**PAROWAN CITY CULINARY WATER BOARD MINUTES**

**WEDNESDAY – FEBRUARY 10, 2021**

**6:00 P.M. – 35 EAST 100 NORTH – PAROWAN CITY OFFICES**

**MEMBERS PRESENT:** Don Horton (Chairman), Jim Shurtleff (Council Representative), Mark Carney, Coy Stowell, Sam Halterman, Tom Gurr

**MEMBERS ABSENT:** Preston Griffiths (Mayor)

**CITY STAFF PRESENT:** Cleve Matheson (City Manager), Kelly Stones (Public Works Superintendent)

**CALL TO ORDER:** Don Horton called the meeting to order at 6:00 P.M.

**ANY CONFLICTS TO DECLARE:** No conflicts were declared.

**APPROVAL OF MINUTES:** Jim Shurtleff moved to approve the minutes of August 12, 2020. Coy Stowell seconded the motion. Don Horton and Tom Gurr abstained from voting, as they were not present at the meeting; all other members present voted in favor of the motion. The motion carried. The minutes were approved.

**CULINARY WATER AUTOMATED DAILY READ SYSTEM:** Cleve Matheson began by saying the automated daily read system was part of the $5.00 meter change surcharge. When the quote was originally provided by Master Meter for the daily read system, two years ago, the total would have been $192,000. Master Meter assumed Parowan City would have to arrange to get permission to attach the system on someone else’s power poles. Parowan City owned the power poles in town and that would allow for excluding a $90,000 base station power from the quote. Mr. Matheson said Jeremy Franklin (Parowan Power Superintendent) agreed to set the 80 foot pole for the base station collection. Mr. Matheson stated that nothing was set in stone. The new quote information was handed out to the members by Mr. Matheson at the beginning of the meeting. (See attached) The current quote totaled $83,819.44. Mr. Matheson hoped the $5.00 surcharge would cover the daily read system.

Cleve Matheson talked about the $10,000 yearly maintenance fee for the daily read system, and said the Parowan Power Department had a similar yearly maintenance fee for their electronic meter read system.

Cleve Matheson said the daily read system would be a huge time saver for the Public Works crew. Currently, if someone moved in the crew would have to manually read the meter for a generated work order; the daily read system would take a reading twice a day automatically. Mr. Matheson asked if any of the members had questions.

**Water Board Minutes – hcs page 1 of 6 2/10/2021**

Jim Shurtleff pointed out that the date on the quote was from last year and wondered if the quote total was the same now. Cleve Matheson said the quote total was updated but Master Meters just didn’t update the date on the paperwork; the total was the same.

Don Horton wanted more information about the yearly maintenance fee. Cleve Matheson said the $10,000 fee provided technical and diagnostic support from Master Meter. Kelly Stones said his understanding was the tech support would include any repairs to the power pole, base, or system. Mr. Matheson added Master Meter would come prepared with any equipment needed to reach and/or repair the daily read system.

The board discussed specifics regarding Master Meter.

Kelly Stones said the last shipment of meters was received and needed to be installed. The daily read system would take readings at midnight and noon each day, which would make it much easier to flag any leaks and notify residents in a timely manner. Cleve Matheson said add-ons and upgrades, such as a customer portal, could possibly be offered in the future.

Sam Halterman arrived at this point – 6:10 P.M.

Kelly Stones said the daily read system being discussed was more advanced than systems being used by a lot of cities in Utah. Jim Shurtleff asked if the daily read system would be upgradable or would the City be looking at purchasing a new system in four years. Cleve Matheson hoped not; it was hard to say how long the technology would hold up. Kelly Stones said there was a 10 year warranty on the system. Mr. Stones was counting on 10 years, but hoping for 20 years.

Don Horton asked if the 3G meters turned out to be what Mr. Stones had expected. Mr. Stones gave specifics about the older 3G meters, stating most of the 3G meters lasted their 10 years. The 3G meters were being taken out and each turned back in for a $50 credit. Stones said some of the meters were still 3G until they were swapped out for 4G meters.

Cleve Matheson and Kelly Stones wanted to know if the Water Board would like to proceed with the daily read system or wait a year. Don Horton asked if there would be an advantage to waiting a year. Mr. Matheson was coming to the board giving the information and asking for any questions, because if the board wanted to proceed a purchase order would be needed. The board would also need to decide so Jim Shurtleff could take a recommendation to the City Council.

