

# ***Denton Utility Commission***

## ***Meeting Minutes***

September 9, 2017  
10:00AM

- I. Scott Getchell called the meeting to order at 10:00AM and thanked all for attending.
- II. Those in attendance were Councilman Dennis Porter, Mark Chandler, Al McCullough, Leroy Womer, Adam Jones and Scott Getchell.
- III. There were no minutes to approve.
- IV. Open issues
  - a) Since this is the first meeting of the new Commission, there were no open issues.
- V. New business
  - a) **Utility Commission Meeting Schedule** – The Commission members agreed to meet once a month on the 2<sup>nd</sup> Wednesday of each month at 4:00PM. This schedule may be altered as time goes on.
  - b) **Utility Commission Ordinances** – Discussion related to the two ordinances that establishes the Utility Commission was led by Scott Getchell. Al McCullough pointed out several important sections that were worthy of noting.
  - c) **Utility Commission Positions** – Scott Getchell explained that he has been appointed Chairperson by the Town Council and that Al McCullough has agreed to serve as Vice Chairperson. Adam Jones has agreed to serve as Secretary.
  - d) **Water/Sewer Rate Model** – Scott Getchell explained the history of the water/sewer rate model and distributed the most recent report dated January 2014. The UC members are to review the report and plan to discuss in more detail at the next meeting. The UC would like for the specialist of the latest version (MCET) to update the model. The last estimate for this work was \$7,000. Scott Getchell will research to see if this could be covered under a grant. Al McCullough would like the specialist to participate in a working session with the UC.
  - e) **Other New Business**
    1. Scott Getchell asked that all members speak to their skill sets since this is the first meeting of the new Commission.

2. Scott Getchell provided updates on all known current and planned capital water/wastewater projects. (WWTP upgrade, SCADA control upgrades, VFD upgrades, Franklin Street water main replacement)
3. Al McCullough requested that the USEPA award given to the Denton staff in 2005 be explained to the Commission members for historical background.
4. Scott Getchell explained how the Town operates Water/Sewer/Highway funds as “enterprise” funds.
5. Al McCullough explained how the Town Council, at their discretion, will defer water/sewer issues to the UC.
6. Councilman Porter explained that there may be a generator project coming to the Industrial Park. It’s currently in an early planning stage.

VI. Meeting was adjourned at 11:45AM.

**The next meeting is scheduled to be held at the Wastewater Treatment Facility on Wednesday, October 11, 2017, at 4:00PM.**

Respectfully Submitted;



Scott W. Getchell

**Denton Utility Commission**  
**Meeting Minutes**

October 11, 2017  
4:00PM

- I. Scott Getchell called the meeting to order at 4:00PM and thanked all for attending
- II. Those in attendance were Town Administrator, Don Mulrine, Mark Chandler, Phil Clark, Scott Getchell, Albert McCullough, Adam Jones and Leroy Woomer
- III. On motion by Mr. McCullough, seconded by Mr. Jones, the minutes of the September 9, 2017 meeting were unanimously approved into the record.
- IV. Open Issues
  - a) The Water/Sewer Rate Model data was reviewed and the discussion was around having the plan updated and considering a grant that could cover the cost. There was a motion by Mr. Getchell to have the existing model updated which was seconded by Mr. McCullough. Mr. Mulrine stated that the money has already been budgeted and we should be able to move forward with the expense. It was the board's recommendation to council to move forward with the updated Water/Sewer Rate model at an approximate cost of \$8000. The commission also recommends that we budget for an annual/bi-annual analysis be completed by an independent firm.
  - b) The Wastewater Treatment plant upgrade was also discussed and an update from Mr. Getchell informed the Commission that it is still in the design phase. The hope is that the design phase is completed by year-end and start on the upgrade toward the beginning of next year. The design phase is roughly 75-80% complete
  - c) There are currently no other open issues.
- V. New Business
  - a) Mr. Clark was in attendance to present DPW's meter replacement program this program is set to replace approximately 400 older and failing meters in the area. The new meters will be more efficient for the homeowner and the DPW from a reading efficiency standpoint. Approval from council has already been started. There was a motion to support the program started

by Mr. McCullough and a second from Mr. Getchell followed by a unanimous decision to continue with the program.

- b) Mr. Woomeer discussed his concerns to make sure that we are structured in a way not to forget about conservation of water.
- c) Other new business included rate evaluations that were handed out by Mr. Clark comparing our rate model against other surrounding townships. No action was needed. Another question was raised about using PVC for the main lines and its life expectancy. It was explained that PVC can withstand the wear and tear that older water lines could not and is the industry standard.

VI. The meeting was adjourned at 4:56PM

The next meeting is scheduled to be held at the Wastewater Treatment Facility on December 13, 2017 at 4:00 PM.

***Denton Utility Commission***  
***Meeting Minutes***

December 13, 2017  
4:00PM

- I. Scott Getchell called the meeting to order at 4:15PM and thanked all for attending
- II. Those in attendance were Mark Chandler, Scott Getchell, Adam Jones and Leroy Woomer
- III. On motion by Mr. Getchell, seconded by Mr. Woomer, the minutes of the October 11, 2017 meeting were unanimously approved into the record.
- IV. Open Issues
  - a) In reference to the Water/Sewer rate model the UC recommended that the Town Council fund the model updated. Don Mulrine reported money is in the budget to complete the update and that Mark Chandler will be MCET's point of contact for the Town. Scott has stated that he will start the process with Ed. The anticipated timeframe on this project is to hopefully begin in January 2018 and get the report back in March.
  - b) Mr. Getchell's progress update for the Wastewater Treatment Plant upgrade was discussed. Mr. Getchell stated that 95% of the plan is put together at this point and he has submitted it to the state. He is awaiting the states comments and hopefully we will have those soon in December or January. A soon as the comments are received and addressed, the bidding process will begin, hopefully February 2018.
  - c) There are no other open issues
- V. New Business
  - a) The Utility commission is requesting that the Town staff provide a tentative schedule for draft FY19 operating budgets to review. By March we should have reports to review and Scott wanted to alert us to this fact.
  - b) We also discussed 2018 meeting schedules and the necessity of meeting every month. We agreed that a meeting as necessary would be in the best interest for the board.

c) There was no additional new business.

VI. The meeting was adjourned at 4:45 PM

The next meeting is scheduled to be held at the Wastewater Treatment Facility on the 21<sup>st</sup> of February at 4:00 PM