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**FEBRUARY 20, 2020**

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The Pendleton Board of Directors for the Department of Storm Water Management met on February 20, 2020 at 6:05pm at the Pendleton Town Hall, 100 W State Street, Pendleton, Indiana.

The meeting was called to order and roll call taken. In attendance were Jenny Sisson, Gabrielle Brown, Kyle Eichhorn, and Michelle Skeen. A quorum was established.

Representing the Town were Interim Town Manager Rachel Christenson, and Utilities Office Manager Tracie Dodd.

### **OATH OF OFFICE**

Town Attorney was not present

### **ELECTION OF OFFICERS**

Motion by Kyle Eichhorn, seconded by Michelle Skeen to nominate Jenny Sisson as Chair. Motion was carried.

Motion by Michelle Skeen, seconded by Gabrielle Brown to nominate Kyle Eichhorn as Secretary. Motion was carried.

Brief Summary of Board's Role & Board Members Responsibilities were discussed.

### **UTILITY RATE ADVISORY BOARD**

#### **'33.25 CREATION.**

There is hereby created as a part of the town government an advisory board to be known as the Utility Rate Advisory Board.

(Ord. 1990-11, passed 6-19-91)

#### **'33.26 BOARD MEMBERS.**

(A) The Advisory Board shall consist of five members to be appointed by the Town Council, no more than three of whom shall belong to the same political party. Members shall serve for four-year terms each; provided, that of the individuals first selected to serve, two members will serve an initial term of one year, one member will serve an initial term of two years, one member will serve an initial term of three years, and one member will serve an initial term of four years.

Any vacancy occurring shall be filled for the remainder of the term by the President of the Council with the approval of the Council. Their terms will run **from August 1, 1990 through August 1, 1994**. All members must reside in the corporation boundary.

(B) Members of the Board may be removed at any time by the President of the Council for cause, with the approval of the Council.

(Ord. 1990-11, passed 6-19-91)

#### **'33.27 RESPONSIBILITIES AND DUTIES.**

(A) The Board shall have the responsibility of investigating, gathering information, deliberating, and advising the Town Council with regard to any future proposed changes to the general rates and charges for the use of and services rendered by the municipally owned electric and water utilities. The Board's capacity shall be advisory only, and the Council shall not be bound by any recommendations or advice received from the Board. The Board shall not be required to investigate, deliberate, or advise the Council with regard to any rate increases or decreases which are implemented solely for the purpose of tracking increases or decreases in the cost of fuel, electricity or water from the town's wholesale suppliers.

(B) The Board shall, in its investigation, deliberation and advice, strive to advise the Council on rates and charges for use of and services rendered by the municipally owned electric and water utilities, which are nondiscriminatory, reasonable and just, and which will produce sufficient revenue to maintain the utility property in a sound physical and financial condition to render adequate and efficient service, all in accordance with the standards as set out in IC 8-1.5-3-8. The Board shall have access by appointment with the Clerk-Treasurer's office to all books, records, financial statements, accounting reports, operating reports and other documents which are relevant to their investigation, deliberation and advice as to rates and charges meeting the forgoing standards.

(C) The Board shall select one of its members as Chairperson and one of its members as Secretary. The Board shall meet semiannually or on call of the Chairperson or upon the call of any three of its members. Meetings shall be open to the public, and notice of all meetings shall be given in strict compliance with the Indiana Open Door Law, IC 5-14-1-5-1 et seq. (Ord.1990-11, passed 6-19-91)

#### **'33.28 COMPENSATION.**

Members of the Utility Rate Advisory Board shall receive no compensation for their services and shall receive no compensation for their time expended nor for time lost from work.

(Ord. 1990-11, passed 6-19-91)

## **APPROVAL OF MINUTES**

Moved by Michelle Skeen, seconded by Kyle Eichhorn, to approve September 4, 2019 Meeting Minutes. Motion carried.

## **OLD BUSINESS**

No Old Business

## **NEW BUSINESS**

### **A. Rate Studies**

Rachel presented Draft Rate Studies by Bakertilly for both electric and water. (Located in Google Drive Folder)

Bakertilly will be at our March 19<sup>th</sup> meeting.

### **Discussions and comments by the Board**

- \* Are we mapped**
- \* Do we have asset management plan**
- \* System development charge**
- \* What is our territory**
- \* How does PILOT work for TOP**
- \* History on rate increases**
- \* 2015 to current Meeting Minutes**
- \* Tariff's should be discussed annually**
- \* Quarterly reports**
- \* Board history with Town Council**
- \* What a Test Year was.**
- \*The preformat**
- \* Rate changes in phases and not all at once.**

### **ADJOURNMENT**

**Next meeting March 19, 2020**

**Meeting adjourned at 7:10pm**