

**VILLAGE OF COTTAGE GROVE UTILITY COMMISSION
MEETING MINUTES OF JUNE 8, 2016**

1. **Call to Order.** The meeting was called to order by Chairperson Christopher Dyer at 5:00 p.m.
2. **Determine that a quorum is present and that the agenda was properly posted.** It was determined that a quorum was present and that the agenda had been properly posted. Present were Christopher Dyer, Bruce Halverson, Alex Jushchyshyn and Dave Wallace. Charlie Rogers arrived at 5:05 p.m. Also present were Public Works Director JJ Larson, Village Attorney Lee Boushea, Village Administrator Matt Giese, Utility Clerk Cynthia Clay and Mike Maloney of MSA.
3. **Public Appearances – Public’s opportunity to speak to Commission Members about any item that is not a specific agenda item.** None.
4. **Discuss and consider 2015 Compliance Maintenance Annual Report (CMAR).** Larson presented the 2015 CMAR and noted that the Utility received the highest grade of “A” in both Financial Management and Collection. Motion by Dyer, seconded by Jushchyshyn, to adopt the WI DNR Sanitary Sewer Compliance Management Annual Report (CMAR) as submitted to the Utility Commission. Motion approved by unanimous voice vote, 4-0-0.
5. **Engineer’s Report.**

Gaston Road Water Main Extension Project

The PSC has provided their review comments on the town of Cottage Grove right-of-way permit. MSA responded to information requests by the PSC regarding the Rate Study and Construction Authorization.

The Village has received approval for the 220 acre Urban Service Area Amendment from the Wisconsin DNR.

Due to the delays of the right-of-way permit the Village has decided to re-apply for the Safe Drinking Water Loan. The goal is to still start construction for the project once permits are received and the Village Utility will cover the costs until the loan can close. The DNR has indicated that the Village would be able to close on the loan earlier than the typical timeline meaning that it could be closed in later summer/fall.

2016 Ordinance Update

Chapter 163 sediment control and stormwater management – was updated to current Dane County standards to reflect adaptive management criteria being used in conjunction with the Madison Metropolitan Sewerage District.

Chapter 183 Floodplain Zoning – was updated to reflect new flood insurance studies that were completed by FEMA.

Culver's

Culver's construction started in May with the connection to the exiting water service and the sanitary lateral.

Clasen Quality Coatings

The existing water service was removed at the main and a new larger service was connected. The new upsized service will be serving the new truck storage facility and supplying water to a new hydrant located on the site. They also connected onto the existing sanitary sewer lateral and extended this to serve the building.

Westlawn 4th Addition – Phase III

All storm sewer has been completed for Phase III of Westlawn 4th Addition. Street work started in later April with curb and gutter and is expected to be completed this summer.

6. Director's Report.

GIS

Entire system GPS is complete, MSA will begin to building our GIS mapping layers.

Hydrant Flushing

Spring flushing completed last month.

Water Calls

We have begun tracking "dirty water calls" in order to analyze the data (once we collect enough), and utilize it to potentially tweak our flushing program (where, when, how long, etc.).

Equipment

Tommygate installed and works great. New pickup "Utility truck" arrived – will be utilized primarily by James Rothman for meter work; topper allows him to organize small components, tools, etc. needed for work in the field without having to return to the shop.

Hiring Update

Greg Gordon began work with the Village on May 23rd. Greg brings extensive experience in water, wastewater, wastewater treatment and municipal operations – from all over the country. He has worked in Colorado and Massachusetts previously. Originally from Wisconsin, he and his family recently returned.

Summer Hours

The staff began summer hours this week; we will see.

7. **Approve vouchers for payment.** Motion by Rogers, seconded by Wallace, to approve payment of the vouchers in the amount of \$231,383.19. Motion approved by unanimous voice vote, 5-0-0.
8. **Approve the minutes of the April 13, 2016 meeting.** Motion by Jushchyshyn, seconded by Halverson, to approve the minutes of the April 13, 2016 meeting as presented. Motion approved by unanimous voice vote, 5-0-0.

9. Set next meeting date. The next meeting of the Utility Commission will be held on Wednesday, July 20, 2016, at 5:00 p.m.

10. Closed Session. The Village of Cottage Grove Utility Commission will enter into Closed session pursuant to Wisconsin State Statute §19.85(1)(3) deliberating or negotiating the purchase of public property, investing of public funds, conducting other specified business whenever competitive and/or bargaining reasons require a closed session, and pursuant to Wisconsin State Statute §19.85(1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved – Discuss response to PSC correspondence relating to Village application to install and maintain a water main extension on Gaston Road, previous conditions imposed by Town of Cottage Grove.

Motion by Jushchyshyn, seconded by Wallace, to enter into Closed Session. Motion approved by unanimous roll call vote, 5-0-0. The Utility Commission moved into Closed Session at 5:20 p.m.

Motion by Dyer, seconded by Jushchyshyn, to reconvene into Open Session. Motion approved by unanimous roll call vote, 5-0-0. The Utility Commission reconvened into Open Session at 6:15 p.m.

11. Reconvene into Open Session and possible consideration of any Closed Session item.

a. Discuss and consider response to PSC correspondence relating to Village application to install and maintain a water main extension on Gaston Road, terms and conditions previously imposed by Town of Cottage Grove on Village petition, direction to staff.

Motion by Jushchyshyn, seconded by Wallace, to direct staff to take the recommended edits and forward to the Town for collaboration towards final approval. Motion approved by unanimous voice vote, 5-0-0.

12. Adjournment. Motion by Jushchyshyn, seconded by Rogers, to adjourn the meeting. Motion approved by unanimous voice vote, 5-0-0. The meeting was adjourned at 6:16 p.m.

Submitted by Cynthia Clay, Utility Clerk

Approved on July 27, 2016.

These minutes represent the general subject matter discussed in this meeting but do not reflect a verbatim discussion of the subjects and conversations that took place.