

**MINUTES OF A REGULAR MEETING
WATER AND SEWER UTILITY COMMISSION
TUESDAY, APRIL 12, 2016**

ROLL CALL	Present at the 9:00 a.m. beginning were: Commissioners Wille, Siepert, Gehl, Richards, and Siira. Members of the Utility staff in attendance were: Utility Engineer Pritzlaff, Plant Manager Francis, Distribution Manager Schwartz, and Accounting Supervisor Stenzel. General Manager Sullivan was excused.
PREVIOUS MINUTES APPROVED	Minutes of the last regular meeting, held on March 8, 2016, were approved as recorded with a motion by Commissioner Siepert and seconded by Commissioner Wille. Roll call vote, all voted aye.
PROJECT PAYMENT APPROVALS	No action was taken on this agenda item.
VOUCHER APPROVAL	Vouchers incurred during March totaled \$430,460.80. Commissioner Wille, with Commissioner Siira seconding, made the motion to approve payment of all invoices. Roll call vote, all voted aye.
UTILITY INVESTMENTS	Accounting Supervisor Stenzel reported utility investments as of March, 2016. A copy of the report is on file.
ALDERMANIC REPORT	Commissioner Gehl updated the Commission and staff on operations occurring in the City during March 2016.
PLANT OPERATIONS REPORT	Plant Manager Francis reported plant operations during March 2016. A copy of the report is on file.
DISTRIBUTION OPERATIONS REPORT	Distribution Manager Schwartz reported distribution operations during March 2016. A copy of the report is on file.
ADMINISTRATIVE OPERATIONS REPORT	Accounting Supervisor Stenzel reported administrative operations during March 2016. A copy of the report is on file.
ENGINEERING OPERATIONS REPORT	Utility Engineer Pritzlaff reported engineering operations during March 2016. A copy of the report is on file.
MANAGER'S REPORT	No action was taken on this agenda item.

PROJECT
APPROVALS

No action was taken on this agenda item.

MISCELLANEOUS
MATTERS

Amendment to the General Services Agreement with Strand Associates, Inc.:

Commissioner Wille, with Commissioner Siira seconding, made the motion to authorize the Utility Engineer to amend the existing professional services agreement with Strand Associates, Inc. for providing general water system consulting services in the not to exceed amount of \$50,000.00. Roll call vote, all voted aye.

Amendment #4 to the Professional Services Agreement with Ramboll Environ:

Commissioner Richards, with Commissioner Wille seconding, made the motion to authorize the Utility Engineer to amend the existing professional services agreement with Ramboll Environ in order to provide for additional environmental analysis of the site required by the WDNR Site Remediation group for the CT Tank Compliance Project and environmental construction services in the not to exceed amount of \$310,000.00. Roll call vote, all voted aye.

Professional Services Agreement with CDM Smith:

Commissioner Richards, with Commissioner Siira seconding, made the motion to authorize the Utility Engineer to enter into an agreement with CDM Smith for providing professional services in producing a water demand forecast for the CT Tank Compliance Project as ordered by the Public Service Commission of Wisconsin (PSC) in the not to exceed amount of \$20,000.00. Roll call vote, all voted aye.

Professional Services Agreement with Baxter & Woodman:

Commissioner Wille, with Commissioner Siepert seconding, made the motion to authorize the Utility Engineer to enter into an agreement with Baxter & Woodman, Inc. for providing professional services in the design of the S. 15th Avenue Water Main Extension Project in the not to exceed amount of \$25,000.00. Roll call vote, all voted aye.

POSM Upgrade Demonstration:

Engineering GIS Technician Galewski provided a demonstration of the POSM upgrade.

Simplified Water Rate Case Application:

Commissioner Siepert, with Commissioner Wille seconding, made the motion to authorize the Accounting Supervisor to proceed with a simplified water rate increase. Roll call vote, all voted aye.

CLOSED
SESSION

The meeting went into closed session at 10:47 am with a motion by Commissioner Siira, and a second by Commissioner Gehl, in accordance with Section 19.85 (1) (g) of the Wisconsin State Statutes for the following purpose:

A. CT Tank Compliance Project

Roll call vote, all voted aye.

Commissioner Wille, with Commissioner Siepert seconding, made the motion to reconvene into open session at 11:15 am. Roll call vote, all voted aye.

No action was taken on this agenda item.

ADJOURN

Commissioner Siepert, with Commissioner Siira seconding, adjourned the meeting at 11:16 am. Roll call vote, all voted aye.



Edward G. Siira, Chairman



Gerald H. Wille, Secretary

04-12-16