VILLAGE OF COTTAGE GROVE ***NOTICE OF PUBLIC MEETING***

UTILITY COMMISSION

Wednesday, June 10, 2020 **5:00 PM**

AGENDA

Due to the COVID-19 pandemic, this meeting will take place virtually via Zoom. Please join the meeting from your computer, tablet or smartphone by visiting https://zoom.us/j/97156580517 You can also participate via phone by dialing 1-312-626-6799 and use Meeting ID: 971 5658 0517#. When asked for your Participant ID, just press #.

You may also choose to participate by providing public comment prior to the meeting via email to the Director of Public Works & Utilities, JJ Larson at jlarson@village.cottage-grove.wi.us

1) **Call Meeting to Order**

2) **Quorum and roll call**

3) **Public Appearances** – Public's opportunity to speak about any subject that is not a specific agenda item.

4) **Old Business**
   - **a.** Update on water and sewer extension along Vilas Rd.
   - **b.** Update on lead and copper testing.
   - **c.** Update on MMSD charges and sampling.

5) **New Business**
   - **a.** Discuss and consider 2019 Compliance Maintenance Annual Report (CMAR).
   - **b.** Discuss and consider the continuation of PSN fee absorption for online utility bill payments.

6) **Engineer's report.**

7) **Director's report.**

8) **Approve vouchers for payment.**

9) **Approve the minutes of the May 13, 2020 Utility Commission meeting.**

10) **Set date for next meeting.**

11) **Future Agenda Items**

12) **Adjournment**

Notice:

1. Persons needing special accommodations should call 839-4704 at least 24 hours prior to the meeting.
2. It is possible that members of and possibly a quorum of members of other governmental bodies may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.
3. Any item on the agenda is subject to final action

Compliance Maintenance Annual Report

ITEM 5a

Cottage Grove Sewage Collection System

Last Updated: 5/19/2020 Reporting For: **2019**

Financial Management

1. Provider of Financial Information

Name: JJ Larson

Telephone: 608-839-5813 (XXX) XXX-XXXX

E-Mail Address (optional): jlarson@village.cottage-grove.wi.us

2. Treatment Works Operating Revenues

2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?

- ● Yes (0 points) ☐☐
- ○ No (40 points)

If No, please explain:

2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?

Year: 2019

- ● 0-2 years ago (0 points) ☐☐
- ○ 3 or more years ago (20 points)☐☐
- ○ N/A (private facility)

2.3 Did you have a special account (e.g., CWFP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?

- ● Yes (0 points)
- ○ No (40 points)

0

REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]

3. Equipment Replacement Funds

3.1 When was the Equipment Replacement Fund last reviewed and/or revised?

Year: 2019

- ● 1-2 years ago (0 points)☐☐
- ○ 3 or more years ago (20 points)☐☐
- ○ N/A

If N/A, please explain:

3.2 Equipment Replacement Fund Activity

3.2.1 Ending Balance Reported on Last Year's CMAR		$ 332,732.00
3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)		$ 0.00
3.2.3 Adjusted January 1st Beginning Balance		$ 332,732.00
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	$ 23,975.00

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3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) - $ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year $ 356,707.00

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

3.3 What amount should be in your Replacement Fund? $ 356,707.00 **0**

Please note: If you had a CWFP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- ● Yes
- ○ No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- ● Yes - If Yes, please provide major project information, if not already listed below.☐☐
- ○ No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Participate in the construction and cost of a new east side regional pumping station and forcemain on the east side of the Village.	4,000,000	2025
2	Addition of the 'Golf Course' interceptor.This project will be funded by the developer(s)and the sewer utility.	1,000,000	2020
3	Northlawn/Coyle sewer relief project. This main connection/extension will help with future capacity issues.	875,000	2025
4	Northside Lift Station/Forcemain	2,000,000	2022

5. Financial Management General Comments

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations: 4

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	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	24,346	607
February	26,270	816
March	24,502	718
April	22,792	331
May	22,238	224
June	22,601	104
July	20,073	27
August	20,526	29
September	20,737	42
October	22,102	76
November	24,353	749
December	24,867	1,019
Total	**275,407**	**4,742**
Average	**22,951**	**395**

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- ☐ Comminution or Screening
- ☐ Extended Shaft Pumps
- ☒ Flow Metering and Recording
- ☐ Pneumatic Pumping
- ☒ SCADA System
- ☐ Self-Priming Pumps
- ☒ Submersible Pumps
- ☒ Variable Speed Drives
- ☐ Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

- ● No
- ○ Yes

Year:

By Whom:

Describe and Comment:

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6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

None at this time. Sewer Utility will continue to evaluate our stations and look for opportunities to improve efficiency.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	**A**

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Cottage Grove Sewage Collection System

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Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- ● Yes
- ○ No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- ● Yes
- ○ No (30 points)
- ○ N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

☒ Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Zero backups or SSOs
Utilize Village website and social media for outreach & information
Proactive manhole inspections to address I/I
Maintain sewer main cleaning/jetting levels

Did you accomplish them?

