DECLARATION OF QUORUM
A quorum being present, Chair Lanyon called the meeting to order at 7:20 a.m.

APPROVAL OF THE NOVEMBER 14, 2014 MEETING MINUTES
Mr. Grumman moved to approve the meeting minutes of November 14, 2014 as submitted, seconded by Mr. White. A voice vote was taken and the November 14, 2014 minutes were unanimously approved.

ANNOUNCEMENTS / COMMUNICATIONS
a. Forthcoming Utilities Department activities
Ms. Biggs announced that the Utilities Department will have public tours of the Water Treatment Plant in the spring and fall again next year.

COMMITTEE REPORTS
a. Work Plan Item 1.1 Update on development of a building energy efficiency white paper and update on status of city database
Mr. Kismohr of the Midwest Energy Efficiency Alliance (MEEA) provided a slide show presentation to the Commission on benchmarking or building energy tracking for existing commercial and large residential buildings that the Commission can present to the city council with the white paper. The Commission proposed that Mr. Kismohr make some changes to the presentation making it more specific to Evanston and to better match the white paper. Mr. Kismohr agreed to modify the presentation, and Chair Lanyon will then distribute it to the Commission for discussion at the February meeting.

b. Work Plan Item 2.1 Investigate the potential for water conservation and wastewater reuse in city-owned buildings update – Status of draft report on water conservation at five city facilities
No action was taken since Mr. Freeman was not in attendance.

c. Work Plan Item 2.3 Develop long term needs for municipal sewer and water infrastructure – Mr. Stoneback will present the status of the recommended five-year plan and projects for the 2015 budget
Ms. Biggs said that the final report for the Finished Water Reservoir Study is anticipated by the end of December, and it will then go to the city council on January 26th. Chair Lanyon said the Commission will provide a recommendation to the council based on the final report.

d. Dusk-to-Dawn Street Lighting – Status of efforts to select circuits for testing
No action was taken since Messrs. Freeman and Stoneback were not in attendance.

STAFF REPORTS
a. Recent Electric System Outages, Basement Flooding Concerns and Water Service Interruptions, and status of 2014 improvement projects
Ms. Biggs reported the following:

November was a very quiet month with only a few water main breaks which were mostly due to minor service leaks, and a few power outages which were all scheduled outages for tree removal or maintenance. She noted that there was a problem with the primary circuit that Evanston Hospital is on that started on Saturday, December 6th, so they were receiving electricity from a secondary circuit until it was finally repaired on December 11th.

The AMI replacement program is wrapping up well. Installation of the data collectors is complete, installation of the MTU/meters is being completed at this time, and the website portal should be up in January or February for residents to check their water usage. The consultant has inspected the north standpipe and provided their report, contract documents are being prepared, and they will be going out to bid in early January for the painting and repair of both the north and south standpipes.

b. Status of negotiations with potential new wholesale water customers
Des Plaines has been approved by their city council to purchase water from the Northwest Water Commission, and they should begin doing so midway through next year. She said that negotiations remain ongoing with the other potential new wholesale water customers.

c. Community-wide Water Conservation Initiative – Ideas on development of a city water use efficiency policy for city buildings
No action was taken since Ms. Hurley was not in attendance.

UNFINISHED BUSINESS
a. Inactive task: Work plan item 1.2 Develop a plan to reduce energy consumption at the water treatment plant – Item complete pending pump replacement schedule

b. Inactive task: Work plan item 1.3 Develop a baseline for energy consumption in municipal buildings update – Status of energy consumption database update and update of the Aukman report
c. Inactive task: Work plan item 2.2 Reduce the amount of stormwater entering the combined sewers in sandy subsoil areas of the City – Item complete pending the annual report of the Director of Public Works on the Complete and Green Network Approach for Construction Projects in the Public Right of Way

d. Inactive task: Work plan item 2.4 Evaluate the potential impact of pending USEPA sewer/water regulations on the sewer system and water treatment plant

NEW BUSINESS
a. 2015 Utilities Commission Meeting Schedule
Mr. Grumman moved to approve the 2015 Utilities Commission meeting schedule as submitted, seconded by Mr. Rosenberg. A voice vote was taken and the 2015 Utilities Commission meeting schedule was unanimously approved.

b. Election of the Utilities Commission Chair and Vice Chair
Mr. Grumman nominated Mr. Lanyon to continue to serve as Chair of the Utilities Commission. A voice vote was taken and Mr. Lanyon was unanimously approved to continue to serve as Chair. Chair Lanyon nominated Mr. Grumman to continue to serve as Vice-Chair of the Utilities Commission. A voice vote was taken and Mr. Grumman was approved with one abstention to continue to serve as Vice-Chair.

ADJOURNMENT
The meeting was adjourned at 8:48 a.m.

Respectfully submitted,

Angela Price
Executive Secretary
Utilities Department