

**MINUTES OF A REGULAR MEETING
WATER AND SEWER UTILITY COMMISSION
TUESDAY, MAY 12, 2015**

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 April 14, 2015, were approved as recorded with a motion by Commissioner Siepert and seconded by Commissioner Siira. Roll call vote, all voted aye.

Minutes of the last special meeting, held on April 24, 2015, were approved as recorded with a motion by Commissioner Siepert and seconded by Commissioner Wille. Roll call vote, all voted aye.

PROJECT PAYMENT APPROVALS Commissioner Wille, with Commissioner Siepert seconding, made the motion to approve the project payment for the Cedar Hills Water Main Relay (Project 14102) to UPI LLC in the amount of \$106,579.98. Roll call vote, all voted aye.

Commissioner Siira, with Commissioner Siepert seconding, made the motion to approve the project payment for the 27th Street Hydrant Relocations and Water Main Relay (Project 15101) to MJ Construction in the amount of \$106,946.25. Roll call vote, all voted aye.

Commissioner Siepert, with Commissioner Siira seconding, made the motion to approve the final project payment for the Ryan Road Hydrant Relocation and Water Main Relay (Project 14104) to Bradford Contractors in the amount of \$9,524.70. Roll call vote, all voted aye.

VOUCHER APPROVAL Vouchers incurred during April totaled \$399,084.59. Commissioner Siira, with Commissioner Richards 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 April 2015. A copy of the report is on file.

FINANCIAL STATEMENTS Accounting Supervisor Stenzel presented the first quarter financial statements for Commission review.

PLANT
OPERATIONS
REPORT

Plant Manager Francis reported plant operations during April 2015. A copy of the report is on file.

DISTRIBUTION
OPERATIONS
REPORT

Distribution Manager Schwartz reported distribution operations during April 2015. A copy of the report is on file.

ADMINISTRATIVE
OPERATIONS
REPORT

Accounting Supervisor Stenzel reported administrative operations during April 2015. A copy of the report is on file.

ENGINEERING
OPERATIONS
REPORT

Utility Engineer Pritzlaff reported engineering operations during April 2015. A copy of the report is on file.

MANAGER'S
REPORT

General Manager Sullivan reported on meeting with the PSC to discuss their construction authorization for the chlorine contact tank treatment plant upgrade.

He attended Legislative Day in Madison and met with Jessie Rodriguez's and Chris Larson's staff to discuss pending issues.

In addition to the President's Award, General Manager Sullivan informed the Commission that the Utility has also received the Director's Award for completion of Phase 3 for our distribution system from the Partnership for Safe Water. Commission and staff were proud to be named the 12th distribution system and 19th utility surface water plant in the nation to receive these prestigious awards. The Utility is the first in Wisconsin to receive either award.

General Manager Sullivan reminded commission and staff that the June Commission meeting will be held on June 16, 2015, and the September Commission meeting has been rescheduled to September 15, 2015.

PROJECT
APPROVALS

Lake Vista Sanitary Sewer and Water Extension:
Commissioner Wille, with Commissioner Richards seconding, made the motion to approve the city-funded Lake Vista Sanitary Sewer and Water extension project. Roll call vote, all voted aye.

Azura Sanitary Sewer Extension:
Commissioner Wille, with Commissioner Siira seconding, made the motion to approve the developer-funded Azura Sanitary Sewer Extension project. Roll call vote, all voted aye.

Award Prestressed Concrete Storage Tank Pre-selection for Chlorine Contact Tank Compliance Project:
Commissioner Richards, with Commissioner Siira seconding,

made the motion to award pre-selection of the Prestressed Concrete Storage Tank for the Chlorine Contact Tank Compliance project to DN Tanks based on a proposal amount of \$2,294,000. Roll call vote, all voted aye.

MISCELLANEOUS
MATTERS

Customer Demand Study:

Commissioner Gehl, with Commissioner Richards seconding, made the motion to authorize the General Manager to enter into an agreement with Trilogy Consulting, LLC for the preparation of a customer demand study in the amount of \$33,000.00. Roll call vote, all voted aye.

Professional Services Agreement with Environ:

Commissioner Richards, with Commissioner Siira seconding, made the motion to authorize the Utility Engineer to enter into an agreement with Ramboll Environ for providing professional environmental services for the CT Tank Compliance Project in the not to exceed amount of \$20,000.00 and to amend the capital budget by the same. Roll call vote, all voted aye.

Badger Meter Transceiver and Software Purchase:

Commissioner Richards, with Commissioner Siira seconding, made the motion to approve the purchase of a transceiver, software, and related equipment from Badger Meter in the amount of \$9,284.15. Roll call vote, all voted aye.

Sycamore Tower Lease Agreement Amendment with AT & T:

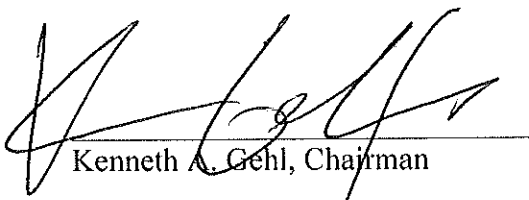
Commissioner Richards, with Commissioner Siira seconding, made the motion to authorize the General Manager to enter into an amended lease agreement with AT & T for the Sycamore Tower in the amount of \$47,600.00 per year. Roll call vote, all voted aye.

EXECUTIVE
SESSION

No action was taken on this agenda item.

ADJOURN

Commissioner Richards, with Commissioner Siira seconding, made the motion to adjourn the meeting at 11:25 a.m. Roll call vote, all voted aye.


Kenneth A. Gehl, Chairman

Gerald H. Wille, Secretary

05-12-15