- ● Yes
- ○ No

If No, explain:

☒ Organization [NR 210.23 (4) (b)]☐☐

Does this chapter of your CMOM include:

- ☒ Organizational structure and positions (eg. organizational chart and position descriptions)
- ☒ Internal and external lines of communication responsibilities
- ☒ Person(s) responsible for reporting overflow events to the department and the public

☒ Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Village Ordinance 312-3

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2015-07-30

Does your sewer use ordinance or other legally binding document address the following:

- ☐ Private property inflow and infiltration
- ☒ New sewer and building sewer design, construction, installation, testing and inspection
- ☒ Rehabilitated sewer and lift station installation, testing and inspection
- ☐ Sewage flows satellite system and large private users are monitored and controlled, as necessary
- ☒ Fat, oil and grease control
- ☒ Enforcement procedures for sewer use non-compliance

☒ Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

- ☒ Equipment and replacement part inventories

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- ☒ Up-to-date sewer system map
- ☒ A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
- ☒ A description of routine operation and maintenance activities (see question 2 below)
- ☒ Capacity assessment program
- ☐ Basement back assessment and correction
- ☒ Regular O&M training

☒ Design and Performance Provisions [NR 210.23 (4) (e)]☐☐

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

- ☒ State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
- ☒ Construction, Inspection, and Testing
- ☐ Others:

☒ Overflow Emergency Response Plan [NR 210.23 (4) (f)]☐☐ **0**

Does your emergency response capability include:

- ☒ Responsible personnel communication procedures
- ☒ Response order, timing and clean-up
- ☐ Public notification protocols
- ☒ Training
- ☒ Emergency operation protocols and implementation procedures

☒ Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]☐☐

☐ Special Studies Last Year (check only those that apply):

- ☐ Infiltration/Inflow (I/I) Analysis
- ☐ Sewer System Evaluation Survey (SSES)
- ☐ Sewer Evaluation and Capacity Managment Plan (SECAP)
- ☐ Lift Station Evaluation Report
- ☐ Others:

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	41	% of system/year
Root removal	1	% of system/year
Flow monitoring	0	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	0	% of system/year
Manhole inspections	20	% of system/year
Lift station O&M	7	# per L.S./year
Manhole rehabilitation	6.2	% of manholes rehabbed
Mainline rehabilitation	0	% of sewer lines rehabbed
Private sewer inspections		

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	0	% of system/year
Private sewer I/I removal	0	% of private services
River or water crossings	0	% of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

The Sewer Utility opted to forego televising in 2019 and put that money towards additional manhole rehabilitation. The Village system is primarily newer PVC and has been televised extensively over the years.

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

46.39	Total actual amount of precipitation last year in inches
34.48	Annual average precipitation (for your location)
36.97	Miles of sanitary sewer
4	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
0	Number of basement backup occurrences
0	Number of complaints
.703	Average daily flow in MGD (if available)
.743	Peak monthly flow in MGD (if available)
0	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

0.00	Lift station failures (failures/year)
0.00	Sewer pipe failures (pipe failures/sewer mile/yr)
0.00	Sanitary sewer overflows (number/sewer mile/yr)
0.00	Basement backups (number/sewer mile)
0.00	Complaints (number/sewer mile)
1.1	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
0.0	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **

	Date	Location	Cause	Estimated Volume (MG)
None reported				

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

○ Yes

● No

If Yes, please describe:

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5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

- ○ Yes
- ● No

If Yes, please describe:

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

No significant changes.

5.4 What is being done to address infiltration/inflow in your collection system?

The Village regularly inspects manholes and has been aggressively rehabbing manholes in recent years. The Village is currently conducting flow monitoring in an area of the system; primarily to assess capacity, but data will also show any I/I issues.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	**A**

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Last Updated: 5/19/2020 Reporting For: **2019**

Grading Summary

WPDES No: 0047341

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			**4**	**16**
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:
A = Voluntary Range (Response Optional)
B = Voluntary Range (Response Optional)
C = Recommendation Range (Response Required)
D = Action Range (Response Required)
F = Action Range (Response Required)

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Cottage Grove Sewage Collection System

Last Updated: 5/19/2020

Reporting For: **2019**

Resolution or Owner's Statement

Name of Governing Body or Owner:

Date of Resolution or Action Taken:

Resolution Number:

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 4.00

ITEM 5b

We bill around 2,400 every quarter.
In April, 395 customers paid in some form through PSN at a charge of $2.99 each for a total cost of $1,181.05. Then add on the 222 customers that Kristen had to adjust the fees out, that cost the Village an additional $663.78, for a total for April of $1,844.83.
In May, 91 customers paid in some form through PSN at a charge of $2.99 each for a total cost of $272.09.
So the total for the two months we have offered no fee payment through PSN, it has cost the Village $2,116.92.
We have a monthly charge of $49.95 for the service, which the Village paid before, so I have not included that in the total.

To compare that to the prior quarter where the customer paid the fees:
In January 412 paid through PSN.
In February 60 paid through PSN.
In March 30 paid through PSN.

In April, it's still only 25.7% of the total bills being paid through PSN. I think that number will increase because people didn't know. My complete guess is that the percentage would probably only go to about maybe 60% after marketing and getting the word out that the Village is covering fees. You are always going to have those that don't want to pay online and of course the commercial payments, however I think we should push that more as well – ie. Hydrite.

If it reached 60%, that would be 1,440 customers with a quarterly cost of $4,305.60. If we could really do a push and promote paperless billing as well, you could recoup some of those costs with savings in postage and cost of postcards.

ITEM 5b

Payment Service Network, Inc.

