

**MINUTES OF A REGULAR MEETING  
WATER AND SEWER UTILITY COMMISSION  
TUESDAY, MAY 10, 2016**

ROLL CALL	Present at the 9:00 a.m. beginning were: Commissioners Wille, 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 Siepert was excused.
PREVIOUS MINUTES APPROVED	Minutes of the last regular meeting, held on April 12, 2016, were approved as recorded with a motion by Commissioner Wille and seconded by Commissioner Siira. Roll call vote, all voted aye.
PROJECT PAYMENT APPROVALS	Commissioner Richards, with Commissioner Wille seconding, made the motion to approve project payment #1 for the 5 <sup>th</sup> Avenue Water Main Extensions (Project 16103) to American Sewer Services, Inc. in the amount of \$114,738.00. Roll call vote, all voted aye.
VOUCHER APPROVAL	Vouchers incurred during April totaled \$1,439,618.26. Commissioner Gehl, 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 April 2016. A copy of the report is on file.
FINANCIAL STATEMENTS	Accounting Supervisor Stenzel presented the first quarter financial statements for Commission review.
ALDERMANIC REPORT	Commissioner Gehl updated the Commission and staff on operations occurring in the City during April 2016.
PLANT OPERATIONS REPORT	Plant Manager Francis reported plant operations during April 2016. A copy of the report is on file.
DISTRIBUTION OPERATIONS REPORT	Distribution Manager Schwartz reported distribution operations during April 2016. A copy of the report is on file.
ADMINISTRATIVE OPERATIONS REPORT	Accounting Supervisor Stenzel reported administrative operations during April 2016. A copy of the report is on file.

ENGINEERING  
OPERATIONS  
REPORT

Utility Engineer Pritzlaff reported engineering operations during April 2016. A copy of the report is on file.

MANAGER'S  
REPORT

General Manager Sullivan informed the Commission that the Simplified Rate Case was approved by the Public Service Commission with a 3% increase effective June 6, 2016.

He also reviewed the passed and failed legislative updates for this legislative session as discussed at the recent Water Supply Regulatory Affairs Seminar.

PROJECT  
APPROVALS

No action was taken on this agenda item.

MISCELLANEOUS  
MATTERS

Amendment #1 to the Professional Services Agreement with CDM Smith:

Commissioner Richards, with Commissioner Wille seconding, made the motion to authorize the Utility Engineer to amend the existing professional services agreement with CDM Smith 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.

CLOSED  
SESSION

The meeting went into closed session at 9:58 am with a motion by Commissioner Siira, and a second by Commissioner Richards, 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 Siira, with Commissioner Richards seconding, made the motion to reconvene into open session at 10:48 am. Roll call vote, all voted aye.

No action was taken on this agenda item.

ADJOURN

Commissioner Wille, with Commissioner Siira seconding, adjourned the meeting at 10:49 am. Roll call vote, all voted aye.



Edward G. Siira, Chairman



Gerald H. Wille, Secretary