

NEWBERRY WATER & LIGHT BOARD
REGULAR MEETING MINUTES
June 13, 2017

Present: Chairman Medelis, Sharon Brown, Lisa Den Boer, Jim Johnson, Lawrence Vincent.

Absent: None.

Also Present: Assistant Village Manager - Buck Vallad, and Village Manager James-Mesloh, Mary Jordan.

Call to Order: Chairman Medelis called the meeting to order at 5:30 p.m. at the Village of Newberry Offices followed by the Pledge of Allegiance.

Request for Additional Agenda Items: Board member Den Boer requested addition of On Call Issues, which was added to New Business.

Approval of Agenda: Moved by Brown, support by Den Boer, CARRIED, to approve the agenda with one addition. Ayes: All.

Minutes: Moved by Johnson, support by Vincent, CARRIED, to approve the April 11, 2017, regular meeting minutes with the following correction: Staff Reports, A.) second sentence, read: A discussion was held regarding the water project and what areas are to be refilled and reseeded. Now reads: A discussion was held regarding the water project and what areas need to have topsoil replaced and reseeded. Ayes: All.

Financial Reports:

- A.) Cash Balance Report (unreconciled) – May 31, 2017: Reviewed.
- B.) Regular Payables: Motion by Den Boer, support by Johnson, CARRIED, to approve payment of the May Electric Fund bill in the amount of \$177,271.43 and the Water Supply System Receiving Fund in the amount of \$4,326.65 for a total of \$181,598.08. Ayes: All.
- C.) Christmas light fund: Village Manager will check on the Council member who has been donating his stipend to this fund and it is not showing up. Account currently has \$55.00.

Staff Reports:

- A.) Water & Light – Assistant Village Manager’s Update: Vallad gave a verbal as well as written report. (written report attached) Vallad discussed the apprenticeship program we use for our crew.
- B.) Village of Newberry – Manager’s update: Written talking points attached.

Old Business: A. Water Rates Workshop – Proposed Date: Monday, June 26, 2017 at 5:15 p.m. at the Village Office and dinner will be provided. Joint workshop with the Water and Light Board and the Village Council to review water rate scenarios presented by the Village Manager (Jennifer James-Mesloh), Assistant Village Manager (Buck Vallad) and Project Rising Tide Consultant (John Lacoangeli).

New Business:

- A.) Options for Bill Payments: The Village Manager discussed the current options customers have to pay their W&L bills. After a lengthy discussion, the Board took the following action: Moved by Den Boer, support by Brown, CARRIED, to implement electronic fund transfer (EFT) payment system, so that our customers can pay their W&L bills through an automatic withdrawal. James-Mesloh recommended to the Board that the full time and part-time Water & Light Clerk positions, vacated in March, not be filled and instead move the full-time position to be an Administrative Assistant to Superintendents. To help with this move, she also recommends that in-person W&L bill paying be reduced to one day a week or to only accept payment the day before and day of shut offs.

- B.) Staffing for Water & Light Department: James-Mesloh recommended filling the full-time W&L Superintendent position vacated in May and that the position be open to current staff only. Discussion followed.
- C.) Reporting Structure for Staff: Not discussed.
- D.) Location of Staff Offices: Discussed possible changes of the location of offices in the Village of Newberry Administration Building.
- E.) 2013 PA 95 Provisions: Moved by Johnson, support by Vincent, CARRIED, to Opt-in to the 2013 PA 95 provisions. Ayes: All.
- F.) On call issues: Board member Den Boer expressed her concerns regarding on-call and central dispatch.
- G.) Restoration of Excavated Areas for Water Project – Mike Pond gave an update on the restoration problems via telephone. He advised that he took soil from the restoration area, which was then tested. He discussed the recommendations offered after the soil was analyzed. Discussion followed.

Public Comment: None.

ADJOURNMENT: Motion by Vincent, support by Brown, CARRIED, to adjourn meeting at 7:30 p.m.
Ayes: All.

The meeting minutes were transcribed from a recording - Clerk Schummer was not present.

These minutes are unapproved until voted on at the next meeting.

Terese Schummer, Clerk

Charles Medelis, Chairperson