MEETING MINUTES

UTILITIES COMMISSION
FRIDAY, JULY 12, 2019, 7:15 A.M.
Water Treatment Plant, 555 Lincoln St.
Large Conference Room

Members Absent:  E. Rosenberg
Staff Present:  K. Jensen, D. King, A. Price, D. Stoneback
Guest Present:  P. Eaves
Presiding Member:  J. Nieuwsma

1. DECLARATION OF QUORUM
   A quorum being present, Chair Nieuwsma called the meeting to order at
   7:15 a.m. The Commission welcomed new member, Christopher Skey.

2. APPROVAL OF THE JUNE 14, 2019 MEETING MINUTES
   Mr. Bova moved to approve the minutes, seconded by Mr. Shure. The minutes
   were unanimously approved.

3. UNFINISHED BUSINESS
   a. Building energy efficiency benchmarking update
      Mr. Jensen reported that the ordinance now covers approximately 530
      buildings, and about 200 buildings are fully compliant. There are roughly 40
      buildings (not including Northwestern’s buildings) that are undergoing either
data verification or notified the City that they are late but are working on it.
      There are 60 buildings that have been removed due to exemption requests
      and a dozen buildings that were added. The City sends all non-compliant
      buildings an official notice of violation that gives them 30 days to comply.
      Non-compliant Type 1 and Type 2 buildings will be fined this year. He said
      since property owners have had some difficulty obtaining data from Nicor, the
      City does accept documentation that they tried but were unable to obtain
      acceptable data from Nicor. Mr. Jensen will provide an update summary on
      compliance for the August Commission meeting.

   b. Nicor
      Chair Nieuwsma introduced Nicor Gas Representative, Patricia Eaves, and
      welcomed her to the meeting. Mr. Jensen said that staff continues to hear
      frustration from property owners in obtaining natural gas data in a convenient
      and useful format. Ms. Eaves said that Nicor supplies the data in a PDF
      format because the data cannot be manipulated. Mr. Skey responded that
      since residents have to key the data into ENERGY STAR Portfolio
      themselves, there is a greater potential for manipulation of data in that
      scenario than if Nicor provided an Excel spreadsheet that could be uploaded
      into the system. Mr. Everhart added that data can be just as easily
manipulated in a PDF format as it can be in an Excel spreadsheet. Ms. Eaves said she would talk to Nicor’s legal team and IT department to determine if it would be possible to provide the data in a protected Excel spreadsheet instead of a PDF format.

c. Climate Action and Resilience Plan (CARP)
Mr. Jensen updated the Commission on the City’s process to implement the CARP plan. The plan may take up to two years to implement. In year one the focus will be waste reduction and year two will be municipal operations and buildings. Mr. Jensen asked for feedback from the Commission on the plan’s structure and the proposed engagement timeline. He also asked the Environment Board for feedback at their meeting last night. The plan will be presented to the Human Services Committee in August.

d. Aggregation Update
Mr. Stoneback said that the City’s current contract was written by an Evanston resident with prior aggregation experience and will expire next year. He is currently working on a new contract and would like Mr. Skey’s assistance.

e. Storm Water Management Plan
Mr. Stoneback said staff is slowly working on a guide to develop a Storm Water Master Plan. They have a vision and set goals, and have been looking at what other municipalities have come up with to determine what should be included. The City will not have a Storm Water Master Plan until a hydraulic analysis is completed to determine what projects are needed and the cost.

f. Street Lighting Study
Mr. Stoneback informed the Commission that Spring City Electrical Manufacturing has been hired to manufacture the Tallmadge street light poles.

g. Non-Revenue Water Report
Mr. King provided a detailed explanation of the 2018 AWWA Water Audit Report which runs October 1, 2017 through September 30, 2018. He noted that the report resulted in Non-Revenue Water of 5.2% which is well below the 2018 threshold of 12%. The 2019 threshold decreases to 10% and he will join the Commission meeting again after the 2019 report has been prepared.

4. STAFF REPORTS
Staff reports for June were provided in the meeting packet. No action was taken.

5. NEW BUSINESS
   a. Downspout relocation
      No action was taken.

6. ANNOUNCEMENTS / COMMUNICATIONS
   a. Forthcoming Public Works Agency activities relative to the Utilities Commission
Mr. Stoneback announced City staff will recommend that the City Council consider establishing an inclining block water rate structure that would increase water rates based on water consumption while allowing the establishment of an affordable combined water and sewer rate at Monday night’s Council meeting for discussion.

7. **ADJOURNMENT**
   The meeting was adjourned at 9:04 a.m.

Respectfully submitted,
Angela Price
Administrative Lead
Public Works Agency