

Utility Advisory Commission Regular Meeting

Agenda

Thursday, February 1, 2024

7:00 pm – Gardner City Hall Council Chambers

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

CONSENT AGENDA

1. Standing approval of the minutes as written for the December 7, 2023 meeting of the Utility Advisory Commission.

OLD BUSINESS

NEW BUSINESS

1. Consider the election of a Chairperson and a Vice-Chairperson of the Commission.
2. Discussion and Approval of By-Laws.

DISCUSSION ITEMS

1. Project Updates
2. Electric Fund Balance Report
3. Electric Reliability Indexes December and January; Year End Report
4. Sewer Repair Report for 4th Qtr 2023; Year End Report
5. Water Repair Report for 4th Qtr 2023; Year End Report

OTHER BUSINESS

ADJOURNMENT

UTILITIES ADVISORY COMMISSION STAFF REPORT CONSENT AGENDA ITEM #1
MEETING DATE: FEBRUARY 1, 2024
STAFF CONTACT: GONZ GARCIA, UTILITIES DIRECTOR

AGENDA ITEM: Standing approval of the minutes as written for the December 7, 2023 meeting of the Utilities Advisory Commission.

Background:

The draft minutes for the December 7, 2023 Utilities Advisory Commission meeting are attached.

Staff Recommendation:

Staff recommends approval of the minutes for the December 7, 2023 meeting of the Utilities Advisory Commission.

Attachments:

- Draft minutes of the December 7, 2023 Utilities Advisory Commission meeting.

**RECORD OF PROCEEDINGS
OF THE UTILITY ADVISORY COMMISSION
GARDNER, KANSAS
Page No. 2023-23
December 7, 2023**

The Utilities Advisory Commission of Gardner, Kansas, met in Regular Session on December 7, 2023, at City Hall. Present were Chairperson Barbara Coleman, Vice Chairperson Bryce Augustine, Commissioner Nate Plahn, Commissioner Raymond Stauffer, Utilities Department Director Gonzalo Garcia and Utilities Specialist Erin Groh. Commissioner Mark Grant was not in attendance.

CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Chairperson Barbara Coleman.

PRESENTATION

1. Director Garcia gave a presentation on the Electric Substation 4 Preliminary Design.

Director Garcia spoke about how the city is planning to have a new electric substation to serve residential, commercial and industrial development southeast of the city by adding into a 161 kV transmission loop with two 161 kV transmission feeds from the grid connecting at Substation No. 2.

On February 21, 2022 the City retained Olsson, Inc for the site location, land acquisition and preliminary design of Substation 4, CIP Project No. EL2204. Phase I consists of Site Location and Phase II consists of the Preliminary Design. Phase I is now complete as of July 29, 2022 Garcia said. The City purchased 10.8 acres of land on South Clare Rd. for the new substation. The city authorized Olsson to proceed with Phase II. Phase II work has consisted of an ALTA Survey, survey descriptions and exhibits, geotechnical exploration, geotechnical report, substation engineering, transmission engineering, civil engineering, opinion of probable cost, and storm water drainage and design. Phase II is now 98% complete.

Chairperson Coleman asked how much of a strain would it put on the current system until 2026 and Garcia stated that he thought we'd have enough capacity until then. Coleman also asked how it would be funded and Garcia said that it would be funded through the Electric fund. Commissioner Stauffer asked if this first phase would be for Transformer 1 and Garcia said yes that it would be. Vice-Chair Augustine asked what the timeline would be for Transformer 2 and Garcia said we wouldn't need it until probably 2060.

CONSENT AGENDA

- 1. Standing approval of the minutes as written for the October 5, 2023, meeting of the Utility Advisory Commission.**
- 2. Consider adoption of the 2024 Utility Advisory Commission Meeting Schedule.**

(Due to a lack of quorum at the November 2023 UAC Meeting, there were no minutes to approve for Nov.)

Motion by Vice-Chairperson Augustine, seconded by Commissioner Plahn, to approve the Consent Agenda. (See 10-5-23 Agenda for 2024 Meeting Dates)

Motion carried 4-0 Aye

DISCUSSION ITEMS

1. UAC By-Laws.

Director Garcia discussed how the commission was asked to submit their suggested changes to the current UAC By-Laws. Garcia said that changes submitted will be sent to the Gardner City Attorney for review.

2. Electric Reliability Indexes- October 2023.

Director Garcia discussed the reliability report for October's electric.

3. Wastewater Repairs- 3rd Quarter 2023.

Director Garcia went over the Sewer repair reports for the 3rd Quarter 2023. Line maintenance staff completed 9 sanitary sewer line repairs affecting 9 customers, with 2 due to debris, 5 due to residents' issues and 2 due to other issues. The average workday response time was 10 minutes and the average workday repair time was 1 hour. The average after-hours response time was 17 minutes and the average after-hours repair time was 1 hour and 34 minutes. The overall average response time was 14 minutes and the overall average repair time was 1 hour and 23 minutes.

4. Water Repair Report- 3rd Qtr 2023

Director Garcia presented the Water Distribution repairs report for the 3rd quarter of 2023. Line maintenance staff completed 10 water distribution service repairs affecting 31 customers: 5 due to line failure; 1 due to residents' issues and 4 due to other issues. The average workday response time was 23 minutes and the average workday repair time was 3 hours and 35 minutes. The average after-hours response time was 18 minutes and the average after-hours repair time was 4 hours and 39 minutes. The overall average response time was 21 minutes and the overall average repair time was 4 hours and 1 minute.

OTHER BUSINESS

1. Electric Fund Balance Report.

Director Garcia discussed the Electric Fund Balance report. Garcia said that the city has a practice of keeping a balance of 25% of the utility operating expenses. Garcia said that because the city gave an incentive to electric customers on their utility bills, it ate into the fund balance. Chairperson Coleman asked about what the expenditures would be for the new substation. Garcia said that Olsson is going to set up the procurement, so he doesn't know yet. Garcia said that the city may have to raise the rates a bit if the city is going to do some of the CIP (capital improvement projects).

ADJOURNMENT

Motion by Commissioner Stauffer, seconded by Vice-Chairperson Augustine to adjourn the meeting at 7:02 p.m.

Motion carried 4-0 Aye

/s/ _____ Erin Groh

Utilities Specialist
City of Gardner Utilities Department

UTILITY ADVISORY COMMISSION STAFF REPORT **NEW BUSINESS ITEM #1**
MEETING DATE: FEBRUARY 1, 2024
STAFF CONTACT: GONZALO GARCIA, UTILITIES DIRECTOR

AGENDA ITEM: Consider the election of a Chairperson and a Vice-Chairperson of the Commission.