PSN Invoice Statement

THIS IS NOT A BILL - TRANSACTIONS BILLED ELECTRONICALLY

PSN Customer Service Number: 1-866-917-7368

Village of Cottage Grove (utilities)

221 E Cottage Grove Rd.
Cottage Grove, WI 53527

Invoice Summary

Account ID:	RT18197
Invoice Date:	5/3/2020
Invoice Number:	214631
For Billing Period:	04/01/2020 - 04/30/2020
Total Amount Invoiced:	$1,231.00

Invoice Number: 214631
Services from 4/1/2020 - 4/30/2020

No. of Items billed: 396

ITEM 5b

Payment Service Network, Inc.

PSN Invoice Statement

THIS IS NOT A BILL - TRANSACTIONS BILLED ELECTRONICALLY

PSN Customer Service Number: 1-866-917-7368

Village of Cottage Grove (utilities)

221 E Cottage Grove Rd.
Cottage Grove, WI 53527

Invoice Summary

Account ID:	RT18197
Invoice Date:	6/4/2020
Invoice Number:	216427
For Billing Period:	05/01/2020 - 05/31/2020
Total Amount Invoiced:	$322.04

Invoice Number: 216427
Services from 5/1/2020 - 5/31/2020

No. of Items billed: 92

ITEM 6

Engineer's Report | A Review of Projects in the Community

Village of Cottage Grove, WI

PREPARED BY: Kevin Lord PE/PLS
klord@msa-ps.com

DATE: June 2020 Report

MGSD Site Plan – MSA was working with the Village on verifying the public utility extensions required for the school district property for the Developers Agreement that was recently signed and approved. Nothing new on the development portion northeast of the school site.

Miracle Field – MSA was working with the site engineer to verify the site utilities in order for the Village to maintain these in the future. Engineer working on revising the site plan to allow the water extension at a later time.

5TH Addition to Westlawn Estates – Utility work was completed and progress is being made on the roadway work. MSA is working with MMSD on deed restrictions for future phases at this time.

Cottage Grove Commons – Public utility work completed and also working on roadway work as weather permits.

Vilas Road Sewer and Water – Project has been awarded. Awaiting anticipated schedule from Contractor.

Sanitary System Flows – The flow monitoring equipment has been take out of the system as of June 1st. MSA will analyze the information with respect to flows to determine pipe capacity and also with respect to I&I (inflow and infiltration) to determine specific sanitary sheds that should be targeted for future reviews. MSA completed a preliminary report to the Village identifying that the farm interceptor is not an immediate need. (See Attached.)

Glacial Drumlin Path/Clark Street – MSA will discuss water system utility extensions if Grove Street is included within the Village portion of the project. Costs are being prepared by the utilities to bury the overhead along Clark Street.

ITEM 7

Village of Cottage Grove

Department of Public Works

Director's Monthly Report to the Utility Commission

June 10th, 2020

COVID-19

- Still no two in a vehicle and staff staying with same vehicle as much as possible.
- Municipal Services Building re-opened, limited capacity, plexiglass at counter.

AMI

- Final in-person training still on hold.

MMSD charges up in Q1

- Possible aberration in their test results; or the Village wastewater composition is changing.
- Reached out to them to their Collection System Team to discuss and troubleshoot.
- MMSD staff got back to me and will be doing some increased and varied sampling in the coming weeks.

Lead & Copper

- DNR moved sampling timeframe back; will be mailing letters to approved sites.

Vilas Water/Sewer

- Agreement reached between Village and land-owners, contract awarded, no word as of this writing on timing of construction.

ITEM 8

Report Criteria:
Detail report.
Invoices with totals above $0.00 included.
Paid and unpaid invoices included.
[Report].GL Account and Title = "60000000000"-"60199999999"

