

**MINUTES OF A REGULAR MEETING  
WATER AND SEWER UTILITY COMMISSION  
TUESDAY, AUGUST 14, 2018**

- ROLL CALL Present at the 9:00 a.m. beginning were: Commissioners Wille, Siepert, Gehl, and Richards. Members of the Utility staff in attendance were: General Manager Sullivan, Utility Engineer Pritzlaff, Distribution Manager Schwartz, Plant Manager Robe and Accounting Supervisor Stenzel. Commissioner Siira was excused.
- PREVIOUS MINUTES APPROVED Minutes of the last regular meeting, held on July 17, 2018, were approved as recorded with a motion by Commissioner Siepert and seconded by Commissioner Richards. Roll call vote: Wille, aye; Siepert, aye; Richards, aye; and Gehl, abstain.
- CLOSED SESSION The meeting went into closed session at 9:04 a.m. with a motion by Commissioner Wille, and a second by Commissioner Richards, in accordance with Section 19.85 (1) (c) (e) and (g) of the Wisconsin State Statutes for the following purpose:
- A. Water Quality Improvement Project
  - B. Franklin Water Sales Agreement
  - C. Oak Creek - Franklin Municipal Sewer Agreement
  - D. Employee Separation Agreement
- Commissioner Wille, with Commissioner Siepert seconding, made the motion to reconvene into open session at 9:47 a.m. Roll call vote, all voted aye.
- A. Water Quality Improvement Project:  
No action was taken on this agenda item.
  - B. Franklin Water Sales Agreement:  
No action was taken on this agenda item.
  - C. Oak Creek - Franklin Municipal Sewer Agreement:  
No action was taken on this agenda item.
  - D. Employee Separation Agreement:  
Commissioner Richards, with Commissioner Siepert seconding, made the motion to direct the General Manager to sign the employee separation agreement as presented, subject to technical corrections approved by the General Manager. Roll call vote, all voted aye.
- PROJECT APPROVALS No action was taken on this agenda item.

FRANKLIN WATER  
SALES AGREEMENT

No action was taken on this agenda item.

OAK CREEK-  
FRANKLIN  
MUNICIPAL SEWER  
AGREEMENT

Commissioner Richards, with Commissioner Siepert seconding, made a motion to direct staff to collaborate with Franklin to prepare an all-encompassing water and sewer agreement between the cities of Franklin and Oak Creek. Roll call vote, all voted aye.

SYCAMORE TOWER  
FENCE  
REPLACEMENT

Commissioner Siepert, with Commissioner Richards seconding, made the motion to approve staff's recommended bid from Badger Fence in the amount of \$15,720.00 covering the replacement fence at Sycamore tower. Roll call vote, all voted aye.

CMAR

Distribution Manager Schwartz reviewed the 2017 CMAR, Compliance Maintenance Annual Report, with the Commission.

BACKWASH TOWER  
EXTERNAL  
CLEANING

Commissioner Siepert, with Commissioner Gehl seconding, made the motion to approve staff's recommended bid from National Wash Authority, LLC. in the amount of \$5,900.00 covering the external cleaning of the backwash tower. Roll call vote, all voted aye.

LUMINULTRA ATP  
TEST KIT PURCHASE

Commissioner Siepert, with Commissioner Richards seconding, made the motion to approve the purchase of the LuminUltra's ATP test kit from Hach in the amount of \$5,756.00. Roll call vote, all voted aye.

CHANGE ORDER #1  
PROJECT 16107-2016  
SANITARY SEWER  
REHABILITATION  
PROJECT

Commissioner Richards, with Commissioner Siepert seconding, made the motion to approve Change Order No. 1 for the 2016 Sanitary Sewer Rehabilitation Program Project (Project 16107) to Advance Construction Inc. in the amount of \$4,059.48. Roll call voted, all voted aye.

CHANGE ORDER #1  
PROJECT 18102-  
PUETZ ROAD  
WATER MAIN  
RELAY

Commissioner Richards, with Commissioner Siepert seconding, made the motion to approve the Change Order No. 1 for the Puetz Road Water Main Relay Project (Project 18102) to Wanasek Corporation in the amount of \$13,213.58. Roll call vote, all voted aye.

PROJECT PAYMENT  
APPROVAL

Commissioner Richards, with Commissioner Siepert seconding, made the motion to approve the Final Project Payment No. 4 for the 2016 Sanitary Sewer Rehabilitation Program Project (Project

16107) to Advance Construction, Inc. in the amount of \$16,178.92. Roll call vote, all voted aye.

Commissioner Wille, with Commissioner Richards seconding, made the motion to approve the Project Payment No. 2 for the 2017 Sanitary Sewer Rehabilitation Project (Project 17105) to Visu-Sewer, Inc. in the amount of \$210,602.38. Roll call vote, all voted aye.

Commissioner Richards, with Commissioner Siepert seconding, made the motion to approve the Final Project Payment No. 3 for the Puetz Road Water Main Relay (Project 18102) to Wanasek Corporation in the amount of \$20,794.01. Roll call vote, all voted aye.

VOUCHER  
APPROVAL

Vouchers incurred during July totaled \$862,614.56. Commissioner Siepert, 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 July, 2018. A copy of the report is on file.

FINANCIAL  
STATEMENTS

Accounting Supervisor Stenzel presented the second quarter financial statements for Commission review.

CAFR

Accounting Supervisor Stenzel presented the 2017 CAFR, Comprehensive Annual Financial Report, for Commission review.

ALDERMANIC  
REPORT

Commissioner Gehl updated the Commission and staff on operations occurring in the City during July, 2018.

ADMINISTRATIVE  
OPERATIONS  
REPORT

Accounting Supervisor Stenzel reported administrative operations during July, 2018. A copy of the report is on file.

ENGINEERING  
OPERATIONS  
REPORT

Utility Engineer Pritzlaff reported engineering operations during July, 2018. A copy of the report is on file.

DISTRIBUTION  
OPERATIONS  
REPORT

Distribution Manager Schwartz reported distribution operations during July, 2018. A copy of the report is on file.

PLANT  
OPERATIONS  
REPORT

Plant Manager Robe reported plant operations during July, 2018. A copy of the report is on file.

MANAGER'S  
REPORT

General Manager Sullivan provided the Commission with a copy of the follow-up elevated disinfection byproducts (DBP) notice which will be mailed to every customer. Once again, recent testing shows the DBP levels to be well below the standard. Another follow-up notice will be mailed in November.

He informed the Commission that the Utility's part-time inspector will be shared with the City to provide storm sewer inspection.

Treatment Plant Operator Brad Buchanan's last work day will be Thursday, August 16. The Commission expressed their thanks to Brad for his 32 years of dedicated service. They also extended their congratulations and best wishes to Brad and his family for a long and healthy retirement.

General Manager Sullivan informed the Commission of Lake Vista's grand opening on Thursday, August 23, at 4:00 p.m.

General Manager Sullivan informed the Commission that the Sneak Peek at Oak Creek event is scheduled for Saturday, September 22 from 10:00 a.m.-5:00 p.m. the event will include treatment plant tours and a sewer cleaning and televising demonstration.

ADJOURN

Commissioner Siepert, with Commissioner Richards seconding, adjourned the meeting at 11:16 a.m. Roll call vote, all voted aye.

 9/11/18

Edward G. Siira, Chairman



Gerald H. Wille, Secretary

08-14-18