

**VILLAGE OF COTTAGE GROVE UTILITY COMMISSION
MEETING MINUTES OF APRIL 10, 2019**

1. **Call to Order.** The meeting was called to order by Chairperson Charlie Rogers 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 Charlie Rogers (Chair), Mike Hackel, Bruce Halverson, Jon Russell and Joanna Williams. Also present were Public Works Director JJ Larson, Public Works Administrative Assistant Kristen Krause, Village Board Trustee Melissa Ratcliff and one member of the public.
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 request from Ellen Forbes for a sewer credit on Account No. 2755.00.**
The daughter of Ellen Forbes, Tammy Pysher, was present to request a sewer credit for her mother’s account. She explained that her mother had received two utility bills this winter that were much higher than usual and were eventually attributed to a leaky spigot behind her home. The committee decided that there was no pure negligence on the owner’s part and suggested a credit of approximately half of the sewer charges on the two large bills. **Motion** by Rogers, seconded by Williams, to give a \$400 sewer credit to the account of 2755.00 Ellen Forbes. Motion carried with a voice vote of 5-0-0.
5. **Presentation of 2018 Consumer Confidence Report.**
Larson gave a brief overview of the report and stated that there were no violations. System upgrades for the year were included in the report.
6. **Discuss cooling tower credit policy.**
This item was tabled until more information can be collected.
7. **Engineer’s Report.**
No report this month.
8. **Director’s Report.**
Utility Clerk Position
The position description is being finalized with the intention to fill the position by July 1. Lisa Kalata, Deb Winter, Kristen Krause and Larson continue to learn the different aspects of the Utility Clerk position.

AMI
Still working on finalizing the contract language with the Village attorney. Larson hopes to get the system up and running soon.

PSC Report
Information was compiled and submitted last month.

Tower Lighting Project
Larson and Rogers recently met with a representative from Musco Lighting to get an estimate for the tower lighting project. They have looked at the site already and are aware that it needs to be turn-key service under a government contract.

Consumer Confidence Report Published

This was included in the meeting packet. Larson provided a brief update on system upgrades in the report. There were no violations and all tests were good.

Cross-Connection Inspection Plan

The Cottage Grove Water Utility is required to inspect larger water customers for cross-connections at different intervals. We used to conduct these in conjunction with meter change-outs (which are now complete). Larson will be meeting with a representative from HydroCorp to get pricing on having out utility on a scheduled inspection/compliance/reporting plan. HydroCorp would then provide the data that we use in the form that we submit to the DNR. HydroCorp provides this service for a lot of municipalities and hopefully will offer us an economical way to stay compliant with DNR requirements.

Training/Conferences

Larson and Public Works Technician Dave Viken attended the Wisconsin Rural Water Association annual conference last month. There were several presentations by the DNR about coming requirements; one being utility asset management plans, which will directly impact scoring on any Safe Drinking Water Loan application. The DNR and PSC are also planning to begin calculating cumulative water treatment costs for various contaminants/naturally occurring minerals statewide, which may be an additional section on our Annual Report to the PSC in the near future. This will mean that we will have more work to do on our end.

- 9. Approve vouchers for payment.** Motion by Rogers, seconded by Hackel, to approve payment of the vouchers in the amount of \$76,496.66. Motion approved by unanimous voice vote, 5-0-0.
- 10. Approve the minutes of the February 13, 2019 meeting.** Motion by Halverson, seconded by Russell, to approve the minutes of the February 13, 2019 meeting as presented. Motion approved by unanimous voice vote, 5-0-0.
- 11. Set next meeting date.** The next meeting of the Utility Commission will be held on Wednesday, May 8, 2019 at 5:15 p.m. at the Municipal Services Building.
- 12. Future agenda items.**
 - Discuss and consider a policy for credits on bill overages.
 - Discuss the cooling tower credit.
 - Discuss contracting out for the Cross-Connection Report inspections.
 - Discuss water bill credit request from citizen.
- 13. Adjournment.** Motion by Russell, seconded by Hackel, to adjourn the meeting at 5:23 p.m. Motion approved by unanimous voice vote, 5-0-0.

Respectfully submitted by Kristen Krause, Public Works Administrative Assistant

Approved on: 5/8/19

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.