Background:

Section 2 (f), "Officers," of Ordinance No. 2474 states, "The Commission by majority vote shall elect from among its Members a Chairperson who shall preside over the meetings of the Board, and a Vice-Chairperson who shall act for the Chairperson during absences. Election of officers shall be held annually at the first regular meeting of the calendar year.

Staff Recommendation:

To proceed with the annual election of Chairperson and a Vice-Chairperson for the calendar year 2024-2025.

UTILITY ADVISORY COMMISSION STAFF REPORT NEW BUSINESS ITEM # 2
MEETING DATE: FEBRUARY 1, 2024
STAFF CONTACT: GONZ GARCIA, UTILITIES DIRECTOR

AGENDA ITEM: Discussion of By-Laws for the Utility Advisory Commission

Background:

On December 7, 2023, Utility Advisory Commission reviewed the current By-Laws and proposed the following changes:

Article Three

Section One: Officers – Change text to “The Chairman and Vice Chairman shall be elected by the Commission at its first business meeting in January every two (2) years. The term of office shall be two (2) years and no Member shall serve for more than four (4) consecutive years as an officer”.

Article Five

Section Five: Appearance Before the Commission – Delete the word “Planning”.

Section Six: Commission Action – Change text to “The Chairperson may make or second motions when there is a minimum quorum of 3”.

Replace the word “he” to “he /she” and “his” to “his / her” throughout the document.

The proposed changes were reviewed by the City’s Attorney and had no comments.

Staff Recommendation:

Approve the revised Utility Advisory Commission By-Laws.

Attachments Included:

- Advisory Commission By-Laws Mark-Up
- Advisory Commission By-Laws Final Version

**BY-LAWS
OF
THE GARDNER UTILITY ADVISORY COMMISSION**

ARTICLE ONE

Creation

SECTION ONE: Name. As established by Ordinance No. 2474, adopted by the Gardner City Council on December 15, 2014, a City Utility Advisory Commission to be named the UTILITY ADVISORY COMMISSION (hereinafter referred to as "Commission") was created.

SECTION TWO: Membership. The Commission membership, including appointment to and removal from the Commission and qualifications of the Members, shall comply with the Gardner Municipal Code of Ordinances and any Ordinances enacted by the Gardner City Council relating to the membership of the Commission. Such membership shall additionally be subject to the powers of appointment to the Commission possessed by the Mayor as confirmed by the City Council as well as the power of removal from the Commission by a majority of the Governing Body.

ARTICLE TWO

Purpose

SECTION ONE: By-Laws. The purpose of these By-Laws is to establish rules for the internal organization, procedures of operation of the Commission, and for compliance with Ordinance No. 2474.

SECTION TWO: Commission. The function, powers, and duties of the Commission are as authorized by Ordinance No. 2474. The Commission adopts its own rules and policies for procedure, consistent with its powers.

ARTICLE THREE

Organization

SECTION ONE: Officers. The officers of the Commission shall be a Chairperson, Vice Chairperson, and Secretary. The Chairman and Vice Chairman shall be elected by the Commission **at its first business meeting in January every two (2) years.** The term of office shall be **two (2) years** and no Member shall serve for more than **four (4)** consecutive years as an officer.

SECTION TWO: Chairperson. The Chairperson shall preside at all meetings of the Commission. At **his/her** discretion, a Chairperson may call special meetings and **he/she** may also relinquish the Chair to the Vice Chairperson or other specific Member. The Chairperson shall appoint all committees. The Chairperson shall perform all of the duties assigned to **his/her** office by law and by the City Governing Body, and shall have such usual powers of supervision and

management as pertain to the office of Chairman. If the office of Chairperson becomes vacant for any reason, the Vice Chairman shall succeed to the office of Chairperson for the remainder of the term.

SECTION THREE: Vice Chairperson. The Vice Chairperson shall act as Chairperson in the absence of the Chairperson or disability of the Chairperson. In the event the office of Chairperson becomes vacant, the Vice Chairperson shall succeed to that office for the unexpired term, and the Commission shall select a new Vice Chairperson for the unexpired term.

SECTION FOUR: Secretary. The City Administrator or his/her designee serves as the Secretary of the Commission. This office is not a member of the Commission. The Secretary shall send notices of all regular and special meetings to all members of the Commission. In addition, the Secretary shall have, under the Chairman, charge of the office of the Commission and all books, papers, and records thereof, and attend to all correspondence of the Commission.

SECTION FIVE: Attendance. Attendance shall be as prescribed in the Ordinances of the City including the attendance requirements for members of boards and commissions stated within the Governing Body Rules of Procedure.

ARTICLE FOUR

Meetings

SECTION ONE: Regular Meetings. The Commission shall annually adopt a regular meeting schedule and a current schedule shall be available from the Secretary of the Commission. Unless otherwise provided, the regular meetings shall be on the first Thursday of each month at 7:00 p.m. at Gardner City Hall. Meetings shall adjourn by 10:00 p.m., unless extended upon motion of a majority of the Commission members present. Items remaining on the agenda at the end of a meeting may be continued by the Commission until the next regular meeting.

SECTION TWO: Special Meetings. Special meetings of the Commission shall be called by the Chairperson, or in his/her absence, by the Vice Chairperson, and held at any time or place fixed in the notice. Only items specified in the notice may be acted upon at the Special meeting. Notice may be made by telephone mail, or electronic correspondence. The Chairperson or, in his/her absence, the Vice Chairperson shall call a special meeting of the Commission at the request, of a majority of the members of the Commission; and if the Chairperson or, in his/her absence, the Vice Chairperson shall fail to comply with such a request, said member so requesting, may call such meeting provided they all sign the notice. The Secretary shall provide at least seven (7) calendar days notice to each member prior to any special meeting unless the notice requirement is waived by all members.

SECTION THREE: Quorum. No action shall be taken by the Commission except by affirmative vote of at least three Members, who shall constitute a quorum.

SECTION FOUR: Agenda. Agendas for all regular meetings shall be available at the office of the Secretary at least six (6) days prior to the meetings.

SECTION FIVE: Compliance with KOMA. All meetings of the Commission shall comply with all legal requirements of the Kansas Open Meetings Act, K.S.A. 75-4317, *et seq.*

ARTICLE FIVE

Conduct of Meetings

SECTION ONE: Parliamentary Procedure. The Roberts' Rules of Order (Latest Edition) shall be followed at all meetings of the Commission so long as they are not inconsistent with the Laws of the State of Kansas, the Ordinances of the City of Gardner, or the provisions of these By-Laws.

SECTION TWO: Order of Business.

- A. Order; i.e., Call to Order, Pledge of Allegiance, Public Comment, Consent Agenda, Old Business, New Business, Discussion Items and Adjournment.
- B. The Commission may amend the Order of the Agenda by a majority vote of the members present and voting.
- C. The Commission may consider items not on the Agenda if a majority of the Commission members vote approval to do so.

