

**MINUTES OF A REGULAR MEETING
WATER AND SEWER UTILITY COMMISSION
TUESDAY, MAY 9, 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 April 11, 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 Siepert, 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
- D. Employee Extended Leave

Commissioner Siira, with Commissioner Siepert seconding, made the motion to reconvene into open session at 9:35 a.m. Roll call vote, all voted aye.

- A. Contractor Damage to Tree on 15th Avenue:
Commissioner Siira, with Commissioner Siepert seconding, made the motion approving a 45-day limitation for the settlement payment of \$500.00 issued 4/13/17 to the homeowner, pending a signed release of claim, for damage to their tree. Roll call vote, all voted aye.
- 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.
- D. Employee Extended Leave:
Commissioner Siira, with Commissioner Gehl seconding, made the motion approving a 3 week unpaid extended leave for an employee for purposes deemed beneficial to the Utility. Roll call vote, all voted aye.

PROJECT
APPROVALS

No action was taken on this agenda item

APPROVAL-
BID ON EXCAVATOR

Commissioner Richards, with Commissioner Siepert seconding, made the motion to allow staff to bid up to a maximum of \$60,000.00 on a 2001 Caterpillar 307C compact excavator from the Village of Brown Deer through the Wisconsin Surplus Online Auction. In addition, if the bidding process is successful, the CIP budget would be amended to add \$20,000.00. Roll call vote, all voted aye.

PROJECT PAYMENT
APPROVALS

Commissioner Siepert, with Commissioner Siira seconding, made the motion to approve the Project Payment No. 2 for the 2017 Sanitary Rehab Project (Project 16107) to Advance Construction, Inc. in the amount of \$189,489.11. Roll call vote, all voted aye.

VOUCHER
APPROVAL

Vouchers incurred during April totaled \$979,596.31. Commissioner Gehl, 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 April 2017. 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 2017.

ADMINISTRATIVE
OPERATIONS
REPORT

Accounting Supervisor Stenzel reported administrative operations during April 2017. A copy of the report is on file.

ENGINEERING
OPERATIONS
REPORT

Utility Engineer Pritzlaff reported engineering operations during April 2017. A copy of the report is on file.

DISTRIBUTION
OPERATIONS
REPORT

Distribution Manager Schwartz reported distribution operations during April 2017. A copy of the report is on file.

PLANT
OPERATIONS
REPORT

Plant Manager Francis reported plant operations during April 2017. A copy of the report is on file.

MANAGER'S
REPORT

General Manager Sullivan will be attending the NARUC Utility Rate School-Public Sector the week of May 15, 2017.

The June Commission meeting will be rescheduled from June 13 to June 20 due to conflicts with the ACE17 Conference.

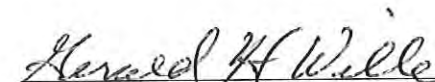
ADJOURN

Commissioner Siira, with Commissioner Siepert seconding, adjourned the meeting at 10:30 a.m. Roll call vote, all voted aye.



6/20/17

Edward G. Siira, Chairman



Gerald H. Wille, Secretary

05-09-17