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
600-34600								
6573	CIVIC SYSTEMS LLC	CVC19145	SENSUS ANALYTICS PROJECT	05/19/2020	1,275.00	1,275.00	05/19/2020	
Total 600-34600:					1,275.00	1,275.00		
600-39508								
37	MADISON METRO SEWERAGE	IN000016180	FARM SEWER EXTENSION REV	06/02/2020	1,550.00	1,550.00	06/02/2020	
99	MSA PROFESSIONAL SERVICE	99-051920	WATER UTILITY - ENGINEERIN	05/19/2020	3,324.56	3,324.56	05/19/2020	
Total 600-39508:					4,874.56	4,874.56		
600-39509								
219	HOMBURG EQUIPMENT INC	15547	PRV STATION 4TH ADD TO WES	05/19/2020	36,904.00	36,904.00	05/19/2020	
Total 600-39509:					36,904.00	36,904.00		
600-60600-340								
142	GRAINGER	9526726139	WATER VALVE	06/02/2020	126.40	126.40	06/02/2020	
146	LIQUI SYSTEMS INC	201201	CERAMIC WEIGHT (4)	06/02/2020	24.00	24.00	06/02/2020	
4912	VIKEN, DAVID	4912-060220	SAFETY BOOTS REIMBURSEM	06/02/2020	25.00	25.00	06/02/2020	
Total 600-60600-340:					175.40	175.40		
600-60620-221								
31	ALLIANT ENERGY/WP&L	31-060220	9829150000 - 1000 DAMASCUS	06/02/2020	73.17	73.17	06/02/2020	
31	ALLIANT ENERGY/WP&L	31-060220	7541940000 - 704 N MAIN ST W	06/02/2020	959.19	959.19	06/02/2020	
31	ALLIANT ENERGY/WP&L	31-060220	6101720000 - 4720 GASTON CIR	06/02/2020	177.56	177.56	06/02/2020	
31	ALLIANT ENERGY/WP&L	31-060220	3143950000 - HWY N TOWER	06/02/2020	62.45	62.45	06/02/2020	
31	ALLIANT ENERGY/WP&L	31-060220	3917900000 - 220 GROVE ST	06/02/2020	19.22	19.22	06/02/2020	
31	ALLIANT ENERGY/WP&L	31-060220	1670310000 - 1507 LANDMARK	06/02/2020	2,010.17	2,010.17	06/02/2020	
31	ALLIANT ENERGY/WP&L	31-060220	1960850000 - DONNA ST WELL	06/02/2020	1,613.61	1,613.61	06/02/2020	
31	ALLIANT ENERGY/WP&L	31-060220	2320700000 - 704 N MAIN ST W	06/02/2020	22.48	22.48	06/02/2020	
Total 600-60620-221:					4,937.85	4,937.85		
600-60630-210								
6373	WI STATE LABORATORY OF HY	633422	WATER TESTING & FLUORIDE	05/19/2020	566.00	566.00	05/19/2020	
Total 600-60630-210:					566.00	566.00		
600-60630-340								
6121	HAWKINS INC	4323678	WATER TREATMENT CHEMICAL	06/02/2020	637.46	637.46	06/02/2020	
Total 600-60630-340:					637.46	637.46		
600-60651-340								
2688	ACE HARDWARE OF COTTAGE	2688-060220	PRV REPAIR	06/02/2020	10.52	10.52	06/02/2020	
1463	CORE & MAIN LP	M280515	WATER VALVE BOX PARTS	05/19/2020	211.00	211.00	05/19/2020	
99	MSA PROFESSIONAL SERVICE	99-051920	WATER UTILITY - GIS MAPPING	05/19/2020	150.00	150.00	05/19/2020	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 600-60651-340:					371.52	371.52		
600-60652-340								
1463	CORE & MAIN LP	M380169	BLUE AND GREEN MARKING PA	06/02/2020	96.00	96.00	06/02/2020	
142	GRAINGER	9516268845	MARKING PAINT	05/19/2020	155.52	155.52	05/19/2020	
99	MSA PROFESSIONAL SERVICE	99-051920	WATER UTILITY - GIS MAPPING	05/19/2020	25.00	25.00	05/19/2020	
Total 600-60652-340:					276.52	276.52		
600-60653-340								
99	MSA PROFESSIONAL SERVICE	99-051920	WATER UTILITY - GIS MAPPING	05/19/2020	10.00	10.00	05/19/2020	
Total 600-60653-340:					10.00	10.00		
600-60654-340								
1463	CORE & MAIN LP	M277950	HYDRANT SWIVELS	05/19/2020	140.00	140.00	05/19/2020	
99	MSA PROFESSIONAL SERVICE	99-051920	WATER UTILITY - GIS MAPPING	05/19/2020	15.00	15.00	05/19/2020	
Total 600-60654-340:					155.00	155.00		
600-60902-311								
6410	QUADIENT	6410-051920	POSTAGE	05/19/2020	45.00	45.00	05/19/2020	
Total 600-60902-311:					45.00	45.00		
600-60902-340								
594	US CELLULAR	373006924	AMI AT WATER TOWER	06/02/2020	32.75	32.75	06/02/2020	
Total 600-60902-340:					32.75	32.75		
600-60920-221								