SECTION THREE: Staff Reports. Staff reports on all agenda items shall be prepared and provided to the Commission members at least six (6) days prior to the scheduled meeting.

SECTION FOUR: Continuances. Any item may be continued upon recommendation by staff or a Commission member. Continued items may be tabled and recalled at the request of staff or Commission.

SECTION FIVE: Appearance Before the Commission. The Commission may, at its discretion, entertain public comment from members of the community or individuals or their representatives who believe they will be affected by the Commission's action. Whenever a person or entity appears before the **Commission**, the Chairperson will follow procedures for the registration and the conduct of speakers (see Addendum No. 1).

The Chairperson may also reasonably allow the length of all persons' presentation or discussion to deviate from established time limits to ensure the orderly conduct of Commission business; however, the decision of the Chairperson may be overridden by a majority of the Commission present.

SECTION SIX: Commission Action. When Commission action for an item is required, the Commission shall make a motion for action regarding the item at the conclusion of discussion on the item. **The Chairperson may make or second motions when there is a minimum quorum of 3.** Upon receiving a second, the motion may be discussed and, upon the call for question or at the discretion of the Chairperson, brought to a vote. A motion to amend, if necessary, must be voted on first. Then the main motion would be voted on in its amended state. Voting shall be by voice ballot on each item. If there is a dissenting vote, the Chairperson may call for a roll call vote. Voting shall be tallied by the Secretary. All members, including the Chairman, shall have a vote and shall vote when present except that any Member shall automatically disqualify himself from voting on any decision in which **he/she** may have a conflict of interest as discussed in Article Six, Section One.

SECTION SEVEN: Record of Proceedings. The Secretary shall take minutes of each meeting as a matter of public record and shall present such minutes to the Commission for approval.

SECTION EIGHT: Failure to Recommend. If there is a tie vote of the Commission on any item on which the Commission sits as a recommending body, such a tie vote is considered a failure to recommend and goes to the Governing Body with no recommendation

ARTICLE SIX

Miscellaneous

SECTION ONE: Conflict of Interest. When a Member of the Commission feels **he/she** may have a conflict of interest on an agenda item, **he/she** may so state for the record. The Member should not participate in the discussion, except at the invitation of the Commission, and shall not vote on the issue. If the abstention of a Member due to conflict of interest shall not allow an affirmative vote on the item of at least three (3) of those Members present, then the Commission shall continue the item to the next regular meeting.

SECTION TWO: Suspension of Rules. Any of these By-Laws may be suspended for stated reasons by affirmative vote of at least three (3) of those Members present at a special or regular meeting with a quorum present.

SECTION THREE: Amendment of Rules. These By-Laws may be amended or repealed for stated reasons by affirmative vote of at least three (3) of those Members present at a special or regular meeting with a quorum present..

APPROVED by the Utility Advisory Commission on the day of November, 2023.

CITY OF GARDNER, KANSAS

(SEAL)

Barbara Coleman
Utility Advisory Commission Chairperson

Attest:

City Clerk

ADDENDUM NO. 1
BY-LAWS of the GARDNER UTILITY ADVISORY COMMISSION

PUBLIC COMMENT PROCEDURES

Time Limit

The time allotted for the public comment period generally shall be limited to no more than 3 minutes per individual, or 7 minutes for an individual representing a group (ex. a neighborhood association).

At his/her discretion, the Chairperson may extend or may reduce the time limit of public comments and presentations, based on the number of persons who are present at a meeting.

Utility Department staff is responsible for ensuring that the time limit for each speaker is not exceeded.

Procedure for Oral Comment

1. Speakers shall identify themselves by providing their first and last name, affiliation (if applicable), mailing address, and agenda item(s) or topic to be addressed.
2. Comments are to be directed to the Chairperson.
3. The Chairperson may request that one spokesperson be chosen to represent groups who wish to speak to the Commission on a common issue.
4. Persons who engage in disruptive behavior at Commission meetings which includes use of slurs, derogatory comments, or any other misconduct, whether physical, verbal or written directed at another person or based upon another person's race, color, origin, sex, religion, sexual orientation, disability or age will not be permitted to participate in public comment at future Commission meetings. Speakers will be courteous in their language and presentation.

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APPROVED by the Utility Advisory Commission on the 1st day of February, 2024.

CITY OF GARDNER, KANSAS

Barbara Coleman
Utility Advisory Commission Chairperson

Attest:

City Clerk

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BY-LAWS of the GARDNER UTILITY ADVISORY COMMISSION

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3. The Chairperson may request that one spokesperson be chosen to represent groups who wish to speak to the Commission on a common issue.
4. Persons who engage in disruptive behavior at Commission meetings which includes use of slurs, derogatory comments, or any other misconduct, whether physical, verbal or written directed at another person or based upon another person's race, color, origin, sex, religion, sexual orientation, disability or age will not be permitted to participate in public comment at future Commission meetings. Speakers will be courteous in their language and presentation.

UTILITY ADVISORY COMMISSION STAFF REPORT DISCUSSION ITEM #1
MEETING DATE: FEBRUARY 1, 2024
STAFF CONTACT: GONZALO GARCIA, UTILITIES DIRECTOR

AGENDA ITEM: Project Updates

Background:

Director Garcia will discuss current developments of projects.

UTILITY ADVISORY COMMISSION STAFF REPORT

DISCUSSION ITEM #2

MEETING DATE: FEBRUARY 1, 2024

STAFF CONTACT: GONZ GARCIA, UTILITIES DIRECTOR

AGENDA ITEM: Electric Fund Balance

Background:

Staff will discuss the Electric Fund Balance for the 4th Quarter 2023.

Attachment Included:

- Electric Fund Balance Report – 4th Quarter 2023

Electric Fund

YTD Budget as of: December-2023

Revenue	Budget	Actual	Balance	YTD Budget	YTD Budget vs Revenue	Total Budget vs Revenue
<i>Income</i>	18,772,200	20,008,259	(1,236,059)	18,772,200	1,236,059	1,236,059

Expenses	Budget	Actual	Balance	YTD Budget	YTD Budget vs Expenditures	Total Budget vs Expenditures
<i>4110-Admin</i>	1,372,700	1,420,106	(47,406)	1,372,700	(47,406)	(47,406)
<i>4120-Generation</i>	10,551,800	11,817,940	(1,266,140)	10,551,800	(1,266,140)	(1,266,140)
<i>4130-Distribution</i>	2,973,900	3,083,495	(109,595)	2,973,900	(109,595)	(109,595)
Total Operations	14,898,400	16,321,541	(1,423,141)	14,898,400	(1,423,141)	(1,423,141)
<i>4140-Capital Improvement</i>	6,800,000	816,454	5,983,546	6,800,000	5,983,546	5,983,546
<i>9100-Debt Service</i>	417,800	417,775	25	417,800	25	25
<i>9110-Transfers</i>	893,300	893,300	-	893,300	-	-
Total Others	8,111,100	2,127,529	5,983,571	8,111,100	5,983,571	5,983,571
Total Expenses	23,009,500	18,449,070	4,560,430	23,009,500	4,560,430	4,560,430
Net Income (Loss)	(4,237,300)	1,559,189	(5,796,489)	(4,237,300)	5,796,489	5,796,489

