



Commission Members Present: Vanessa Cain, Bill Donohue, Ken Larking, Michael Nicholas, Fred Shanks, Phillip Smith, Jim Turpin

Commission Members Absent: Bob Schasse

Staff Present: Michael Adkins, Meagan Baker, Barry Dunkley, Carolyn Evans, Jason Grey, Alan Johnson, Clarke Whitfield and Allen Wiles

Others Present: Jerry Shupe, Charles Fiero and Thomas Krall of Severn Trent

Call to Order and Announcements

Chairman Smith opened the meeting and asked that the attendance be recorded. As a quorum was present, the meeting was called to order.

Discussion/Business Items

Minutes of February 22, 2016 Commission Meeting

Chairman Smith asked for any corrections, deletions, or adjustments to the minutes of February 22, 2016.

Mr. Nicholas made a motion to approve the minutes. Mr. Donohue seconded the motion and the motion carried unanimously.

Review of Utilities' Financial Statements

Michael Adkins reviewed the Utilities' January financial statements. Mr. Adkins then addressed questions from the Commissioners.

Mr. Donohue expressed more concern on the slow PCA recovery.

Severn Trent Presentation

Mr. Jerry Shupe of Severn Trent presented on the progress of projects going on at the City's Northside Wastewater Treatment Plant. Projects included updating the SCADA

infrastructure, replacing gates, a clarifier overhaul, and more. He shared that the plant has achieved 100% compliance for the past four years. He also discussed how Severn Trent plays a role in the local community.

Mr. Shupe presented the commission with a check in the amount of \$60,000 as a result of cost savings over the past year.

Fund Transfer Policy (Continued)

Michael Adkins, Director of Finance noted that he provided the commissioners with some historical information to lead the discussion. He also said that he reached out to other localities to see how they handle similar situations. He is still waiting to hear back from them.

Mr. Donohue asked if the commission could see some information regarding how other Virginia municipalities handle this.

Mr. Smith asked for a summary of what taxes would be assessed and what the total amount would be if the electric utility was ran by a private company.

Mr. Donohue explained his main concern is with the wording of the policy not allowing the utility contribution amount to be reduced.

Customer Service Projects

Carolyn Evans, Director of Customer Service presented information on projects going on in the customer service division. One project includes the upgrade of the customer information system (CIS) to take advantage of new features and technology enhancements. Customer service, in conjunction with collections and the IT department, upgrade the system approximately every five years. Ms. Evans said that the project has taken four to five months with the expected completion date of May 2016.

Ms. Evans also discussed the six month long meter audit project that is now complete. She gave some background information on the meter infrastructure. Because the meters were upgraded to advanced metering infrastructure (AMI) in 2009, meters are not inspected unless they receive an alarm or a customer requests their meter be checked. Since it has been seven years, the city wanted to check for leaks, module issues, bad wiring, corrosion and any other issue that may exist.

An RFP was issued in May 2015 and TruCheck who also installed all of the meters was awarded the project. They hired local temporary employees to conduct the audit which started in July 2015 and was completed in January 2016. Some examples of the work performed include identifying any theft of service, inspecting meter condition, capturing meter GPS coordinates, taking photographs of the meters and transformers and more.

Mr. Nicholas asked when credit cards would be accepted as payment for utility bills at the Charles Harris Financial Building. Mr. Adkins stated that he hopes to eventually have a kiosk installed that can be used to make credit card payments.

Department Discussions

Mr. Dunkley reported that they are still feeding carbon at the city's water treatment plant. He also mentioned that they are very close to submitting the grant to the Virginia DEQ for the water study to help find the cause behind the water taste and odor issues.

Mr. Grey stated that the rates for Prairie State will be dropping because of high performance. Additionally, six of the hydro units are currently online.

Adjournment

Chairman Smith stated the next meeting is scheduled for April 25, 2016. There being no further business, Chairman Smith adjourned the meeting at 5:42 p.m.

Submitted by Meagan Baker
Secretary to the DUC

April 25, 2016

Date Approved


Chairman
Danville Utility Commission