

**MINUTES OF A REGULAR MEETING
WATER AND SEWER UTILITY COMMISSION
TUESDAY, FEBRUARY 14, 2017**

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: General Manager Sullivan, Utility Engineer Pritzlaff, Plant Manager Francis, Distribution Manager Schwartz, and Accounting Supervisor Stenzel. Commissioner Wille chaired the meeting as Commissioner Siira was excused early.

PREVIOUS MINUTES APPROVED Minutes of the last regular meeting, held on January 10, 2017, were approved as recorded with a motion by Commissioner Siepert and seconded by Commissioner Richards. Roll call vote, all voted aye.

CLOSED SESSION The meeting went into closed session at 9:03 a.m. with a motion by Commissioner Siepert, and a second by Commissioner Richards, in accordance with Section 19.85 (1) (c), (e), and (g) of the Wisconsin State Statutes for the following purpose:

- A. Wholesale Water Sales to the City of Franklin
- B. Water Quality Improvement Project
- C. Waukesha Water Sales Agreement
- D. 2017 Wage Adjustment

Commissioner Siepert, with Commissioner Richards seconding, made the motion to reconvene into open session at 11:11 a.m. Roll call vote, all voted aye.

No action was taken on the following agenda items: Wholesale Water Sales to the City of Franklin, Water Quality Improvement Project and Waukesha Water Sales Agreement.

Commissioner Wille, with Commissioner Siepert seconding, made the motion to approve the following changes to Utility staff compensation effective February 26, 2017. Every employee, except the Utility Custodian, is to receive a 0.70% increase, to the nearest penny, to their base wage.

In addition, the following Utility staff are to receive additional compensation:

General Manager	\$2,000 one-time merit pay
Utility Engineer	\$1,500 one-time merit pay

02-14-17

Plant Manager	\$1,000 one-time merit pay
Distribution Manager	\$1,000 one-time merit pay, plus 1% added to base salary
Accounting Supervisor	\$1,500 one-time merit pay

Roll call vote, all voted aye.

PROJECT
APPROVALS

Professional Services Agreement with Baxter & Woodman, Inc.
for the GIS Mobile Tool Upgrade:

Commissioner Richards, with Commissioner Siepert seconding, made a motion to authorize the Utility Engineer to enter into an agreement with Baxter & Woodman, Inc. for providing professional services in delivering a functional GIS Mobile Tool that meets the needs of the Utility in the not to exceed amount of \$15,000.00. Roll call vote, all voted aye.

DISTRIBUTION
PICK-UP BID

Commissioner Richards, with Commissioner Siepert seconding, made the motion approving the lowest bid for a 2017 pick-up truck from Bob Fish GMC in the amount of \$17,930.00. Roll call vote, all voted aye.

SEWER CAMERA
TRACTOR
APPROVAL

Commissioner Richards, with Commissioner Siepert seconding, made the motion approving the purchase of the sewer camera tractor from Northern Sewer Equipment in the amount of \$16,650.00. Roll call vote, all voted aye.

BADGER METER
ORION PURCHASES

Commissioner Richards, with Commissioner Wille seconding, made the motion approving the purchase of 450 Orion meter heads from Badger Meter in the amount of \$128.78 per unit price totaling \$57,951.00. Roll call vote, all voted aye.


PERSONNEL
MANUAL CHANGE

Commissioner Richards, with Commissioner Gehl seconding, made the motion approving the recommended language additions to the personnel manual regarding overtime pay on shift work for the treatment plant operators and stand-by duty as presented by General Manager Sullivan. This language was contained in previous versions of the personnel manual but inadvertently omitted in 2012. Roll call vote, all voted aye.

SENIOR SERVICE
WORKER-SEWERS
POSITION

Commissioner Siepert, with Commissioner Richards seconding, made the motion approving the newly-created senior service worker position in the sewers division of the distribution department. Roll call vote, all voted aye.

SAFE DRINKING WATER LOAN PROGRAM PRIORITY SCORING	Utility Engineer Pritzlaff informed the Commission that the Water Quality Improvement Project ranked 5th most important water public health project in the state out of 322 projects.
PROJECT PAYMENT APPROVALS	No action was taken on this agenda item.
VOUCHER APPROVAL	Vouchers incurred during January totaled \$491,057.83. Commissioner Siepert, with Commissioner Wille 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 January 2017. A copy of the report is on file.
ALDERMANIC REPORT	Commissioner Gehl updated the Commission and staff on operations occurring in the City during January 2017.
ADMINISTRATIVE OPERATIONS REPORT	Accounting Supervisor Stenzel reported administrative operations during January 2017. A copy of the report is on file.
ENGINEERING OPERATIONS REPORT	Utility Engineer Pritzlaff reported engineering operations during January 2017. A copy of the report is on file.
DISTRIBUTION OPERATIONS REPORT	Distribution Manager Schwartz reported distribution operations during January 2017. A copy of the report is on file.
PLANT OPERATIONS REPORT	Plant Manager Francis reported plant operations during January 2017. A copy of the report is on file.
MANAGER'S REPORT	No manager's report this month.
ADJOURN	Commissioner Siepert, with Commissioner Gehl seconding, adjourned the meeting at 11:42 a.m. Roll call vote, all voted aye.

 3/14/17

 Edward G. Siira, Chairman



 Gerald H. Wille, Secretary