Mark Carney asked if the number of connections grew, would the yearly maintenance fee go up. Cleve Matheson said after a 2,500 connections benchmark the fee could change. Mr. Carney pointed out that the quote included software for the system; did the software include any anti-virus or firewall protection, and if the system would be connected to any other

**Water Board Minutes – hcs page 2 of 6 2/10/2021**

software system. Mr. Matheson said Master Meter would host the server and the daily read system would connect to the City’s accounting software, the encryption would be unique to Parowan City. The board discussed further a few specific concerns about the software security of the system. Mr. Matheson said security may be one reason to forego the consumer portal for now.

Mark Carney asked how many culinary connections were in Parowan City now. Cleve Matheson answered 1,500 approximately; 1,000 more connections until the City reached the benchmark of 2,500 connections. Mr. Matheson said the City’s servers and firewalls were always being updated to stay secure.

Don Horton felt more questions needed to be asked before making a decision on the daily read system. Cleve Matheson asked if the Water Board would be interested in speaking with a Master Meter representative. Jim Shurtleff suggested making a recommendation to the City Council for approval with the stipulation of having a Master Meter presentation so questions could be asked.

Cleve Matheson asked if there were any concerns other than security. Mark Carney wondered if the contract included how long the technicians have to respond to issues. Mr. Matheson said he hadn’t seen the contract yet, but it would be 24 hour technical support. Kelly Stones said if something happened, the Public Works crew could still drive by in the trash truck to read the meters until any matter was resolved. Mr. Matheson said during an issue, the meters would still read, the system just wouldn’t be sending out information to the City. The Public Works crew, as part of their daily routine, had checks to perform; during the daily check, if a meter had a constant use alert, the resident could be contacted that same day rather than wait until the end of the month to find out they had a leak.

**Mark Carney moved to go forward with a positive recommendation to the City Council, conditional to a Master Meter presentation regarding security. Jim Shurtleff seconded the motion. All members present voted in favor of the motion. The motion carried.**

Cleve Matheson would schedule Master Meter to meet with the City Council and Jim Shurtleff said he would report the City Council’s decisions back to the Water Board.

Tom Gurr said the fact that the system could alert the same day a leak began was amazing. The board talked about customer frustration with water leaks going on for a long time before detection. Jim Shurtleff talked specifically about more and more vacation rentals in town where the owners could go for months without actually being at the residence to detect issues.

**Water Board Minutes – hcs page 3 of 6 2/10/2021**

Cleve Matheson said it wasn’t uncommon for full time residents to look at their bill each month and still take a few months to recognize the pattern of a water leak.

Jim Shurtleff talked about the daily read system being a good way to meet the state requirements on water conservation; making sure the water was monitored often and properly utilized.

**ITEMS TO BE DISCUSSED AT THE NEXT MEETING:** None

**STAFF AND MEMBER COMMENTS:** Cleve Matheson said the City was going through budget hearings at that time, and the cost of living would be about 1.3%. The City was looking at increasing all utilities about 1.25 % across the board on base rates, to try to keep pace. Parowan City’s yearly audit showed the culinary water fund was healthy and well on its way to achieving a savings fund; to be prepared, without bonding or scrambling, for updates or repairs. Don Horton commented it was good to see that raising the rate had been a positive step.

Cleve Matheson went over the reasons the Water Board and City Council had decided to raise the culinary water base rate 7.5% per year for the last two years.

Kelly Stones reminded the board that after the meters were updated, there would still be more updates needed, such as various water lines and fire hydrants. Cleve Matheson added some of the fire hydrants that needed replacing were also connected to substandard water lines that would need to be replaced. There were approximately two dozen fire hydrants that needed to be replaced. The off-brand hydrants being changed out for Kennedy hydrants would be a secondary target for change out; which would mean only having to keep one type of repair parts on hand.

**PUBLIC COMMENTS:** None

**ADJOURN:** Tom Gurr moved to adjourn. Jim Shurtleff seconded the motion. All members present voted in favor of the motion. The motion carried. The meeting adjourned at 6:32 P.M.

