

**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