31	ALLIANT ENERGY/WP&L	31-060220	0420288389 - 230 PROGRESS D	06/02/2020	9.16	9.16	06/02/2020	
31	ALLIANT ENERGY/WP&L	31-060220	0470910000 - 240 PROGRESS D	06/02/2020	21.56	21.56	06/02/2020	
31	ALLIANT ENERGY/WP&L	31-060220	8469260000 - 225 BONNIE RD	06/02/2020	24.67	24.67	06/02/2020	
31	ALLIANT ENERGY/WP&L	31-060220	7255110000 - 221 E COTTAGE G	06/02/2020	62.90	62.90	06/02/2020	
31	ALLIANT ENERGY/WP&L	31-060220	5909800000 - 220 PROGRESS D	06/02/2020	6.77	6.77	06/02/2020	
31	ALLIANT ENERGY/WP&L	31-060220	1366250000 - 200 PROGRESS D	06/02/2020	103.77	103.77	06/02/2020	
Total 600-60920-221:					228.83	228.83		
600-60920-225								
2421	CHARTER COMMUNICATIONS	54194050620	INTERNET AND TV @ MUNICIPA	05/19/2020	13.83	13.83	05/19/2020	
2421	CHARTER COMMUNICATIONS	57023050120	BUSINESS TV @ MUNICIPAL SE	05/19/2020	2.69	2.69	05/19/2020	
2421	CHARTER COMMUNICATIONS	58542051020	PHONE @ MUNICIPAL SERVICE	06/02/2020	14.92	14.92	06/02/2020	
3912	FRONTIER	3912-060220	608-839-4698 VILLAGE HALL FA	06/02/2020	13.86	13.86	06/02/2020	
594	US CELLULAR	369665535	CELL PHONE CHARGES - PUBL	05/19/2020	22.80	22.80	05/19/2020	
594	US CELLULAR	369665535	TABLET DATA CHARGES	05/19/2020	45.74	45.74	05/19/2020	
Total 600-60920-225:					113.84	113.84		
600-60920-340								
1462	ALSCO	IMIL1571410	MATS @ MUNICIPAL SERVICES	06/02/2020	10.71	10.71	06/02/2020	
1462	ALSCO	IMIL1571411	MATS & UNIFORMS	06/02/2020	12.92	12.92	06/02/2020	
1462	ALSCO	IMIL1571412	MATS AT VILLAGE HALL	06/02/2020	7.99	7.99	06/02/2020	
2421	CHARTER COMMUNICATIONS	17282050520	MONTHLY BASIC BUSINESS TV	05/19/2020	33.15	33.15	05/19/2020	
2421	CHARTER COMMUNICATIONS	73715050520	MONTHLY PHONE CHARGE - 5/	05/19/2020	29.53	29.53	05/19/2020	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
930	COMPUTER MAGIC INC	4972	SERVICE AGREEMENT - COTTA	05/19/2020	184.89	184.89	05/19/2020	
626	DIGGERS HOTLINE INC	200 4 13551	DUPLICATE/COPY EMAILS & PR	05/19/2020	342.88	342.88	05/19/2020	
5	GFC LEASING CO	I00581599	LEASE #M107469 & M111367 - 5/	05/19/2020	55.25	55.25	05/19/2020	
212	GORDON FLESCH CO	IN12943067	CONTRACT COPY CHARGES F	06/02/2020	10.91	10.91	06/02/2020	
Total 600-60920-340:					688.23	688.23		
600-60923-210								
15	BAKER TILLY VIRCHOW KRAUS	BT1612938	PROF SERVICES - AUDIT	05/19/2020	1,857.50	1,857.50	05/19/2020	
15	BAKER TILLY VIRCHOW KRAUS	BT1612938	IMPACT FEE ANALYSIS	05/19/2020	87.50	87.50	05/19/2020	
206	BOUSHEA SEGALL & KLIMINSKI	206-060220	UTILITY - WATER	06/02/2020	640.00	640.00	06/02/2020	
4428	STAFFORD ROSENBAUM LLP	1237580	UTILITY - WATER	06/02/2020	94.50	94.50	06/02/2020	
Total 600-60923-210:					2,679.50	2,679.50		
600-60928-211								
4108	WI DNR	WU89376	2020 WATER USE FEES	06/02/2020	125.00	125.00	06/02/2020	
Total 600-60928-211:					125.00	125.00		
600-60933-385								
3	LANDMARK SERVICES COOPE	03-051920PW	PW FUEL - APRIL 2020	05/19/2020	244.73	244.73	05/19/2020	
Total 600-60933-385:					244.73	244.73		
600-60935-340								
2688	ACE HARDWARE OF COTTAGE	2688-060220	SHOP SUPPLIES	06/02/2020	23.18	23.18	06/02/2020	
244	CONNEY SAFETY PRODUCTS	05848088	SHOP SUPPLIES	05/19/2020	21.44	21.44	05/19/2020	
5220	CRYSTAL CLEANERS INC	22352	CLEANING AT MSB - APRIL 2020	05/19/2020	36.40	36.40	05/19/2020	
5223	DIESEL FORWARD	SRI-008755	P-12 ANNUAL DOT & INSPECTI	06/02/2020	283.43	283.43	06/02/2020	
3912	FRONTIER	3912-051920	608-839-1603 FAX & SCADA SY	05/19/2020	55.30	55.30	05/19/2020	
404	LINCOLN CONTRACTORS SUP	M80141	SHOVELS AND BLADE	06/02/2020	88.64	88.64	06/02/2020	
6570	NIR ROOF CARE INC	143165	ANNUAL ROOF MAINTENANCE	05/19/2020	112.50	112.50	05/19/2020	
