

Mayor Dave Anderson called the special meeting of January 29, 2008 to order at 4:05 p.m. Present for the meeting were Mayor Anderson, Council Members Dave Sims, Connie Wells, and Dave Gray, Clerk Kris Larson, City Administrator Stephen Boorman, Clerk Jean Diel, Lineman Blaine Grossman, Electric Department Foreman Dan Rice, and Economic Development Coordinator Mike Sloan.

The purpose of the special meeting was to have a billing software demonstration from Black Mountain Software and to discuss meter reading.

Stephen Boorman gave a brief presentation regarding billing rates and a billing overview.

Mayor Anderson asked if all utilities are under the Public Utilities Commission (PUC). Stephen told Dave that the city is not under the guidelines and rules of the PUC.

Julia from Black Mountain Software presented an internet overview of the utility billing and cash receipting modules.

Stephen went over a timeline for the billing and meter reading schedules. He said Accu-Read is planning to cancel their contract with the city effective in March. He said the city can hire a contractor or an employee for the meter reading at the city. The Accu-Read meter reader will help us through the transition period. Connie asked if we read the meters only once a month what would happen. Stephen said the interest on our money will be out because it takes two weeks to read and if it is bad weather then it can take up to three weeks. Dave Sims asked about hardware needs. Stephen said we spoke today with Black Mountain and Tim Lederhos and David Kelley about hardware needs. In March we need to make a decision of cycle billings and also send out a bill stuffer to our customers to notify them of the billing change. In April the first read for Bonners Ferry will take place and we need to make a bill printing and mailing decision. We also need to consider our application form, lien authority, billing policy changes, and ordinance changes. We are hopeful to send out the first bill in May. The group briefly discussed payment splits, usage history, and financial history.

Stephen said we need an ordinance that addresses water and sewer customers served outside the city boundaries. Dan Rice asked Stephen to explain why we have electric power services outside the city. Stephen said in the old days the city had excess power to sell and there was a law in effect that said we could sell excess power at the time. He also spoke about the city's agreement with Northern Lights from 1982 and said this agreement defines who serves customers. He said this is filed with the Public Utilities Commission because they have jurisdiction over territorial agreements. Stephen said there can be exceptions made to the contract through mutual agreement and amendment at the council's request and approval. The group also spoke about lien authority and serving customers outside the city limits.

Dave Gray asked about outsourcing the bill printing and mailing. The city will get quotes from different sources and then a decision will be made.

Stephen said he needs to get information on the meter reading decision. Dave Sims suggested a meter reading proposal and then the city can decide what we want to do. Dan Rice said he and the water department think that a local person whether they are a contractor or an employee would do a better job.

Mayor Anderson asked about meter reading and the needs that will come about. Stephen said a contractor must obtain a liability insurance policy in the amount of \$1 million. Dave Anderson said there are advantages to having a contractor. Connie asked if there is local interest. Stephen said there is. He said if we have a good meter reader they would notify the city if there are problems because they are in everyone's yards. Connie asked about reading the electric meters. Stephen said automated meter reading for the electric fund will cost approximately \$300,000 to \$400,000. He explained different types of automated meter reading systems. Our water meter reading system is ITRON. The electric meter readings are done by hand now.

Mayor Anderson spoke about putting the meter reading issue on the agenda for the next meeting.

Stephen briefly discussed multipliers on our accounts. Blaine Grossman also explained the reasoning.

There being no further business the meeting adjourned at 5:47 p.m.

David Anderson, Mayor

Attest:

Kris Larson, City Clerk