	Q4 2022	Q1 2023	Q2 2023	Q3 2023	Q4 2023
Net Position	12,725,435	13,026,867	12,465,360	13,749,174	14,284,624
NP as % of Expenses*	52.52%	80.11%	71.51%	74.98%	77.43%
Change in NP as % of Expenses	-3.56%	7.41%	-2.98%	7.44%	8.45%

*Expenses have been annualized for this calculation

UTILITY ADVISORY COMMISSION STAFF REPORT

DISCUSSION ITEM #3

MEETING DATE: FEBRUARY 1, 2024

STAFF CONTACT: GONZ GARCIA, UTILITIES DIRECTOR

AGENDA ITEM: Electric Reliability Indexes- December 2023 and January 2024

Background:

Staff will discuss the Electric Reliability Indexes for December 2023 and January 2024.

Attachment Included:

- Electric Reliability Index Report- December 2023
- Electric Reliability Index Report- January 2024 (The January report will be made available in this packet on February 1st)

APPA Reliability Indexes

	SAIDI (Minutes/Year)	CAIDI (Minutes/Year)	ASAI (% based on year)	MAIFI (Interruptions per year)	SAIFI (Interruptions per year)	Customers Affected	Interruptions Per Mile (150.8 Miles)
Target	< 90 minutes	< 190 minutes	≥ 99.98 %	< 0.0010	< 0.20 %		
2021	107 minutes	230 minutes	99.98 %	0.0012	0.2889 %	8947	317.84
2022	41 minutes	97 minutes	99.99 %	0.0049	0.1658 %	9181	409.18
January 2023	1minutes	75 minutes	99.99 %	0.526	0.0157 %	145	0.96
February 2023	0 minutes	173 minutes	99.99 %	0.394	0.0005 %	5	0.03
March 2023	1 minutes	71 minutes	99.99 %	0.000	0.0017 %	16	0.11
April 2023	0 minutes	102minutes	99.99 %	0.323	0.0180 %	4	0.03
May 2023	0 minutes	54 minutes	99.99 %	0.382	0.006 %	63	0.26
June 2023	0 minutes	26 minutes	99.99 %	1.505	0.0035 %	33	0.22
July 2023	2 minutes	230 minutes	99.99 %	0.953	0.011 %	101	1.61
August 2023	16 minutes	86 minutes	99.96 %	0.275	0.190 %	1757	11.61
September 2023	0 minutes	0 minutes	99.99 %	0.668	0.269 %	2472	16.46
October 2023	0 minutes	26 minutes	99.99 %	0.527	0.0002 %	3	0.01
November 2023	0 minutes	21 minutes	99.99 %	0.287	0.0009 %	16	0.05
December 2023	0 minutes	4 minutes	99.99 %	0.314	0.0423 %	389	2.55
YTD	21 minutes	39 minutes	99.99 %	6.391	0.543 %	5004	30.51

Definitions

SAIDI (System Average Interruption Duration Index) - indicates the total duration of interruption for the average customer during a predefined period of time.

CAIDI (Customer Average Interruption Duration Index) - represents the average time required to restore service.

ASAI (Average Service Availability Index) - represents the fraction of time (in percentage) that a customer has received power during the defined reporting period

MAIFI (Momentary Average Interruption Frequency Index) - indicates the average frequency of momentary interruptions

SAIFI (System Average Interruption Frequency Index) - indicates how often the average customer experiences a sustained interruption over a predefined period of time.

UTILITY ADVISORY COMMISSION STAFF REPORT

DISCUSSION ITEM #4

MEETING DATE: FEBRUARY 1, 2024

STAFF CONTACT: GONZ GARCIA, UTILITIES DIRECTOR

AGENDA ITEM: 2023 4th Quarter Wastewater Collection Repairs Report

Background:

Line maintenance staff completed 12 sanitary sewer line repairs affecting 14 customers:

- 10 due to residents' issues
- 2 due to other issues

The average workday response time was 12 minutes and the average workday repair time was 54 minutes.

The average after hours response time was 20 minutes and the average after hours repair time was 54 minutes.

The overall average response time was 14 minutes. The overall average repair time was 54 minutes.

Attachment Included:

- 2023 4th Quarter Wastewater Collection Repairs Report

Sewer Repair Summary

Report Dates Between 10/1/2023 and 12/31/2023

1/25/2024

GR - Grease, RT - Roots, LS - Line Sag, DB - Debris, LF - Line Failure, O - Damage By Others, RI - Residents Issue, OT - Other

1:43 PM

WO #	Location	Date Reported	Time Reported	Date of Arrival	Time of Arrival	Date Complete	Time Completed	# Customers Affected	Problem	Comments	Response Time	Repair Time	Manhours	Cause
20231003-012	1199 E SANTA FE ST	10/3/2023	11:55 am	10/3/2023	12:00 pm	10/3/2023	1:30 pm	1	Backup	Lot 131 Conestoga. Received call from Heartland Plumbing stating sewer was backed up due to	0:05	1:35	6.0	RI
20231006-014	900 E MAIN ST	10/6/2023	8:50 am	10/6/2023	9:00 am	10/6/2023	9:15 am	1	Residents Issue	Received call for sewer smell in bank. They thought there might be something going on in the sewer main. Upon arrival, I checked the up stream	0:10	0:25	0.5	RI
20231009-019	517 E WASHINGTON ST	10/9/2023	12:00 pm	10/9/2023	12:15 pm	10/9/2023	1:15 pm	1	Sewer Investigation	Received call stating there was a sewer smell near 517 E Washington St. Checked upstream and downstream manholes behind house	0:15	1:15	2.0	OT
20231011-011	224 W MAIN ST	10/11/2023	10:00 am	10/11/2023	10:30 am	10/11/2023	11:30 am	1	Due For Maintenance	Resident called in possible sewer back up. went to investigate and found upstream manhole good. check downstream it had a little grease in it.	0:30	1:30	4.5	OT
20231024-018	815 E 167TH CT	10/24/2023	11:00 am	10/24/2023	11:15 am	10/24/2023	12:00 pm	4	Backup	Resident called in possible sewer back up. went out to investigate upstream and downstream manholes. Flow in manholes looked good. spoke	0:15	1:00	2.0	RI
20231025-016	621 S ASH ST	10/25/2023	5:40 pm	10/25/2023	6:00 pm	10/25/2023	7:00 pm	1	Backup	Received page for 621 Ash St Stating they had water coming up in their basement from the drain. Arrived at 6pm and checked the upstream	0:20	1:20	1.0	RI
20231031-014	206 E WESTHOFF PL	10/31/2023	4:50 pm	10/31/2023	5:15 pm	10/31/2023	5:30 pm	1	Backup	Resident called in possible back up went and checked up stream and down stream manholes they had good flow. spoke to resident told him that it	0:25	0:40	0.5	RI
20231106-013	202 S CENTER ST	11/6/2023	11:00 am	11/6/2023	11:05 am	11/6/2023	11:20 am	1	Backup	Received call from 202 S Center saying their sewer was backed up and wanted to have the city main checked for an issue. Checked	0:05	0:20	0.5	RI
20231107-009	141 W SKYLARK ST	11/7/2023	1:20 pm		1:30 pm		1:45 pm	1	Residents Issue	Received call stating they had an odor coming from their kitchen sink. I checked the upstream (23NE13) and downstream (23NE09) manholes and			0.5	RI

