

**MINUTES OF A REGULAR MEETING
WATER AND SEWER UTILITY COMMISSION
TUESDAY, JUNE 20, 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.

PREVIOUS MINUTES APPROVED Minutes of the last regular meeting, held on May 9, 2017, were approved as recorded with a motion by Commissioner Siepert and seconded by Commissioner Wille. Roll call vote, all voted aye.

CLOSED SESSION The meeting went into closed session at 9:01 a.m. with a motion by Commissioner Siira, 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. Contractor Damage to Tree on 15th Avenue
- B. Water Quality Improvement Project
- C. Waukesha Water Sales Agreement

Commissioner Siira, with Commissioner Siepert seconding, made the motion to reconvene into open session at 9:47 a.m. Roll call vote, all voted aye.

- A. Contractor Damage to Tree on 15th Avenue:
No action was taken on this agenda item.
- B. Water Quality Improvement Project:
No action was taken on this agenda item.
- C. Waukesha Water Sale Agreement:
No action was taken on this agenda item.

PROJECT APPROVALS Professional Services Agreement with R.A. Smith for General Sanitary Sewer Design Services:
Commissioner Richards, with Commissioner Gehl seconding, made the motion authorizing the Utility Engineer to enter into an agreement with R. A. Smith National, Inc. for providing general engineering services in the design of sanitary sewer related projects in the 2017 Capital Improvement Plan in the not to exceed amount of \$75,000.00. Roll call voted, all voted aye.

Projects 17055 and 17056 Glen Crossing Addn. #1:
Commissioner Richards, with Commissioner Siira seconding, made the motion to approve the developer-funded project. Roll call vote, all voted aye.

2017 Valve Cut-In Project:
No action was taken on this agenda item at this time.

Well No. 1 & 3 Abandonment Project:
Commissioner Richards, with Commissioner Gehl seconding, made the motion authorizing the Well No. 1 and Well No. 3 abandonment project and award a construction contract to the lowest responsive, responsible bidder, Veit & Company based on the bid amount of \$243,556.00. Roll call voted, all voted aye.

2017 Valve Cut-In Project-American Sewer Services Request to Withdraw Bid Proposal:
Commissioner Richards, with Commissioner Siira seconding, made the motion allowing American Sewer Services request to withdraw their bid proposal for the 2017 Valve Cut-In Project. Roll call vote, all voted aye.

Award the 2017 Valve Cut-In Project to the Second Lowest Bidder:
Commissioner Richards, with Commissioner Siira seconding, made the motion approving the 2017 Valve Cut-In project and award a construction contract to the second lowest responsive, responsible bidder, Cornerstone Plumbing, based on the bid amount of \$160,350.00. Roll call vote, all voted aye.

COPY MACHINE
APPROVAL


Commissioner Siefert, with Commissioner Gehl seconding, made the motion to approve the purchase of the Ricoh MPC6004 copy machine based on the quoted amount of \$7,795.63. Roll call vote, all voted aye.

PROJECT PAYMENT
APPROVALS

Commissioner Richards, with Commissioner Siira seconding, made the motion to approve the Project Payment No. 1 for the East Forest Hill Avenue Water Main (Project 16101) to UPI, LLC in the amount of \$205,922.47. Roll call vote, all voted aye.

Commissioner Siefert, with Commissioner Siira seconding, made the motion to approve the Project Payment No. 3 for the 2017 Sanitary Rehab Project (Project 16107) to Advance Construction, Inc. in the amount of \$164,649.28. Roll call vote, all voted aye.

VOUCHER APPROVAL	Vouchers incurred during May totaled \$836,389.83. Commissioner Siepert, 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 May 2017. A copy of the report is on file.
FINANCIAL STATEMENTS	Accounting Supervisor Stenzel presented the 2016 Comprehensive Annual Financial Report for Commission review.
ALDERMANIC REPORT	Commissioner Gehl updated the Commission and staff on operations occurring in the City during May 2017.
ADMINISTRATIVE OPERATIONS REPORT	Accounting Supervisor Stenzel reported administrative operations during May 2017. A copy of the report is on file.
ENGINEERING OPERATIONS REPORT	Utility Engineer Pritzlaff reported engineering operations during May 2017. A copy of the report is on file.
DISTRIBUTION OPERATIONS REPORT	Distribution Manager Schwartz reported distribution operations during May 2017. A copy of the report is on file.
PLANT OPERATIONS REPORT	Plant Manager Francis reported plant operations during May 2017. A copy of the report is on file.
MANAGER'S REPORT	General Manager Sullivan attended the AWWA ACE17 Conference in Philadelphia. Topics of particular interest were: Online Water Quality Monitoring, Surge Pressure Sensor for Detecting Transients, and Non-Invasive Pipe Condition Assessment. General Manager Sullivan also toured the Baxter Water Filtration Plant.
ADJOURN	Commissioner Siira, with Commissioner Siepert seconding, adjourned the meeting at 11:16 a.m. Roll call vote, all voted aye.

 7/11/17

 Edward G. Siira, Chairman



 Gerald H. Wille, Secretary