

**REGULAR UTILITY BOARD MEETING
WEDNESDAY DECEMBER 7, 2022, 4:00 PM
ADMINISTRATIVE CONFERENCE ROOM
201 WEST WATER STREET, PIQUA, OHIO 45356**

City of Piqua Utility Board met at 4:00 P.M. in the Municipal Government Complex Administrative Conference Room located at 201 W. Water Street.

Roll Call as follows: Board Members Present: Ron Pilkington, Josephine Davidson and Greg Monte. City Commission Representative Present: Chris Grissom. Staff Present: Amy Welker, Melissa Kinney, Kevin Krejny, and Maria Weaver.

Meeting was called to order by Greg Monte and second by Commissioner Grissom.

APPROVAL OF MINUTES

September 7, 2022 meeting minutes were motioned for approval by Greg Monte and second by Commissioner Grissom.
September 7, 2022 meeting minutes approved 12/07/2022

NEW BUSINESS

- 2023 Meeting Schedule was presented and reviewed by the board.
 - Meeting Dates: 03/22, 05/24, 09/27, and 11/29 at 4 pm at the MGC Administrative Conference Room

2023 Meeting Schedule was motioned for approval by Greg Monte and second by Commissioner Grissom with the stipulation that the September 27th meeting could be rescheduled in order to allow the Utility Board to have to time review proposed budgets for the 2024 fiscal year.

2023 Meeting Schedule was approved 12/07/2022

Amy Welker:

- Amy informed the board that approximately 1800 pieces of communication went out to the citizens in the last week informing citizens of the new 2023 Residential Refuse Rates. Those communications included a letter to residents, a Q & A document, and additional information on the new options to pay for utilities. Our Utilities Business Office began working with new software (SmartHub Web and Mobile App) that brings new features for the citizens to pay and better understanding their monthly utilities bill.
- Amy stated that out of the 1800 pieces of communications that went out, the office has only gotten a handful of calls in regards to them. As most of the letters have gone out, the office will continue to be available to answer questions that the citizens might have. It seems that the communication plan was executed well. Greg Monte congratulated and Amy and her team for a job well done!
- The new software became available December 5th. The software has a web portal and a mobile app.
 - Greg: What will be available to those citizens that do not utilize technology?
 - Amy: Monthly bills will still be mailed and citizens can still come in to UBO and pay their bills and ask any questions to the staff. In addition to coming into the building, citizens can go to various locations in town to pay their utility bill.
 - Chris: There might be confusion in how automatic payments will be processed with the new software and the timing of the implementation.
 - Amy: UBO is will be working with citizens to make sure that any glitches can be addressed and fixed.

Jo and Ron commented on the amount of information that is now available on the website. Will make understanding utility bills much easier.

Kevin Krejny:

- Kevin updated the board on the purchase of Underground Utilities W-20 replacement truck. Hopeful that the truck will be delivered in 2023, but it could extend into 2024. Supply chain issues is what is holding up the delivery.
- Manhole Replacement Project is on standby due to the materials not being available. If the manholes are not delivered shortly, the project will begin in spring 2023.
- The Water Plant Electrical building is in progress and should be completed on schedule.
- Water Booster Project is out for bid- bids due December 14th. There is a concern that the supply chain issues that are happening with other projects will come in to play with this project too.
- The City is almost completely out of the old Water Plant building. Lease agreements are being finalized and utilities will be transferred over once everything is completed.
- Chemical pricing did go up about 15% and Power rates did increase.

Kevin Krejny(continued):

- Staffing Changes:
 - Underground Utilities: loss of Assistant Superintendent (Justin Jamison) and Working Supervisor (Todd Huff). In the process of filling the Working Supervisor with internal candidates.
 - Water Plant: Working Supervisor (Curtis Locker) has left and the process has begun to fill his position. The goal is to fill the role internally. The Water plant will also be working with only on relief operator. The goal is to have the staff be able to cover any shifts needed.

Greg: What does the City do with those candidates that do not have the EPA required certifications?

Kevin: The goal is to bring in staff that has qualifications already, but the City will work with staff to help them attain them. We always try to maintain positions.

- Financials: October 2022 final financials were presented for water, wastewater, and storm. Cash reserves have gone up thru reduced spending and conservative financial forecasting.

Chris: Are purchase/projects capitalized automatically?

Kevin: They are capitalized when billed.

- 2023 Budgets:
 - Submitted to Commission for their review and approval.
 - Only unknowns at this time would be salaries and benefits due to Union contracts not being finalized.
 - Budgets were stream lined to give a more accurate picture of anticipated expenditures. Lines were removed that in the past would be placeholders for "Emergency Money". Going forward funding for emergencies, such as large line replacements, will come out of the appropriate fund (cash reserve).

Chris: Is the Looney Roundabout still in the budget?

Kevin: No. Project was cancelled.

Greg: What is the current standing of the Dam?

Kevin: No resolution has been reached at this time. There are more meetings scheduled. Next one is December 12th. Fortunately, there is still time.

Chris: The sewer lines in my district seem are not in good condition.

Kevin: Underground Utilities is constantly monitoring the area and will continue in 2023

NEXT MEETING

The next scheduled Utility Board Meeting is scheduled for Wednesday, March 22, 2023.

ADJOURNMENT

Greg Monte motioned the meeting to end, Commissioner Grissom second the motion.

Meeting adjourned.