Sewer Repair Summary

Report Dates Between 10/1/2023 and 12/31/2023

1/25/2024

GR - Grease, RT - Roots, LS - Line Sag, DB - Debris, LF - Line Failure, O - Damage By Others, RI - Residents Issue, OT - Other

1:43 PM

WO #	Location	Date Reported	Time Reported	Date of Arrival	Time of Arrival	Date Complete	Time Completed	# Customers Affected	Problem	Comments	Response Time	Repair Time	Manhours	Cause
20231114-020	202 S CENTER ST	11/13/2023	3:04 pm	11/13/2023	3:20 pm	11/13/2023	3:45 pm		Sewer Investigation	A customer from R&R remodeling called about sewer backing up checked upstream and down stream and it was clear.	0:16	0:41	0.8	RI
20231121-012	213 E WARREN ST	11/21/2023	1:30 pm	11/21/2023	1:45 pm	11/21/2023	2:30 pm	1	Sewer Investigation	Resident called in possible sewer back up.went out and check upstream manhole and downstream manholes had good flow. tried to notify resident	0:15	1:00	1.0	RI
20231218-014	17181 JESSICA ST	12/18/2023	10:50 am	12/18/2023	11:00 am	12/18/2023	11:50 am	1	Settlement	customer called in reporting the area to the manhole has settled. went out and the settlement is on the customer's service line. talked to	0:10	1:00	2.0	RI

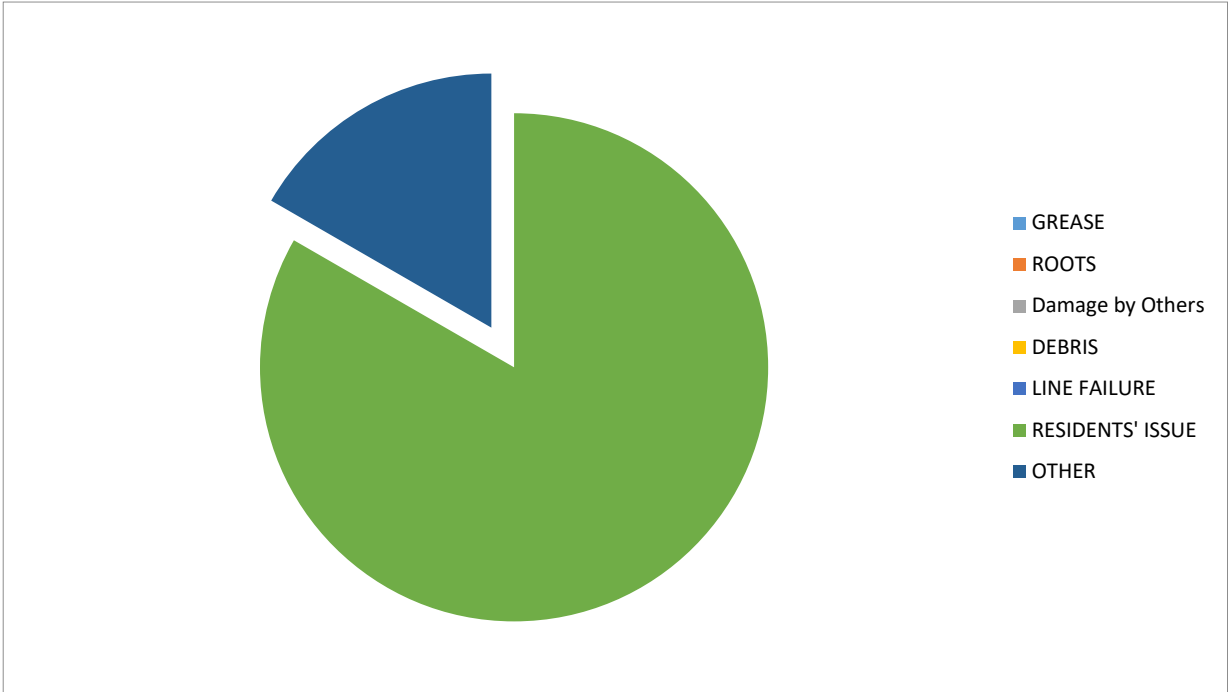
Totals: 14

21.3

	3	After Hours Average	0:20	0:54	Cause Totals
	9	Workday Average	0:12	0:54	GR 0
	12	Average	0:14	0:54	RT 0
					LF 0
					LS 0
					O 0
					DB 0
					RI 10
					OT 2

