

**MINUTES OF A REGULAR MEETING
WATER AND SEWER UTILITY COMMISSION
TUESDAY, NOVEMBER 14, 2017**

ROLL CALL Present at the 9:00 a.m. beginning were: Commissioners Wille, Siepert, Richards, Gehl, 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 10, 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 9:04 a.m. with a motion by Commissioner Siira, and a second by Commissioner Siepert, in accordance with Section 19.85 (1) (e) and (g) of the Wisconsin State Statutes for the following purpose:

- A. Water Quality Improvement Project
- B. Waukesha Water Sales Agreement
- C. Franklin Water Sales Agreement Extension

Commissioner Siira, with Commissioner Siepert seconding, made the motion to reconvene into open session at 10:32 a.m. Roll call vote, all voted aye.

- A. Water Quality Improvement Project:
No action was taken on this agenda item.
- B. Waukesha Water Sales Agreement:
No action was taken on this agenda item.
- C. Franklin Water Sales Agreement Extension:
No action was taken on this agenda item.

PROJECT APPROVALS 2017 Sanitary Sewer Rehabilitation Project:
Commissioner Richards, with Commissioner Siepert seconding, made the motion approving the 2017 Sanitary Sewer Rehabilitation Project and award a construction contract to the lowest responsive, responsible bidder, Visu-Sewer Inc., based on the bid amount of \$616,203.80. Roll call vote, all voted aye.

Fed Ex Development Water and Sewer:
Commissioner Wille, with Commissioner Siira seconding, made

the motion approving the developer-funded project. Roll call vote, all voted aye.

AMENDMENT NO. 1
TO GENERAL
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, Inc. for providing general engineering services related to the Water Quality Improvement Project in the not to exceed amount of \$75,000.00. Roll call vote, all voted aye.

AMENDMENT NO. 2
TO GENERAL/
TECHNICAL
SERVICES
AGREEMENT WITH
STRAND INC.

Commissioner Siepert, with Commissioner Gehl seconding, made the motion to authorize the Utility Engineer to amend the existing professional services agreement with Strand Associates, Inc. for providing general water system consulting services in the not to exceed amount of \$50,000.00. Roll call vote, all voted aye.

2½" METER SEWER
RATE APPROVAL

Commissioner Richards, with Commissioner Siira seconding, made the motion approving the proposed 2½" meter sewer rate of \$57.00 per quarter and \$19.00 per month. Roll call vote, all voted aye.

CONNECTION
AGREEMENT WITH
WESLEY SCHAEFER
AT 3607 E.
FITZSIMMONS ROAD

Commissioner Siira, with Commissioner Wille seconding, made the motion approving the connection agreement with Wesley Schaefer at 3607 E. Fitzsimmons Road. Roll call vote, all voted aye.

VALUE
ENGINEERING
STUDY

Commissioner Richards, with Commissioner Siepert seconding, made the motion to authorize the Utility Engineer to enter into a professional services agreement with Strategic Value Solutions for providing value engineering services related to the Water Quality Improvement Project in the not to exceed amount of \$105,000.00 with review by Franklin. Roll call vote, all voted aye.

GFOA'S
CERTIFICATE OF
ACHIEVEMENT FOR
EXCELLENCE IN
FINANCIAL
REPORTING

General Manager Sullivan informed the Commission that the Utility has received its 24th 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-four 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.
CHANGE ORDER NO. 2-WELL NOS. 1 AND 3 ABANDONMENT	Commissioner Richards, with Commissioner Siira seconding, made the motion approving Change Order #2 Well Nos. 1 and 3 Abandonment (Project 17104) reducing the project by \$2,000.00. Roll call vote, all voted aye.
PROJECT PAYMENT APPROVAL	Commissioner Siepert, with Commissioner Siira seconding, made the motion to approve the final project payment for the Well and Reservoir Demolition (Project 17104) to VEIT and Company in the amount of \$65,393.10. Roll call vote, all voted aye.
VOUCHER APPROVAL	Vouchers incurred during October totaled \$751,351.79. Commissioner Siira, 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 2017. A copy of the report is on file.
2018 OPERATING BUDGET APPROVAL	Commissioner Richards, with Commissioner Siepert seconding, made the motion to approve the 2018 Operating 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 2017.
ADMINISTRATIVE OPERATIONS REPORT	Accounting Supervisor Stenzel reported administrative operations during October 2017. A copy of the report is on file.
ENGINEERING OPERATIONS REPORT	Utility Engineer Pritzlaff reported engineering operations during October 2017. A copy of the report is on file.
DISTRIBUTION OPERATIONS REPORT	Distribution Manager Schwartz reported distribution operations during October 2017. A copy of the report is on file.
PLANT OPERATIONS REPORT	Plant Manager Francis reported plant operations during October 2017. A copy of the report is on file.

MANAGER'S
REPORT

The December 12, 2017 Commission meeting will be held at
10:00 am.

ADJOURN

Commissioner Siira, with Commissioner Siepert seconding,
adjourned the meeting at 11:35 a.m. Roll call vote, all voted aye.


Edward G. Siira, Chairman


Gerald H. Wille, Secretary

11-14-17