

7. ADJOURN

There being no further business, the meeting was adjourned at 4:30 p.m. A motion to adjourn was made by Mr. Berry and seconded by Mr. Graham.

Respectfully Submitted by: Denise Russell, *City Recorder*