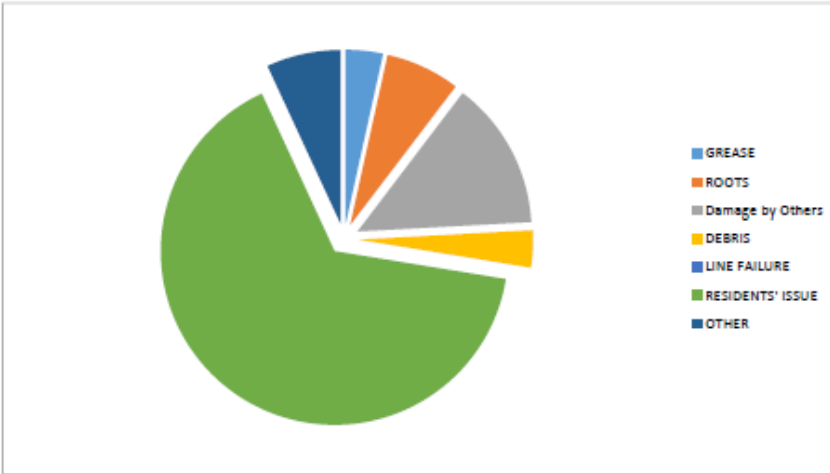
4Q 2023 Sewer Repair Report

GREASE	ROOTS	Damage by Others	DEBRIS	LINE FAILURE	RESIDENTS' ISSUE	OTHER	TOTAL
0	0	0	0	0	10	2	12



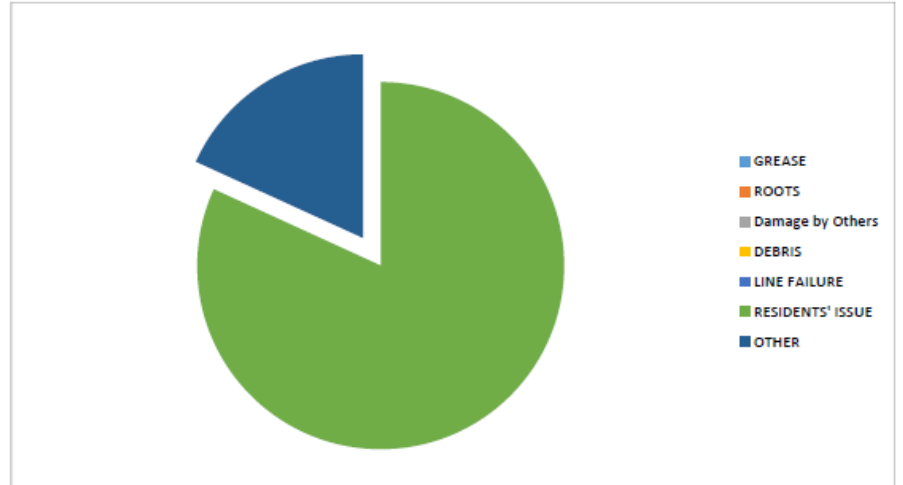
2021 Sewer Year End Repair Report

GREASE	ROOTS	Damage by Others	DEBRIS	LINE FAILURE	RESIDENTS' ISSUE	OTHER	TOTAL
1	2	4	1	0	19	2	29



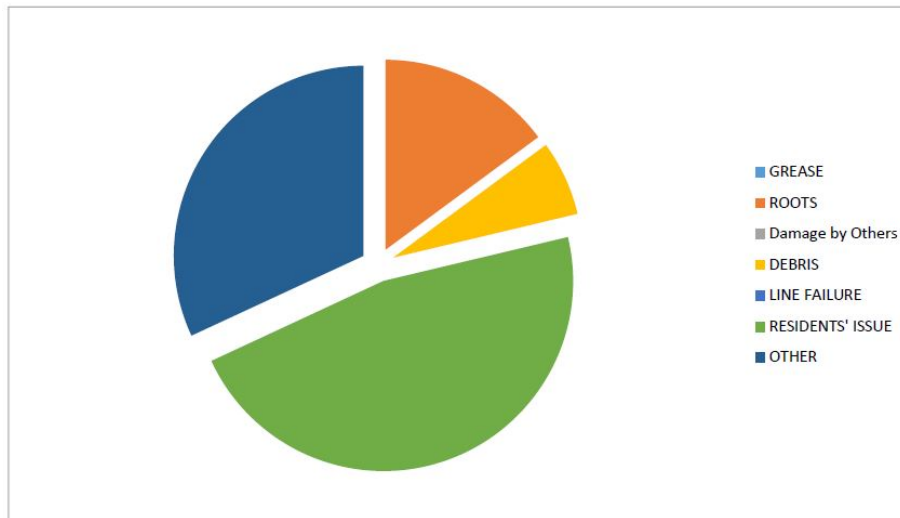
2022 Sewer Year End Repair Report

GREASE	ROOTS	Damage by Others	DEBRIS	LINE FAILURE	RESIDENTS' ISSUE	OTHER	TOTAL
0	0	0	0	0	27	6	33



2023 Year End Sewer Repair Report

GREASE	ROOTS	Damage by Others	DEBRIS	LINE FAILURE	RESIDENTS' ISSUE	OTHER	TOTAL
0	7	0	3	0	22	15	47



UTILITY ADVISORY COMMISSION STAFF REPORT

DISCUSSION ITEM #5

MEETING DATE: FEBRUARY 1, 2024

STAFF CONTACT: GONZ GARCIA, UTILITIES DIRECTOR

AGENDA ITEM: 2023 4th Quarter Water Distribution Repairs Report

Background:

Line maintenance staff completed 25 water distribution service repairs affecting 54 customers:

- 6 due to line failure
- 1 due to saddle failure
- 2 due to residents' issues
- 16 due to other issues

The average workday response time was 24 minutes and the average workday repair time was 1 hour and 31 minutes.

The average after hours response time was 17 minutes and the average after hours repair time was 8 hours and 18 minutes.

The overall average response time was 22 minutes. The overall average repair time was 3 hours and 25 minutes.

Attachment Included:

- 2023 4th Quarter Water Distribution Repairs Report

Water Distribution Repair Summary

Report Dates Between 10/1/2023 and 12/31/2023

1/25/2024

LF - Line Failure, SF - Saddle Failure, VF - Valve Failure, RCF - Repair Clamp Failure, O - Damage By Others, RI - Residents Issue, OT - Other

2:23 PM

WO #	Location	Date Reported	Time Reported	Date of Arrival	Time of Arrival	Date Complete	Time Completed	# Customers Affected	Problem	Comments	Response Time	Repair Time	Manhours	Cause
20231004-008	18401 S ASH ST	10/4/2023	8:40 am	10/4/2023	9:00 am	10/4/2023	10:00 am	1	Water Quality	Customer called in saying her water tasted like algae. Upon arrival i talked with the customer and told her i would be flushing the water main. While	0:20	1:20	1.0	OT
20231004-027	960 E PUMPKIN RIDGE ST	10/4/2023	7:00 am	10/4/2023	9:00 am	10/4/2023	10:00 am	1		customer called in stating they had an earthy smell to their water. went out and ran water on their outside faucet. smelled and tasted	2:00	3:00	2.0	OT
20231004-029	121 W BRITTANY CT	10/4/2023	7:45 am	10/4/2023	8:00 am	10/4/2023	9:00 am	1	Water Quality	customer called in saying their water had an odor. went to the dead end hydrant and flushed 5,000gln. knock on door and no answer. talked to the	0:15	1:15	2.0	OT
20231005-015	1199 E SANTA FE ST 121	10/4/2023	1:30 pm	10/4/2023	1:45 pm	10/4/2023	2:45 pm	1	Leak	Customer called in reporting a possible leak. went out and ground was wet. Tom is going out to set the leak pods on Monday the 9th.	0:15	1:15	2.0	OT
20231016-010	290 W SKYLARK ST	10/14/2023	7:32 am	10/14/2023	8:00 am	10/14/2023	3:40 pm	17	Leak	Call/Out: Jack. Received a page saying There is a water break at W. Skylark & Bluebird. Upon arrival noticed water coming up from ground. called	0:28	8:08	28.3	LF
20231016-019	417 N SPRUCE ST	10/16/2023	11:30 am	10/16/2023	11:45 am	10/16/2023	12:30 pm	1	Water Quality	Resident called that water tastes like dirt. went out flush 10000 gals of water at hydrant. spoke to resident that we flush water at fire hydrant	0:15	1:00	2.0	RI
20231018-006	821 E VALERIE LN	10/18/2023	10:00 am	10/18/2023	10:15 am	10/18/2023	11:15 am	1	Water Quality	Customer called in saying she had an earthy smell and taste to her water. Flushed 10,000 gallons from fire hydrant	0:15	1:15	1.0	OT
20231020-012	30125 W 187TH ST	10/20/2023	7:30 am	10/20/2023	8:00 am	10/20/2023	10:00 am	1	Water Quality	customer called complaining of funny tasting water. we went and flushed 10k gallons out of hydrant 35seh11 and 10k gallons out of 35seh14. the	0:30	2:30	4.0	OT
20231026-005	137 E SANTA FE ST 137 E SHAWNEE ST	10/25/2023	2:30 pm	10/25/2023	2:45 pm	10/25/2023	3:30 pm	1	Water Quality	Resident called water teste bad and smells. went out and flush 5000 gals of water.	0:15	1:00	1.0	OT