23	NORTHERN BATTERY	1872128	BATTERIES AND CORE CHARG	06/02/2020	45.47	45.47	06/02/2020	
23	NORTHERN BATTERY	1872627	BATTERY CORE CHARGE REFU	06/02/2020	8.00-	8.00-	06/02/2020	
4458	O'REILLY AUTO PARTS	4331-333068	SHOP SUPPLIES	05/19/2020	12.99	12.99	05/19/2020	
4458	O'REILLY AUTO PARTS	4331-333219	SHOP SUPPLIES	05/19/2020	12.60	12.60	05/19/2020	
2813	POMP'S TIRE SERVICE INC	80214531	TIRE REPAIR	06/02/2020	25.00	25.00	06/02/2020	
4447	REINDERS INC	1829058-00	IGNITION SWITCH	06/02/2020	16.85	16.85	06/02/2020	
11	SUPERIOR CHEMICAL CORP	264140	SPRAY DISINFECTANT	06/02/2020	29.07	29.07	06/02/2020	
5701	VOIT MULCH	5701-051920	SHREDDED DIRT - 10 YARDS	05/19/2020	100.00	100.00	05/19/2020	
5701	VOIT MULCH	5701-051920A	SHREDDED DIRT - 7 YARDS	05/19/2020	70.00	70.00	05/19/2020	
Total 600-60935-340:					924.87	924.87		
601-60821-221								
31	ALLIANT ENERGY/WP&L	31-060220	9204600000 - COMMERCE PKW	06/02/2020	178.39	178.39	06/02/2020	
31	ALLIANT ENERGY/WP&L	31-060220	4153410000 - 110 S MAIN ST	06/02/2020	976.86	976.86	06/02/2020	
31	ALLIANT ENERGY/WP&L	31-060220	4668230000 - TRILLIUM TRL LIF	06/02/2020	60.15	60.15	06/02/2020	
31	ALLIANT ENERGY/WP&L	31-060220	5067730000 - 4195 VILAS RD LIF	06/02/2020	1,512.75	1,512.75	06/02/2020	
31	ALLIANT ENERGY/WP&L	31-060220	2222530000 - 4195 VILAS RD LO	06/02/2020	42.30	42.30	06/02/2020	
Total 601-60821-221:					2,770.45	2,770.45		
601-60827-340								
99	MSA PROFESSIONAL SERVICE	99-051920	SEWER UTILITY - GIS MAPPING	05/19/2020	50.00	50.00	05/19/2020	
11	SUPERIOR CHEMICAL CORP	263622	WET WELL DEGREASER	06/02/2020	1,024.02	1,024.02	06/02/2020	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
4912	VIKEN, DAVID	4912-060220	SAFETY BOOTS REIMBURSEM	06/02/2020	25.00	25.00	06/02/2020	
Total 601-60827-340:					1,099.02	1,099.02		
601-60828-385								
3	LANDMARK SERVICES COOPE	03-051920PW	PW FUEL - APRIL 2020	05/19/2020	244.73	244.73	05/19/2020	
Total 601-60828-385:					244.73	244.73		
601-60831-240								
99	MSA PROFESSIONAL SERVICE	99-051920	SEWER UTILITY - GIS MAPPING	05/19/2020	150.00	150.00	05/19/2020	
Total 601-60831-240:					150.00	150.00		
601-60831-340								
1463	CORE & MAIN LP	M380169	BLUE AND GREEN MARKING PA	06/02/2020	96.00	96.00	06/02/2020	
142	GRAINGER	9516268837	MARKING FLAGS	05/19/2020	293.52	293.52	05/19/2020	
142	GRAINGER	9526726121	MARKING PAINT	06/02/2020	89.28	89.28	06/02/2020	
Total 601-60831-340:					478.80	478.80		
601-60831-350								
99	MSA PROFESSIONAL SERVICE	99-051920	SEWER UTILITY - GIS MAPPING	05/19/2020	75.00	75.00	05/19/2020	
Total 601-60831-350:					75.00	75.00		
601-60832-340								
3912	FRONTIER	3912-051920	608-839-1603 FAX & SCADA SY	05/19/2020	55.30	55.30	05/19/2020	
99	MSA PROFESSIONAL SERVICE	99-051920	SEWER UTILITY - GIS MAPPING	05/19/2020	25.00	25.00	05/19/2020	
Total 601-60832-340:					80.30	80.30		
601-60834-340								
2688	ACE HARDWARE OF COTTAGE	2688-060220	SHOP SUPPLIES	06/02/2020	23.18	23.18	06/02/2020	
243	ADS MECHANICAL	23929	VILAS LIFT STATION HVAC MAI	06/02/2020	988.00	988.00	06/02/2020	
244	CONNEY SAFETY PRODUCTS	05848088	SHOP SUPPLIES	05/19/2020	21.44	21.44	05/19/2020	
5220	CRYSTAL CLEANERS INC	22352	CLEANING AT MSB - APRIL 2020	05/19/2020	36.40	36.40	05/19/2020	
5223	DIESEL FORWARD	SRI-008755	P-12 ANNUAL DOT & INSPECTI	06/02/2020	283.43	283.43	06/02/2020	
404	LINCOLN CONTRACTORS SUP	M80141	SHOVELS AND BLADE	06/02/2020	88.64	88.64	06/02/2020	
6570	NIR ROOF CARE INC	143165	ANNUAL ROOF MAINTENANCE	05/19/2020	112.50	112.50	05/19/2020	
23	NORTHERN BATTERY	1872128	BATTERIES AND CORE CHARG	06/02/2020	45.47	45.47	06/02/2020	
