

**VILLAGE OF COTTAGE GROVE UTILITY COMMISSION
MEETING MINUTES OF SEPTEMBER 9, 2020**

- 1. Call to Order.** The meeting was called to order by Chairperson Charlie Rogers at 5:00 p.m. This meeting was held online via Zoom.
- 2. Determine that a quorum is present, and that the agenda was properly posted.** Roll call was taken, and it was determined that a quorum was present, and that the agenda had been properly posted. Present were Charlie Rogers (chair), Mike Hackel, Heidi Murphy, Jon Russell and Joanna Williams. Also present were Public Works Director JJ Larson, Kevin Lord of MSA, and Utility Clerk Kristen Krause.
- 3. Public Appearances – Public’s opportunity to speak to Commission Members about any item that is not a specific agenda item.** None.
- 4. Old Business**
 - a. Update on water and sewer extension along Vilas Road.**

Contractor is planning to begin work on Monday, September 14, possibly mobilizing on Friday, September 11. In order to complete the project before the cold weather sets in, they are bringing in multiple crews to do the work.
 - b. Update on lead and copper testing.**

The DNR contacted Larson for a status report on the lead and copper testing. They have been patient with their deadlines. Larson has sent seven (7) additional letters out to potential new sampling sites. A couple of people responded and took testing bottles but have not yet returned them. No lead is anticipated. It is now just a matter of getting the 20 samples required.
 - c. Update on sustainability programs (rain barrel/compost bins/etc.).**

Murphy explained that she has reached out to a company that has helped other municipalities with sustainability programs, but she has not heard back from them yet. She will continue to follow-up on this to find out what kinds of services can be provided and how it would look on our end. Russell questioned why this is a utility issue. Larson stated that some funds from the water and sewer operating budget will be used to help with sustainability initiatives. It would also fill a PSC recommendation on our annual report.
 - d. Update on MMSD charges and sampling.**

There are no new updates since the last meeting.
 - e. Discuss and consider authorizing shut-off for non-compliance in the cross-connection inspection program.**

Larson is looking for approval tonight to authorize PW/Utility staff to utilize shutting off service as a tool for non-compliance in our cross-connection program. Shutting off service would be following PSC guidelines. He will then reach out to HydroCorp to get a clearer picture of what they are operating like right now and if inspections are being done or when they will resume before he starts sending out shut-off letters. **Motion** by Rogers, seconded by Hackel, to allow JJ Larson to utilize shut-offs for non-compliance in the cross-connection inspection program. Motion carried with a unanimous voice vote of 5-0-0.

5. New Business

a. Update on 2021 budgets.

Larson explained that he is not formally bringing the budget to the commission yet but wanted to go over a few things beforehand. Since MMSD estimates from last year are significantly off, Larson wants Baker Tilly to look at some different numbers so that we can work off of more accurate estimates. He also indicated that he is updating the Capital Plans for both the Water and Sewer Utilities. He is working with Baker Tilly on this for rate recommendations and does not anticipate a huge impact on either utility. Larson would like to start discussing a full-rate case early next year since it takes about a year or so to go into effect. The rate case would be to approve some projects stemming from AMI that will be coming up and not necessarily because the Utility needs to boost revenue. Rogers wants to make sure that the commission is staying ahead of things to avoid a large increase in the future. Larson said that is the plan and that he does not foresee any large, million-dollar capital projects coming up.

6. Engineer’s Report.

Vilas Road Sewer and Water – Project was pushed back a week and was supposed to start after the Labor Day holiday. The schedule provided showed a completion date of early November. Cold weather paving was discussed with the Contractor. MSA will provide staking, as necessary. MSA has been reviewing show drawings for utilities as they are provided.

Sanitary System Flows – MSA provided an update to the committee last month. MSA will work with JJ Larson on providing some cost estimates for additional inflow and infiltration analysis within the system.

Glacial Drumlin Path/Clark Street – MSA is working to develop a concept plan with a stormwater facility that serves the Clark and Grove Street improvements along with the potential of portions of the development on the west side of Vilas Road. The idea is to facilitate the stormwater needs for the potential future parking and roadway improvements. A response was provided by Alliant Energy that burying the overheads along Clark Street would be at their cost.

Construction Standards – MSA has compiled a draft of the construction standards for the public infrastructure for Contractors in the Village. MSA will review with JJ Larson and the commission will be notified of the final version for review.

North Side Business Park – MMSD has annexed the area recently included in the CARPC approval to the sewer service area. Upon completion of a developer’s agreement, design requests may be necessary for utility extensions/lift station and roadway improvements along the County roads.

North Side Business Park – MSA has completed the MMSD annexation and sewer extension for the sanitary sewer previously completed under the Interstate 94 to CTH TT. The DNR is currently reviewing the extension that was completed.

7. Director’s Report

Well 3 Maintenance

Larson is working with Scott Chilson of MSA to get a Well 3 plan and pricing documents together. The plan is to have the work completed this fall after hydrant flushing. Best practice is to pull/maintain/inspect well pumps every 10 years (per the DNR).

Hydrant Painting

Due to the pandemic, our contractor that handles hydrant painting is way behind and will not be painting our hydrants this year. We will get them painted next year.

Wellhouse Meter Testing

Also due to the pandemic, meter testing was put on hold. We are still in touch with the contractor and hopeful that we will get the work done yet this year.

Hydrant Flushing

Staff will begin flushing the week of September 21 and go through the end of October. We also now have an app on GIS for this.

AMI Cost Reporting

Still working through the numbers of the total project cost for the PSC.

MMSD Charges Update

Continuing to monitor.

Lead & Copper Testing

As of this writing, we are still waiting for responses and results from a couple of sampling locations.

- 8. Approve vouchers for payment. Motion** by Rogers, seconded by Hackel, to approve payment of the vouchers in the amount of \$17,140.56. Motion carried by a unanimous voice vote of 5-0-0.
- 9. Approve the minutes of the August 19, 2020 meeting. Motion** by Williams, seconded by Russell, to approve the minutes of the August 19, 2020 meeting as presented. Motion carried by a unanimous voice vote of 5-0-0.
- 10. Set next meeting date.** The next meeting of the Utility Commission will be held on Wednesday, October 14, 2020 at 5:00 p.m.
- 11. Future agenda items.**
 - Budget
- 12. Adjournment. Motion** by Murphy, seconded by Williams, to adjourn the meeting at 5:17 p.m. Motion approved by unanimous voice vote, 5-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk

Approved on: 10/14/20

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.