Water Distribution Repair Summary

Report Dates Between 10/1/2023 and 12/31/2023

1/25/2024

LF - Line Failure, SF - Saddle Failure, VF - Valve Failure, RCF - Repair Clamp Failure, O - Damage By Others, RI - Residents Issue, OT - Other

2:23 PM

WO #	Location	Date Reported	Time Reported	Date of Arrival	Time of Arrival	Date Complete	Time Completed	# Customers Affected	Problem	Comments	Response Time	Repair Time	Manhours	Cause
20231026-006	537 E CHEYENNE ST	10/25/2023	2:30 pm	10/25/2023	2:45 pm	10/25/2023	3:30 pm	1	Water Quality	Resident called saying water tasted bad and smells. Went out and flushed 5000 gallons of water.	0:15	1:00	1.0	OT
20231030-013	746 S CYPRESS ST	10/30/2023	9:45 am	10/30/2023	10:00 am	10/30/2023	11:00 am	1	Water Quality	Teddy: Resident called in saying her water had an earthy smell. Flushed 10,000 gallons from fire hydrant.	0:15	1:15	1.0	OT
20231031-009	130 E MADISON ST apt 7	10/31/2023	9:05 am	10/31/2023	9:10 am	10/31/2023	9:25 am	1	Residents Issue	Received call stating there was a leak occurring at 130 E Madison Apt 7 and they wanted to have us check to make sure it wasn't on the city side.	0:05	0:20	0.8	RI
20231102-005	634 W MAIN ST	11/1/2023	2:45 pm	11/1/2023	3:00 pm	11/1/2023	3:30 pm		Leak	Someone from Winters Auto works called in water running in bitch went out to investigate and found water leak. Isolated water line for Standard	0:15	0:45	1.0	OT
20231103-013	678 N PECAN ST	11/3/2023	1:00 pm	11/3/2023	1:15 pm	11/3/2023	2:00 pm	1	Water Quality	Resident called in bad taste water. went out and flush 10000 gals	0:15	1:00	2.0	OT
20231103-014	18514 CHERRY CT	11/3/2023	7:00 am	11/3/2023	8:00 am	11/3/2023	9:00 am	1	Water Quality	Customer called in reporting they had an earthy smell. flushed 5000 gallons from hydrant at end of cul de sac. talked to customer on site.	1:00	2:00	2.0	OT
20231105-001	101 W MCKINLEY ST	11/4/2023	6:45 am	11/4/2023	7:00 am	11/4/2023	11:30 am	8	Leak	Sargent TRITT called in water main break at corner of McKinley St and N Center St. went and found water Bubbling up under sidewalk. Throttled	0:15	4:45	12.0	SF
20231105-002	144 W PAWNEE LN	11/4/2023	1:00 pm	11/4/2023	1:20 pm	11/4/2023	5:00 pm	10	Leak	Resident called in water main break in her yard. went out and found water bubbling on side of her house between street and fence. throttled	0:20	4:00	4.0	LF
20231107-008	29313 W 186TH ST	11/7/2023	10:40 am	11/7/2023	11:00 am	11/7/2023	12:00 pm	1	Water Quality	Customer called in with smell & taste complaints Flushed 10,000gal	0:20	1:20	2.0	OT
20231116-007	29313 W 186TH ST	11/16/2023	9:00 am	11/16/2023	9:15 am	11/16/2023	10:00 am	1	Leak	Resident called in bad tasting water . went Out and flushed	0:15	1:00	1.0	OT

Water Distribution Repair Summary

Report Dates Between 10/1/2023 and 12/31/2023

1/25/2024

LF - Line Failure, SF - Saddle Failure, VF - Valve Failure, RCF - Repair Clamp Failure, O - Damage By Others, RI - Residents Issue, OT - Other

2:23 PM

WO #	Location	Date Reported	Time Reported	Date of Arrival	Time of Arrival	Date Complete	Time Completed	# Customers Affected	Problem	Comments	Response Time	Repair Time	Manhours	Cause
20231117-009	306 E MADISON ST	11/17/2023	2:47 am	11/17/2023	3:05 am	11/17/2023	10:30 am	1	Leak	Leak repair. throttle down water valve to to make repairs. found water valve that was not on map that was for Private fire suppression to hydrant.	0:18	7:43	14.0	LF
20231120-012	215 W WARREN ST	11/17/2023	9:00 am	11/17/2023	9:15 am	11/17/2023	10:00 am	1	Water Quality	Resident called in water tastes like metal. went and flushed 10000 gals	0:15	1:00	2.0	OT
20231201-026	427 W MAIN ST	11/30/2023	8:00 pm	11/30/2023	8:15 pm	12/1/2023	3:00 pm			Water main break	0:15	19:00	0	LF
20231205-007	227 E MAIN ST	12/4/2023	12:30 pm	12/4/2023	12:45 pm	12/4/2023	5:30 pm	1	Leak	Resident called in water bubbling up in alley. went out and dug up and found crack around 6" water line repaired with 6" repair clamp and back filled	0:15	5:00	18.0	LF
20231207-007	427 W MAIN ST	11/30/2023	8:00 pm	11/30/2023	8:15 pm	12/1/2023	10:00 am	1	Leak	Customer called pager company for water main break. When I got there I seen the water coming out of the ground. Then proceeded to throttle	0:15	14:00	63.0	LF
20231219-006	W WARREN ST	12/18/2023	3:00 pm	12/18/2023	3:05 pm	12/18/2023	3:30 pm		Leak	Contractor put in fiber called in a lot of water coming in a bore hole thought he hit water main on warren. went out vac out hole could not find anything	0:05	0:30	3.0	OT

