

**VILLAGE OF COTTAGE GROVE UTILITY COMMISSION
MEETING MINUTES OF OCTOBER 12, 2016**

1. **Call to Order.** The meeting was called to order by Utility Clerk Cynthia Clay at 5:00 p.m. Clay asked for a motion to nominate a chairperson pro tem. Motion by Alex Jushchyshyn, seconded by Dave Wallace, to nominate Charlie Rogers as chairperson pro tem. Motion approved by unanimous voice vote, 5-0-0.
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 Mike Hackel, Bruce Halverson, Alex Jushchyshyn, Charlie Rogers and Dave Wallace. Also present were Public Works Director JJ Larson, 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 appointment new Utility Commission Chairperson.** Motion by Jushchyshyn, seconded by Wallace, to nominate Charlie Rogers as Chairperson for the Utility Commission. Motion approved by unanimous voice vote, 5-0-0.
5. **Discuss and consider authorizing staff to write-off bad debt – bankruptcy.** Motion by Jushchyshyn, seconded by Hackel, to authorize staff to write off \$582.01 in Account Number 3825.02 due to bankruptcy. Motion approved by unanimous voice vote, 5-0-0.
6. **Engineer’s Report.**

Gaston Road Water Main Extension Project

Town Right-of-way Permit: Done

PSC Construction Authorization: Done

Watermain Extension Permit: Done

County Erosion Control Permit: Done

Loan Closing Preparation: Lee will prepare a legal opinion as to the Village’s rights on the land within the new watermain route. The WDNR will need this in our submittal for a loan closing.

The project was bid and awarded to RG Huston. The project is underway. The underground trenching has encountered high bedrock in between the soil borings that were taken. There will be an added cost to remove the rock. The Town approved adding the mill and overlay to the north side of Gaston Road. Rather than having the Village bore under two box culverts the Town would like these replaced, but to limit the Village cost to the boring price. The Town motioned to approve the added cost to replace the box culverts, perform the mill and overlay, but reject the 2-year warranty.

The proposed schedule is as follows:

Start of Construction: October 3rd

Seasonal Construction Completion: December 2nd with cleanup review and final documentation by June 1, 2017

7. Director's Report.

Gaston Road Water Main

RG Huston began work on October 3rd.

Rate Case

New rates will take effect for the fourth quarter of 2016. Once the Gaston Road transmission main is put into service we can determine implementation of Step 2 of the approved rate increase.

Hydrant flushing

Notice in the paper and on the website. Flushing will continue for a few more weeks.

Training/Conferences

I attended the Wisconsin Section of the American Water Works Association Annual Conference in Madison September 14-16. There were a number of interesting sessions on meter technology, and the potential changes coming to the lead & copper rule from EPA.

110 Lift Station We have replaced both check valves over the past few months, the old valves were no longer seating properly. We will also be looking to replace one of the manual isolation valves; the rubber seat is disintegrated to the point that it won't completely shut off flow.

GIS Mapping

Todd with MSA has much of the sanitary sewer system into our GIS map; there are still a few missing manholes to locate and other details to clean up. Budget constraints likely mean that sanitary and water won't be completed and field-usable until 2017.

UPS

We've had a number of issues with the old UPS (uninterruptible power supply) units; I plan to get pricing/options on replacing these units.

8. **Approve vouchers for payment.** Motion by Jushchyshyn, seconded by Wallace, to approve payment of the vouchers in the amount of \$271,459.92. Motion approved by unanimous voice vote, 5-0-0.
9. **Approve the minutes of the July 27, 2016 meeting.** Motion by Jushchyshyn, seconded by Wallace, to approve the minutes of the July 27, 2016 as presented. Motion approved by voice vote, 4-0-1, with Hackel abstaining.
10. **Approve the minutes of the June 8, 2016 Closed Session.** Motion by Jushchyshyn, seconded by Halverson, to approve the minutes of the June 28, 2016 Closed Session as presented. Motion approved by voice vote, 4-0-1, with Hackel abstaining.
11. **Approve the minutes of the July 27, 2016 Closed Session.** Motion by Jushchyshyn, seconded by Rogers, to approve the minutes of the July 27, 2016 Closed Session as presented. Motion approved by voice vote, 4-0-1, with Hackel abstaining.
12. **Set next meeting date.** The next meeting of the Utility Commission will be held on Wednesday, November 9, 2016 at 5:00 p.m.

13. Adjournment. Motion by Jushchyshyn, seconded by Wallace, to adjourn the meeting. Motion approved by unanimous voice vote, 5-0-0. The meeting was adjourned at 5:30 p.m.

Submitted by Cynthia Clay, Utility Clerk

Approved on November 9, 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.