**PAROWAN CITY PRESSURIZED IRRIGATION BOARD MINUTES**

**WEDNESDAY – FEBRUARY 10, 2021**

**6:00 P.M. – 35 EAST 100 NORTH – PAROWAN CITY OFFICES**

**MEMBERS PRESENT:** Don Horton (Chairman), Jim Shurtleff (Council Representative), Mark Carney, Coy Stowell, Sam Halterman, Tom Gurr

**Water Board Minutes – hcs page 4 of 6 2/10/2021**

**MEMBERS ABSENT:** Preston Griffiths (Mayor)

**CITY STAFF PRESENT:** Cleve Matheson (City Manager), Kelly Stones (Public Works Superintendent)

**CALL TO ORDER:** Don Horton called the meeting to order at 6:32 P.M.

**ANY CONFLICTS TO DECLARE:** No conflicts were declared.

**APPROVAL OF MINUTES:** Jim Shurtleff moved to approve the minutes of August 12, 2020. Mark Carney seconded the motion. Don Horton and Tom Gurr abstained from voting, as they were not present at the meeting; all other members present voted in favor of the motion. The motion carried. The minutes were approved.

**PRESSURIZED IRRIGATION SCHEDULE:** Kelly Stones talked about switching up the pressurized irrigation schedule to avoid neighbors all watering at once and causing water pressure problems. Cleve Matheson said using odd and even house numbers wasn’t a new idea, but could have a beneficial effect. The odd house numbers would have their own two days and the even house numbers would have their own two days, with the City, churches, schools and all connections south of 200 South having the remaining two days.

Kelly Stones said the only thing he knew for sure was that watering at will wouldn’t work. Mr. Stones didn’t know if the odd and even days would work, but it was worth a try.

Cleve Matheson mentioned some of the challenges could be the change throwing the residents into a panic and getting the information about the change out to the residents; re-educating the masses could be the hardest part.

Don Horton asked if the City had a lot of complaints last summer. Kelly Stones answered there were always a lot of complaints, especially when the weather was really hot. The pressure reducing valves (PRV) create a zone; when everyone watered at the same time in the same zone the pressure could go down very quickly, from 80 pounds down to 40 pounds at 6:01 P.M. Odd and even days would spread out the usage through the PRV zones so the pressure should stay higher. Mr. Horton asked if the residents would be able to get the same amount of water. Mr. Stones answered yes.

Kelly Stones mentioned that there wasn’t very much water right now and didn’t know how much would be available for the pressurized irrigation system in the spring. Jim Shurtleff voiced his concern that due to lack of water one day per week watering might have to be implemented. Cleve Matheson said if the pond couldn’t handle watering two days a week per zone it would be apparent immediately.

**Water Board Minutes – hcs page 5 of 6 2/10/2021**

Mark Carney talked about new people moving into Parowan that wouldn’t blink at a $400 water bill and would use a lot of culinary water; that kind of usage could impact the culinary water system. The impact of urbanization, with people moving to small towns to work from home because of the Coronavirus, would be something to keep in mind and might have to be addressed. Cleve Matheson mentioned the new billing had more room to get information out to the residents. Mr. Carney said the daily read system could be helpful in finding residents using a lot of culinary water for outside watering.

The board talked about the current pressurized irrigation schedule and how it worked – watering from midnight to 10:00 A.M. and 6:00 P.M. to midnight – 16 hours per water day. Cleve Matheson said watering was difficult to enforce, but it could make an impact.

Tom Gurr suggested waiting to make a motion to adopt the new pressurized irrigation schedule until the board knew for sure there would be enough water to even turn the system on that season.

A discussion ensued regarding the new schedule and educating the public, during which Kelly Stones let the board know that the worst months for water pressure were typically August and September. There were 1160 pressurized irrigation connections; there were approximately 300 homes in Parowan that didn’t have a pressurized irrigation connection. Cleve Matheson said the pressurized irrigation system was designed to have 865 connections, and because of conservation the City was able to stretch the water further than was ever expected.

Cleve Matheson suggested waiting to make a motion until an actual watering schedule could be made and presented to the board, so questions could be asked. Kelly Stones asked the board to please keep in mind changes to the new schedule may need to be made to regulate pressure.

**STAFF AND MEMBER COMMENTS:** Kelly Stones said the pressure reducing valves up Parowan Canyon had been changed out and the upper three changed to fixed proportionate. The sloshing had really damaged the PRVs, but the upgrade seemed to fix the problem.

**PUBLIC COMMENTS:** None

**ITEMS TO BE DISCUSSED AT THE NEXT MEETING:** None

**ADJOURN:**  Jim Shurtleff moved to adjourn. Mark Carney seconded the motion. All members present voted in favor of the motion. The meeting adjourned at 6:56 P.M.

**Water Board Minutes – hcs page 6 of 6 2/10/2021**