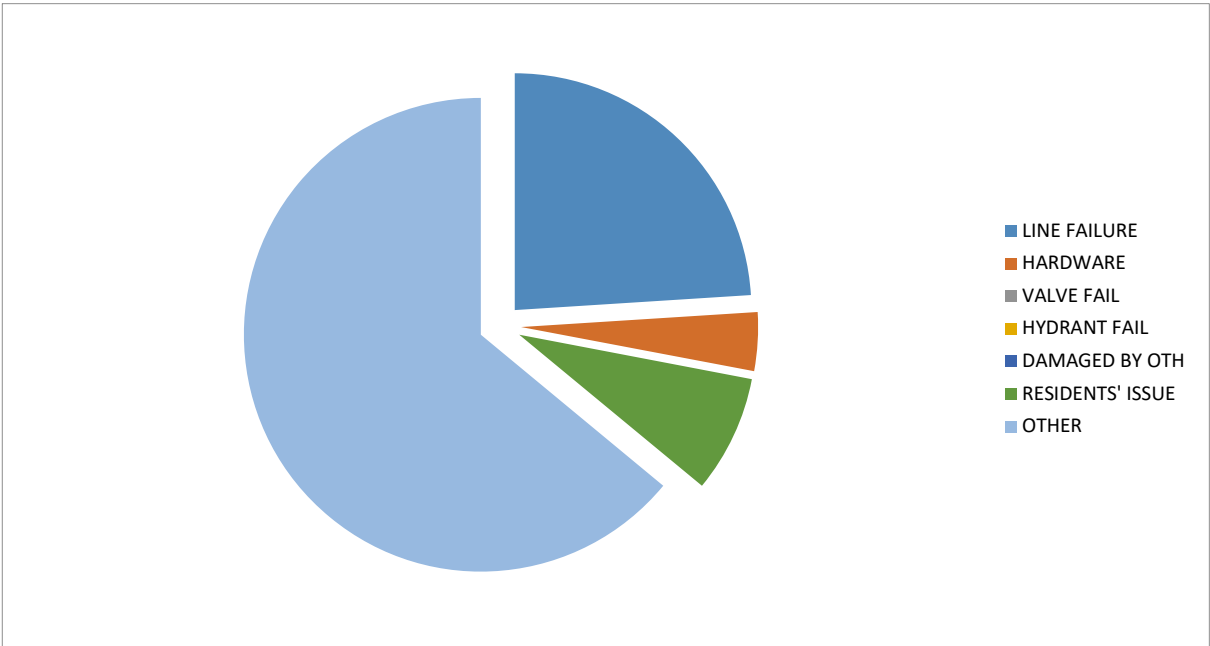
Totals: 54

170.0

	7	After Hours Average	0:17	8:18	Cause Totals
	18	Workday Average	0:24	1:31	LF 6
	25	Average	0:22	3:25	SF 1
					VF 0
					RCF 0
					O 0
					RI 2
					OT 16

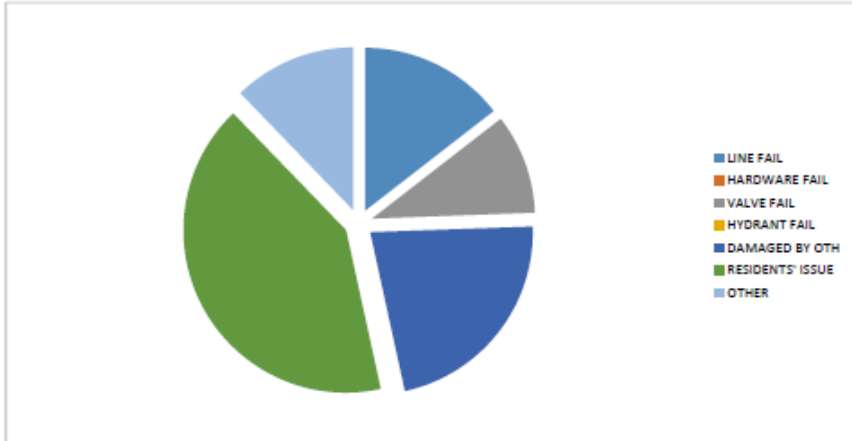
4Q 2023 Water Repair Report

LINE FAILURE	HARDWARE	VALVE FAIL	HYDRANT FAIL	DAMAGED BY OTH	RESIDENTS' ISSUE	OTHER	TOTAL
6	1	0	0	0	2	16	25



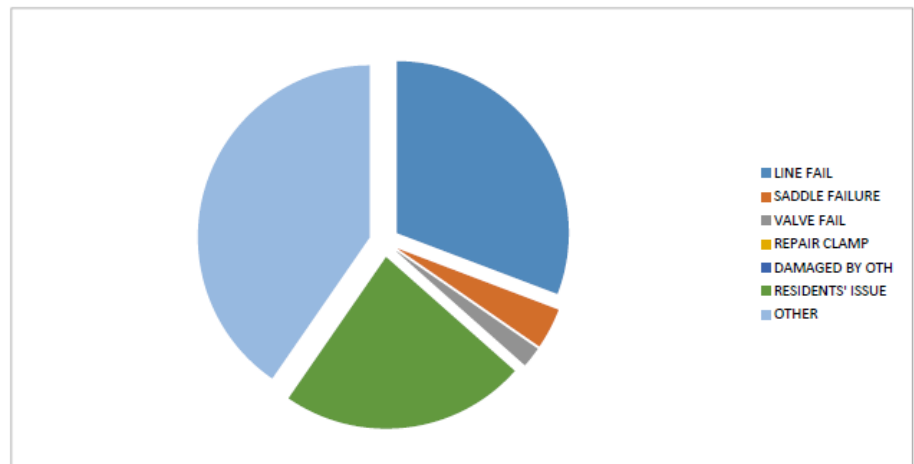
2021 Year End Water Repair Report

LINE FAIL	HARDWARE FAIL	VALVE FAIL	HYDRANT FAIL	DAMAGED BY OTH	RESIDENTS' ISSUE	OTHER	TOTAL
19	0	13	0	29	54	16	131



2022 Year End Water Repair Report

LINE FAIL	SADDLE FAILURE	VALVE FAIL	REPAIR CLAMP	DAMAGED BY OTH	RESIDENTS' ISSUE	OTHER	TOTAL
16	2	1	0	0	12	21	52



2023 Year End Water Repair Report

LINE FAILURE	SADDLE FAILURE	VALVE FAIL	REPAIR CLAMP	DAMAGED BY OTH	RESIDENTS' ISSUE	OTHER	TOTAL
14	1	1	0	4	7	29	56