23	NORTHERN BATTERY	1872627	BATTERY CORE CHARGE REFU	06/02/2020	8.00-	8.00-	06/02/2020	
4458	O'REILLY AUTO PARTS	4331-333068	SHOP SUPPLIES	05/19/2020	12.99	12.99	05/19/2020	
4458	O'REILLY AUTO PARTS	4331-333219	SHOP SUPPLIES	05/19/2020	12.60	12.60	05/19/2020	
2813	POMP'S TIRE SERVICE INC	80214531	TIRE REPAIR	06/02/2020	25.00	25.00	06/02/2020	
4447	REINDERS INC	1829058-00	IGNITION SWITCH	06/02/2020	16.85	16.85	06/02/2020	
11	SUPERIOR CHEMICAL CORP	264140	SPRAY DISINFECTANT	06/02/2020	29.07	29.07	06/02/2020	
5701	VOIT MULCH	5701-051920	SHREDDED DIRT - 10 YARDS	05/19/2020	100.00	100.00	05/19/2020	
5701	VOIT MULCH	5701-051920A	SHREDDED DIRT - 7 YARDS	05/19/2020	70.00	70.00	05/19/2020	
Total 601-60834-340:					1,857.57	1,857.57		
601-60840-210								
4428	STAFFORD ROSENBAUM LLP	1237580	UTILITY - SEWER	06/02/2020	94.50	94.50	06/02/2020	
Total 601-60840-210:					94.50	94.50		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
601-60840-311								
6410	QUADIENT	6410-051920	POSTAGE	05/19/2020	45.00	45.00	05/19/2020	
Total 601-60840-311:					45.00	45.00		
601-60850-221								
31	ALLIANT ENERGY/WP&L	31-060220	0420288389 - 230 PROGRESS D	06/02/2020	9.16	9.16	06/02/2020	
31	ALLIANT ENERGY/WP&L	31-060220	0470910000 - 240 PROGRESS D	06/02/2020	21.56	21.56	06/02/2020	
31	ALLIANT ENERGY/WP&L	31-060220	8469260000 - 225 BONNIE RD	06/02/2020	24.67	24.67	06/02/2020	
31	ALLIANT ENERGY/WP&L	31-060220	7255110000 - 221 E COTTAGE G	06/02/2020	62.90	62.90	06/02/2020	
31	ALLIANT ENERGY/WP&L	31-060220	5909800000 - 220 PROGRESS D	06/02/2020	6.77	6.77	06/02/2020	
31	ALLIANT ENERGY/WP&L	31-060220	1366250000 - 200 PROGRESS D	06/02/2020	103.77	103.77	06/02/2020	
Total 601-60850-221:					228.83	228.83		
601-60850-225								
2421	CHARTER COMMUNICATIONS	54194050620	INTERNET AND TV @ MUNICIPA	05/19/2020	13.83	13.83	05/19/2020	
2421	CHARTER COMMUNICATIONS	57023050120	BUSINESS TV @ MUNICIPAL SE	05/19/2020	2.69	2.69	05/19/2020	
2421	CHARTER COMMUNICATIONS	58542051020	PHONE @ MUNICIPAL SERVICE	06/02/2020	14.92	14.92	06/02/2020	
3912	FRONTIER	3912-060220	608-839-4698 VILLAGE HALL FA	06/02/2020	13.86	13.86	06/02/2020	
594	US CELLULAR	369665535	CELL PHONE CHARGES - PUBL	05/19/2020	22.80	22.80	05/19/2020	
594	US CELLULAR	369665535	TABLET DATA CHARGES	05/19/2020	45.74	45.74	05/19/2020	
Total 601-60850-225:					113.84	113.84		
601-60850-340								
1462	ALSCO	IMIL1571410	MATS @ MUNICIPAL SERVICES	06/02/2020	10.71	10.71	06/02/2020	
1462	ALSCO	IMIL1571411	MATS & UNIFORMS	06/02/2020	12.92	12.92	06/02/2020	
1462	ALSCO	IMIL1571412	MATS AT VILLAGE HALL	06/02/2020	7.99	7.99	06/02/2020	
2421	CHARTER COMMUNICATIONS	17282050520	MONTHLY BASIC BUSINESS TV	05/19/2020	33.15	33.15	05/19/2020	
2421	CHARTER COMMUNICATIONS	73715050520	MONTHLY PHONE CHARGE - 5/	05/19/2020	29.53	29.53	05/19/2020	
930	COMPUTER MAGIC INC	4972	SERVICE AGREEMENT - COTTA	05/19/2020	184.89	184.89	05/19/2020	
626	DIGGERS HOTLINE INC	200 4 13551	DUPLICATE/COPY EMAILS & PR	05/19/2020	342.87	342.87	05/19/2020	
5	GFC LEASING CO	I00581599	LEASE #M107469 & M111367 - 5/	05/19/2020	55.25	55.25	05/19/2020	
212	GORDON FLESCH CO	IN12943067	CONTRACT COPY CHARGES F	06/02/2020	10.90	10.90	06/02/2020	
Total 601-60850-340:					688.21	688.21		
601-60852-210								
15	BAKER TILLY VIRCHOW KRAUS	BT1612938	PROF SERVICES - AUDIT	05/19/2020	1,857.50	1,857.50	05/19/2020	
15	BAKER TILLY VIRCHOW KRAUS	BT1612938	IMPACT FEE ANALYSIS	05/19/2020	87.50	87.50	05/19/2020	
99	MSA PROFESSIONAL SERVICE	99-051920	SEWER UTILITY - GENERAL EN	05/19/2020	4,045.25	4,045.25	05/19/2020	
Total 601-60852-210:					5,990.25	5,990.25		
Grand Totals:					69,182.56	69,182.56		

