



**MEETING MINUTES**

**UTILITIES COMMISSION**

FRIDAY, DECEMBER 8, 2017, 7:15 A.M.  
Water Treatment Plant, 555 Lincoln St.  
Large Conference Room

Members Present: C. Bova, D. Lanyon, J. Nieuwsma, E. Rosenberg, M. White  
Members Absent: D. Everhart, R. Shure  
Staff Present: A. Price, D. Stoneback  
Presiding Member: D. Lanyon

---

**1. DECLARATION OF QUORUM**

A quorum being present, Chair Lanyon called the meeting to order at 7:14 a.m.

**2. APPROVAL OF THE NOVEMBER 9, 2017 MEETING MINUTES**

Mr. Bova moved to approve the minutes, seconded by Mr. Nieuwsma. All approved.

**The minutes were approved unanimously, 5-0.**

**3. COMMITTEE REPORTS**

**a. Work Plan Item 1.1 Building energy efficiency benchmarking initiative – progress report on ordinance implementation plan**

Mr. Stoneback directed the Commission's attention to the Benchmarking Ordinance Update provided by Kumar Jensen. He noted that last month there were three properties with no correspondence, two of which were owned by the same realtor, and they have since fully submitted their data. He said that there has still been no correspondence from the third property which has numerous City violations for various reasons and they have not complied with any of them yet. Mr. Stoneback had a short conversation with Mr. Jensen about how to proceed in 2018 when they drop down to the next group of smaller square footage properties and Mr. Jensen said that he has a plan of action in place. Chair Lanyon informed the Commission that Mr. Jensen will draft a report for the Commission's review at the January meeting before taking it to council.

**b. Street Lighting Study – update on consultant progress and preparation for the next meeting of the advisory committee**

Chair Lanyon reported that a public meeting was held last week and there were approximately three dozen people in attendance. He said the meeting went well and there were a lot of very good comments made. Mr. Stoneback stated that all comments received in writing and from email will be posted on the City's website. He said residents expressed that they would like to keep the Tallmadge street lights and staff wants to have the consultant go back out to compare lighting levels and do more investigative work which will require a Change Order.

**4. STAFF REPORTS**

**a. Recent Electric System Outages, Basement Flooding Concerns, Water Service Interruptions, and status of 2017 improvement projects**

Mr. Stoneback reported the following:

There were several scheduled power outages to perform reliability improvements in November and only one unscheduled outage which occurred on November 27.

There were a few basement floodings in November which were all determined to be private lateral issues.

There were no water main breaks in November.

There was one Water Service Repair permit obtained in November and a fair number of Sewer Service Repair permits obtained.

Capital Improvement Projects Update:

**30" Downtown Feeder Main Rehabilitation**

It was decided that additional pipe inspection is necessary to confirm the rehabilitation approach, particularly in the downtown area. This should not affect the overall project schedule or cost.

**Inspection of Large Diameter Mains**

A kickoff meeting was held on November 11, followed by field inspections to begin planning the inspections. A detailed plan is now being developed and inspection is expected to be completed in the early spring.

**Retail Water Meter Replacement Program**

Meter change-out continues in the northern third of the City. Approximately 1200 of 5789 meters have been changed out. The handout notification letters have been revised with the new AWWA standard for notification about work on lead service lines and the City has not heard any concerns back from the residents.

**Emerson Wholesale Meter**

This project is proceeding. Staff met with the engineer on December 7 to review the design and provide comments.

**Large Diameter Sewer Rehabilitation – Mulford Part 2**

This project has been awarded and a kickoff meeting has been scheduled for December 13.

**Emergency Sewer Work**

A single bid was received on November 28 to line a side-easement sewer at 2750 Lincolnwood Drive. Staff is reviewing the bid to ensure the contractor can do this challenging work and plan to make a recommendation to City Council on January 8.

**b. Status of negotiations with potential new wholesale water customers and update on the Skokie rate impasse**

Mr. Stoneback reported that negotiations are going smoothly with Morton Grove, and there is now news on the Skokie rate impasse yet.

**5. UNFINISHED BUSINESS**

None

**6. NEW BUSINESS**

**a. Approval of the 2018 meeting schedule**

Mr. Rosenberg moved to approve the 2018 meeting schedule, seconded by Mr. Bova, all approved.

**The 2018 meeting schedule was approved unanimously.**

**b. Election of chair and vice-chair for 2018**

Mr. Nieuwsma nominated Mr. Lanyon as chair for 2018, seconded by Mr. Bova, all approved.

**Mr. Lanyon election as chair for 2018 was approved unanimously.**

Mr. Lanyon nominated Mr. Nieuwsma as vice-chair for 2018, seconded by Mr. Bova, all approved.

**Mr. Nieuwsma election as vice-chair for 2018 was approved unanimously.**

**7. ANNOUNCEMENTS / COMMUNICATIONS**

**a. Forthcoming Public Works Agency activities relative to the Utilities Commission**

Mr. Stoneback informed the Commission of the organizational changes within the Public Works Agency for 2018.

**8. ADJOURNMENT**

The meeting was adjourned at 8:20 a.m.

Respectfully submitted,  
Angela Price  
Special Projects Assistant, Public Works Agency