

The Sanitation, Recycling, and Water Committee of the City Council for the City of Junction City met on Monday, June 1<sup>st</sup>, 2015, at 6:30 p.m. in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

**PRESENT WERE:** Councilors Jim Leach, Steven Hitchcock, and Randy Nelson; Public Works Director Gary Kaping.

**ABSENT WERE:** None.

**I. CALL TO ORDER**

Councilor Jim Leach called the meeting to order at 6:30 p.m.

**II. CHANGES TO THE AGENDA**

There were no changes to the agenda.

**III. APPROVAL OF MINUTES – May 4<sup>th</sup>, 2015**

The consensus of the Committee was to approve the minutes as updated.

**IV. OUTSTANDING ACCOUNTS**

Public Works Director Kaping stated that at the last meeting the Committee asked for a list of the current past due commercial accounts. Before the Committee tonight is the requested list for review. Director Kaping also included a list of past due residential accounts. Discussion followed on account balances and how customers get behind on their bill.

Director Kaping would like to update the City Ordinance to reflect how Public Works feels the shut off policy and procedure should be. Once edited it would go before the Committee and Council for review and adoption.

Director Kaping then updated the Committee on how shut offs went last month. He stated that sticking to our word and shutting off the customers who did not make contact with Public Works by nine o'clock the following morning worked. Of the 100 door hangers that were put out, four waters were shut off. Discussion followed.

Director Kaping continued on to discuss how he would like to change the policy to allow him to sit down with past due businesses and come to an agreement. The agreement would be signed by both parties and would state that the business would make their monthly payment plus an additional specified amount each month or their water service will be shut off. If shut off, they would need to pay their bill in full before water service is restored. Discussion followed.

**V. 1<sup>st</sup> STREET WATERLINE PROJECT PAY REQUEST**

H&J Construction is requesting \$164,163.26 for the work done on the 1<sup>st</sup> Street water line project. Director Kaping stated that the project came in over budget because

the County requested much more paving than was originally anticipated. Discussion followed.

**ACTION:** The consensus of the Committee was to forward the pay request to the Council with the recommendation to approve.

**VI. AGENDA FORECASTER REVIEW**

Director Kaping informed the Committee that the only change to the agenda forecaster review sheet is that the 1<sup>st</sup> Street water line project is now complete.

**VII. OTHER BUSINESS**

Director Kaping spoke about accepting the Public Works Director position. He noted that he will be posting the Superintendent position in house. He informed the Committee that he believes that there are people in house that will apply. If one gets the position he would like to hold off hiring to replace their position until the new fiscal year begins. This would allow the new full time employee and the Utility Worker I position to be posted at the same time and be hired out of the same pool of applicants.

Councilor Hitchcock asked about the bathrooms being locked at night at Laurel Park. He said the light was being left on and asked if it was possible to change that.

Director Kaping responded that he would check with Director Tom Boldon at the Community Center, as this is a parks issue and not a Public Works issue.

**VIII. ADJOURNMENT**

As there was no further business, the meeting was adjourned at 6:57 p.m.

Respectfully submitted,

Tiffany Shafer  
Public Works Technician