ITEM 9

VILLAGE OF COTTAGE GROVE UTILITY COMMISSION
MEETING MINUTES OF MAY 13, 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, Bruce Halverson, Heidi Murphy and Joanna Williams. Also present were Public Works Director JJ Larson, Kevin Lord of MSA, Utility Clerk Kristen Krause, Village Administrator Matt Giese, Mark Manthey of Tetra Tech and two (2) members 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. **Old Business**
   a. **Update on request by property owners to build over sanitary sewer easement.**
   There is no update at this time.

   b. **Update on water and sewer extension along Vilas Road.**
   See item 5b.

5. **New Business**
   a. **Discuss and consider request from Hydrite to install groundwater extraction and monitoring wells in Huston Park.**
   Hydrite will be installing groundwater extraction and monitoring wells as a proactive measure to protect groundwater in the area. This measure will have little impact on R.G. Huston Park. The well will be placed in the northwest corner of the park near on the edge of Trillium Trail. Tetra Tech will install the well as soon as possible. Pumping tests will be conducted, and based on testing, more wells may be added. Mark Manthey of Tetra Tech explained the they will be collecting samples to look for contaminants and metals. Testing results will be shared with the Village. Hackel asked if there will be bollards installed to protect the well and Manthey replied that he will work with the Village Public Works staff to have these placed. Hackel also asked about setbacks from utilities, since a water main is run in this area. Manthey explained that they follow the requirements of Digger's Hotline and doesn't anticipate that they will be near any water mains. **Motion** by Hackel, seconded by Murphy, to approve the request from Hydrite to install groundwater extraction and monitoring wells in Huston Park. Motion carried with a unanimous voice vote of 5-0-0.

   b. **Discuss and consider expenditure of Water and Sewer Impact Fee funds for the extension of water and sewer on Vilas Road.**
   Larson explained that the commission had previously discussed utilizing $550,000 of Impact Fee Funds from water ($300,000) and sewer ($250,000) for this project. The landowner would be responsible for any additional funds. He also stated that the project was recently bid with the low-bidder being A-1 Excavating at $738,307. The bid is good for 10 more days and will need to be acted on quickly. The agreement between the Village and landowners is not quite done, but the developers are ready to sign it once complete. **Motion** by Rogers, seconded by Hackel, to approve using $550,000 of the Water and Sewer Impact Fee funds for the extension of water and sewer on Vilas Road; to approve awarding the project contract to A-1 Excavating; to approve allowing for the current landowner to pay for the remaining project estimated cost of $309,874.05 with an additional

10% in escrow as well as having the current landowner assume any additional amount that arises from the project and referencing the memo to the Utility Commission from JJ Larson dated May 13, 2020 .

6. **Engineer's Report.**

MGSD Site Plan – MSA was working with the Village on verifying the public utility extensions required for the school district property for the Developers Agreement that was recently signed and approved.

Miracle Field – MSA was working with the site engineer to verify the site utilities in order for the Village to maintain these in the future.

Phoebe Bakken Park Splash Pad and Shelter – The watermain extension was installed according to the plans to the east side of the splash pad for a future loop to Grove Street.

5th Addition to Westlawn Estates – Utility work is complete and awaiting good weather for roadway work. MSA is working with MMSD on deed restrictions for future phases at this time.

Cottage Grove Commons – Public utility work completed and also working on roadway work as weather permits.

Vilas Road Sewer and Water – Project has been bid and is awaiting agreement with developer to move forward.

Sanitary System Flows – MSA has installed flow monitoring equipment in specific manholes in the Village and is monitoring these flows along with inflow and infiltration. The monitoring is anticipated to go through May of 2020 and will then be summarized for flows and drainage basins to provide the Village with planning projects to anticipate in the future and when work may be needed.

Glacial Drumlin Path/Clark Street – MSA conducted an OPM (Operational Planning Meeting) with Village staff, DOT staff, and utilities to go over the project and anticipated conflicts. Only utility work would be the extension of watermain along Grove Street and looping through Phoebe Bakken Park if the Village were to complete the additional work outside of the grant project. Costs are being prepared by the utilities to bury the overhead along Clark Street.

7. **Director's Report.**

COVID-19

Public Works has implemented some new guidelines for staff due to Covid-19 restrictions, including staggered start/finish times, no two people riding in a vehicle at the same time, wiping down vehicles before and after use, utilizing the same vehicle as much as possible and some staff working from home. Brush collection is currently taking longer due to the Covid-19 restrictions

AMI

The 1st quarter meter reads were done with automatic reads. Only a few reads did not send, but staff were able to do manual reads quickly. Final reads for owner or tenant changes, are now done completely from the system. Krause and Larson now also have the capability of looking up hourly reads for customers to help identify leaks. Staff training and full software implementation is on hold until it can be done in-person. Core and Main will be providing training on software once it is safe to do so.

MMSD charges up in Q1

There is a possible aberration in MMSD's test results; or the Village wastewater composition is changing. Larson reached out to the MMDS Collection System Team to discuss and troubleshoot.

Lead and Copper
Up until Covid-19, we had made great progress on verifying and documenting materials. As of now, we are on hold in order to avoid in-person contact, drop of sample bottles, etc. We are also awaiting DNR guidance due to Covid-19 and hoping that they will extend the deadline for testing.

UCMR4
The Village of Cottage Grove was randomly selected by the EPA to conduct unregulated contaminants monitoring and the first round of test results are now complete.

Vilas Water/Sewer
Project was bid and currently waiting on agreement with landowner before the project can start.

8. **Approve vouchers for payment. Motion** by Rogers, seconded by Murphy, to approve payment of the vouchers in the amount of $475,142.38. Motion carried by a unanimous voice vote of 5-0-0.

9. **Approve the minutes of the February 12, 2020 meeting. Motion** by Halverson, seconded by Hackel, to approve the minutes of the February 12, 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, June 10, 2020 at 5:00 p.m.

11. **Future agenda items.**
    - Lead and copper testing
    - MMSD charges
    - UCMR results

12. **Adjournment. Motion** by Hackel, seconded by Williams, to adjourn the meeting at 5:39 p.m. Motion approved by unanimous voice vote, 5-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk

Approved on: _____/_____/_____

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.

DRAFT