



Utilities Commission
Commission Meeting

Agenda

December 7, 2023
8:30 AM

CALL TO ORDER

MINUTES APPROVAL

November 2, 2023

ADJUSTMENT JOURNAL

November Adjustment Journal

- November 2023 Adjustment Journal

NEW BUSINESS

Rahn Wilson-Tap Fees

Additional Staff Proposal

Construction contract for rehabilitation of certain sanity lift stations

Elimination of service availability fees Water and Wastewater

Current Shut-off Fee Discussion

- 2023 Shutoff Analysis

OLD BUSINESS

Bill Printing, Stuffing, and Mailing Options

- Print, Stuff, and Mail Pricing

Future Shut-off Fees/Process Changes

Lien Process Update

OTHER

ADJUSTMENTS/CORRECTIONS
NOVEMBER 2023

Account #	Amount	Name	Address	Leak Credit Y or N	Reason	Date of Credit
Multiple	\$4,360.00		Multiple	N	Non-Payment Fees-109 Shut-offs	11/7/2023
Multiple	\$14,008.65		Multiple	N	Bulk Water/Septic Discharge Fees for November 2023	11/7/2023
01.181.1	\$76,993.76	Lien Transactions	Multiple	N	Total amout certified for lien processing	11/21/2023
17.33.4	\$632.77	Mary Agnes (SA) Miles	2 Fern Ave	Y	Failed meter bottom caused false usage / customer was credited back to average	11/13/2023
33.169.1	\$699.15	Carr Supply Co	9169	N	Sewer was capped March of 2023 / Billing was not stopped	11/20/2023

Communication: November 2023 Adjustment Journal (November Adjustment Journal)

Any Adjustments over \$500.00 goes to Utilities Commission

2023 Shutoff Analysis

Times on Shutoff List	Account Quantity	Percentage of total
11	2	1.70%
10	3	2.32%
9	5	3.48%
8	8	4.95%
7	9	4.87%
6	17	7.88%
5	25	9.66%
4	50	15.46%
3	62	14.37%
2	103	15.92%
1	251	19.40%

Total Customers	535	
Total Shutoffs	1294	\$ 51,760.00

Active Water Accounts in December 2023	6614
Shutoff Percentage	1.630%

Print, Stuff and Mail Vendor Options

Line Item	Current In-house Cost		Ammerican Solutions for Business		Quadient		InfoSend	
Bill Sort Bulk Mail	(692) 72 Addresses 82 Envelopes	\$ 56.94	(692) 72 Addresses	\$ 76.70	(692) 72 Addresses	\$ 166.75	(692) 72 Addresses	\$ 75.43
Bulk Mail Postage	82 Envelopes	\$ 96.91	72 Envelopes *	\$ 100.00	72 Envelopes*	\$ 100.00	72 Envelopes*	\$ 100.00
Individual Mailed Bills	(5500-692) 4808 pcs	\$ 855.09	(5500-692) 4808 pcs	\$ 1,081.80	(5500-692) 4808 pcs	\$ 1,682.80	(5500-692) 4808 pcs	\$ 658.70
Individual Mailed Postage	(5500-692) 4605 pcs	\$ 2,500.52	(5500-692) 4605 pcs	\$ 2,293.29	(5500-692) 4605 pcs	\$ 2,638.67	(5500-692) 4605 pcs	\$ 2,279.48
Add Postage	80 at \$0.64	\$ 51.20	80 at \$0.537	\$ 42.96	80 at \$0.537	\$ 45.84	80 at \$0.537	\$ 42.96
Add Postage	123 at \$0.64	\$ 78.72	123 at \$0.561	\$ 66.05	123 at \$0.561	\$ 70.48	123 at \$0.561	\$ 66.05
Totals		\$ 3,639.37		\$ 3,660.80		\$ 4,704.54		\$ 3,222.61
Additional Benefits					Subscription	\$ 4,741.25		
30 hours of manpower	Average Office Manpower	\$ 923.70	Yes	Included	Yes	Included	Yes	Included
Payment Return Envelope	Not Possible with current equipment	\$ 369.09	Yes	Included	Yes	Included	Yes	Included
First Class Mail w/Tracking	NA		Yes	Included			Yes	Included
Customized Bills	NA		Yes	Included			Available	
		\$ 4,932.16		\$ 3,660.80		\$ 4,741.25		\$ 3,222.61

* Estimation used due to lack of weights