

**MINUTES OF A REGULAR MEETING
WATER AND SEWER UTILITY COMMISSION
TUESDAY, NOVEMBER 8, 2016**

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 October 11, 2016, were approved as recorded with a motion by Commissioner Wille and seconded by Commissioner Siepert. 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) (g) of the Wisconsin State Statutes for the following purpose:

- A. CT Tank Compliance Project
- B. Waukesha Water Sales Agreement

Roll call vote, all voted aye.

Commissioner Siira, with Commissioner Wille seconding, made the motion to reconvene into open session at 9:53 a.m. Roll call vote, all voted aye.

No action was taken on these agenda items.

PROJECT APPROVALS No action was taken on this agenda item.

CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING General Manager Sullivan informed the Commission that the Utility has received its 23rd consecutive Certificate of Achievement for Excellence in Financial Reporting Award from the Government Finance Officers Association. The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment for twenty-three consecutive years represents a significant accomplishment by the Utility and its management team. The Utility Commission and management extended their congratulations to Accounting Supervisor Stenzel for her role as the primary preparer and recipient of another award.

11-08-16

OAK CREEK/WAUKESHA ADDENDUM TO LETTER OF INTENT	General Manager Sullivan informed the Commission that Waukesha requested an extension of the Letter of Intent by six months expiring May 31, 2017. Commissioner Wille, with Commissioner Siira seconding, made the motion to approve and recommend the Common Council authorize the Commission to sign the Letter of Intent Addendum. Roll call vote, all voted aye.
DEFERRED PAYMENT AGREEMENT POLICY	Commissioner Siepert, with Commissioner Siira seconding, made the motion to approve the Deferred Payment Agreement Policy as written and presented by Accounting Supervisor Stenzel including the revision throughout the document changing the word "will's" to "may's". Roll call vote: Wille, aye; Siepert, aye; Gehl, aye; Siira, aye; and Richard, nay.
AT & T HOWELL TOWER LEASE AMENDMENT	General Manager Sullivan informed the Commission that the AT&T cell tower lease was amended with a \$4,500.00 per year payment increase. Commissioner Wille, with Commissioner Siira seconding, made the motion to authorize General Manager Sullivan to sign the lease amendment. Roll call vote, all voted aye.
OFFICER ELECTIONS	<p><u>Commission Officer Elections:</u> Commissioner Richards, with Commissioner Siepert seconding, made the motion to retain Ed Siira as Commission Chairman. Commissioner Wille, with Commissioner Gehl seconding, made the motion to close the nomination. Roll call vote, all voted aye.</p> <p>Commissioner Richards, with Commissioner Siira seconding, made the motion to retain Jerry Wille as Commission Secretary. Commissioner Richards, with Commissioner Siepert seconding, made the motion to close the nomination. Roll call vote, all voted aye.</p>
GENERAL SERVICES AGREEMENT WITH CDM SMITH	Commissioner Richards, with Commissioner Siira seconding, made the motion to authorize the Utility Engineer to sign the professional services agreement with CDM Smith for general engineering services in the not to exceed amount of \$100,000.00. Roll call vote, all voted aye.
PROJECT PAYMENT APPROVALS	No action was taken on this agenda item.
VOUCHER APPROVAL	Vouchers incurred during October totaled \$426,230.53. Commissioner Wille, with Commissioner Siepert 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 October 2016. A copy of the report is on file.
2017 OPERATING BUDGET APPROVAL	Commissioner Richards, with Commissioner Siira seconding, made the motion to approve the 2017 Operations Budget as prepared and presented by Accounting Supervisor Stenzel. Roll call vote, all voted aye.
ALDERMANIC REPORT	Commissioner Gehl updated the Commission and staff on operations occurring in the City during October 2016.
ADMINISTRATIVE OPERATIONS REPORT	Accounting Supervisor Stenzel reported administrative operations during October 2016. A copy of the report is on file.
ENGINEERING OPERATIONS REPORT	Utility Engineer Pritzlaff reported engineering operations during October 2016. A copy of the report is on file.
DISTRIBUTION OPERATIONS REPORT	Distribution Manager Schwartz reported distribution operations during October 2016. A copy of the report is on file.
PLANT OPERATIONS REPORT	Plant Manager Francis reported plant operations during October 2016. A copy of the report is on file.
MANAGER'S REPORT	General Manager Sullivan informed the Commission that he met with Andrew Vickers, the new City Administrator. General Manager Sullivan also shared with the Commission that Jeff Stone has resigned from his PSC Water Administrator position, and Jennifer Esser is the interim replacement.
ADJOURN	Commissioner Siepert, with Commissioner Wille seconding, adjourned the meeting at 11:08 a.m. Roll call vote, all voted aye.

 12/13/16

 Edward G. Siira, Chairman



 Gerald H. Wille, Secretary