

UTILITY SERVICE BOARD MEETING January 13, 2025

The Utility Service Board met in regular session on Monday, January 13, 2025 in person at the IT building located at 1000 Washington Avenue at 4:00 p.m. and the following action was taken.

Chairman Kent Brewer called the meeting to order with the Pledge of Allegiance. The following members were present: Mike Reeder, Krista Stillwell, Rick Gunyon, Mike Kelley, and Kent Brewer.

MINUTES: The minutes of the December 02 and December 16, 2024 meetings were presented. Mike Kelley made a motion to accept the minutes as presented. Rick Gunyon seconded the motion. Motion passed 5-0.

PUBLIC PARTICIPATION: None.

SAFETY MINUTE: Chase Thompson discussed Lock-Out Tag-Out safety and procedures.

AUDITOR: Andrew Day updated the Board regarding end of year process and reconciliation.

BILLING OFFICE: Karen Milam updated the Board regarding 2024 billing metrics, Tyler software upgrade, back door issue, printer, lane 4 issues.

ELECTRIC: Phil Ferrel updated the Board regarding annual tree report, Davis retirement, broken poles, State Road 38 primary extension, Donaldson's, winterized trucks. Rick Gunyon asked if there is a written cold weather policy. Mike Kelley to find the document.

IT: Shane Jacoby updated the Board regarding A/V system install, support calls.

WATER: Chase Thompson updated the Board regarding SCADA issues, meter installs, maintenance calls, 2024 Consumer Confidence Report waiting to be certified, Armstrong Rd bridge with Wessler, backflow letters.

WASTE WATER/SEWER MAINTENANCE: PJ Whitaker updated the Board regarding SCADA issues, plant servicing, annual sludge report, maintenance crew calls.

LAGOONS: None.

GENERAL MANAGER: Kent Brewer read notes from Todd Corrie (absent) to update the Board regarding old document shredding procedures and implementation, Burges and Niple meeting, Centerpoint. Rick Gunyon requested Todd Corrie begin the After-Action Review for the gas line incident between meetings once the appropriate information has been received


CLAIMS: The regular claims for were presented. Mike Reeder made a motion to approve the claims as presented. Krista Stillwell seconded the motion. Motion passed 5-0.

LEGAL BRIEFING: None.


OLD BUSINESS: Kent Brewer presented the final 2025 Budget; lowered the Health Insurance line in the USB, and subsequently lowered the Department Transfers to the USB. Mike Kelley made a motion to approve the final 2025 Budget with the four amendments. Krista Stillwell seconded the motion. Motion passed 5-0. Kent Brewer established the 2025 Liaison Assignments.

NEW BUSINESS: Rick Gunyon requested a draft of meeting minutes be made available the Friday of the meeting.

ADJOURNMENT: Mike Reeder made a motion to adjourn. Meeting was adjourned.



Andrew Day, Secretary



Kent Brewer, Chairman