Humboldt Municipal Gas Utilities  
Regular Monthly Meeting  
Monday, January 15th 2018

Humboldt Community Center @ 6:30pm

AGENDA

1. Call meeting to order
2. Roll call
   1. Brenda Haviland \_\_\_\_\_
   2. Lynn Froke \_\_\_\_\_
   3. Marlene Elko \_\_\_\_\_
3. Adopt agenda
4. Approve 12/28/17 minutes
5. Approve 12/29/17 minutes
6. Public comment/discussion
7. New board candidate introduction and open board member seats
8. Encore Energy Presentation Eric Todd
9. Gas Employee Report
10. Monthly report
11. Capping main at abandoned/demolished properties
12. NG phone and Employee cell phone
13. Employee OQ updates
14. Timesheets/Mileage records/reporting to Gas Board
15. Golden West Invoice/Bill/EFV
16. Meter reading alternating
17. NG Email Address ([naturalgas@humboldtsd.com](mailto:naturalgas@humboldtsd.com))
18. Welcome packet coloring books and scratch and sniff gas card, brochures
19. Humboldt Utility Manager salary and OQ status
20. Public Awareness 2nd mailing 2017 mailed
21. SD Fit Fund
22. July meeting and special session to verify follow up on timely payments.
23. Review effectiveness of timely payments
24. Verification on letters being mailed to home owners.
25. NG loss report and history
26. Utility Account
    1. Past Due/Disconnects
    2. Late Fees
    3. Status of late fees
    4. No access fees
    5. Utility charges for foreclosed/abandoned property
    6. Interactive billing
    7. New service fee/billing
27. Bills/financials/payroll
    1. Review prior month approved bills, detail and unapproved bills
    2. December GL review report
    3. Brenda Haviland’s reimbursements mileage and receipts
28. Board training
    1. NG section of ordinance
    2. NG resolution
29. Internal Audit
30. Comments
31. Executive Session (SDCL 1-25-2) Personnel
32. Adjourn