

VILLAGE OF COTTAGE GROVE UTILITY COMMISSION

MEETING MINUTES OF FEBRUARY 14, 2018

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, Mike Hackel, Bruce Halverson and Dave Wallace. Also present were Public Works Director JJ Larson, Utility Clerk Cynthia Clay and Mike Maloney of MSA. One citizen was present.
3. **Public Appearances – Public’s opportunity to speak to Commission Members about any item that is not a specific agenda item.** None.
4. **Discuss the duties and responsibilities of the Utility Commission.** The duties and responsibilities of the Utility Commission as outlined in Chapter 312 of the Village of Cottage Grove Ordinances were discussed. Larson noted that the official determination of Village Attorney Lee Boushea and Village Administrator Matt Giese was that the Utility Commission is the governing body. As the governing body the Utility Commission is empowered to set water and sewer rates.
5. **Discuss and consider sewer rate increase.** Larson noted that last month a rate case was presented that showed a needed increase of eighteen percent (18%) but that this calculation was incorrect and the error was discovered during the annual audit process. Vicki Hellenbrand of Baker Tilly Virchow Krause then redid the calculation. Staff worked with Baker Tilly Virchow Krause and Ehlers to determine that an increase of twenty-four percent (24%) to the sewer rates is needed. Motion by Rogers, seconded by Wallace, to approve a sewer rate increase of twenty-four percent (24%) effective January 1, 2018. Motion approved by unanimous voice vote, 4-0-0.
6. **Discuss and consider Progress Drive Forcemain bid results and recommendation of base bid and alternate to the Village Board.** Maloney presented the results of the bid opening. Three qualified contractors submitted bids. They were A-1 Excavating Inc., R.G. Huston Company Inc. and Maddrell Excavating LLC. Motion by Hackel, seconded by Wallace, to recommend to the Village Board approval of R.G. Huston Company Inc.’s Base Bid 2 in the amount of \$585,863.80 and Alternate 1 to Base Bid 2 in the amount of \$153,031.25 for a total amount of \$738,895.05 for open cut with two pipes in the terrace. Motion approved by unanimous voice vote, 4-0-0.
7. **Discuss and consider authorizing staff to write-off amounts in terminated water and sewer accounts.** Motion by Rogers, seconded by Halverson, to authorize staff to write-off the amount of Thirty-Three Dollars and Forty-Eight Cents (\$33.48) in terminated water and sewer accounts. Motion approved by unanimous voice vote, 4-0-0.

8. Engineer's Report.

Progress Drive Forcemain

We adjusted the directional drilling option due to soil constructability. We added open trench areas in the drilling option. We will review the bid results received earlier in the day. We will verify award options as they fit with the budget to make a recommendation to the Village Board. We set the forcemain construction schedule as follows:

- | | |
|---------------------------|-------------------|
| 1. Award of Contract | February 19, 2018 |
| 2. Start of construction | March 19, 2018 |
| 3. Substantial completion | May 11, 2018 |
| 4. Final completion | May 25, 2018 |

Main Street Lift Station

We will advertise the project and plan to deliver bid prices at the March Utility Commission meeting. We will coordinate with Hydrite to complete the easement documents for the land use needs while releasing unnecessary easements currently on Hydrite land to the east of the lift station.

Westlawn 4th Addition

We reviewed the extension of streets for the final phase of development. Based on comments from residents regarding low water pressure, we setup and recorded measurements of the watermain pressure throughout a three-day period. The pressure had no significant drops in pressure, the lowest reading was 40 psi. We found the pressure reducing station added water pressure when the valves in the PRV automatically opened and assisted by adding about 5 psi of pressure. We have a meeting with LW Allen, JJ Larson and MSA scheduled to discuss the controls and potential pressure increases.

Sewer GIS

We are nearing completion of the sanitary sewer manhole measurement. Once into the GIS system the Village will have the knowledge on sewer capacities as well as conditions. The capacity of sewer mains and interceptors will help as new development occurs.

Parkside Ridge

They are looking for feedback on the conceptual preliminary plat from the Utility Commission. This is the Olson-Widen subdivision off Vilas Road and they will want to hook up to the water and sewer. A preliminary plan will be coming up for review in March. The Utility Commission would require extending the 15-inch sewer in Vilas Road. MSA will be looking into compensation for oversizing/depth of the mains.

9. Director's Report.

Water/Sewer System/SCADA meeting

Groskreutz and Larson will meet with representatives from LW Allen/Altronex and MSA on Friday to discuss water and sewer system control and data collection upgrades.

Winter

Staff is still monitoring dead-end hydrant water temperature and flowing water in some locations to prevent freezing.

Plan for 2018

- Addition of digital scales for fluoride and chlorine, tied into SCADA.
- New/standardized chemical pumps at all wells; with plan for proactive maintenance versus “run to fail.”
- Begin hydrant painting program; reached out to Ferguson-scheduled talk in coming weeks.

Vilas Road Creek Crossing/Bridge Update

No update.

Update on Tower Internet Antenna Lease

Responses received confirm that local internet providers leasing tower space pay significantly less than cell companies – typically between \$50-\$100 per month. A contract should be available next month.

AMI

Plan to set up a meeting with Core & Main (formerly HD Supply) and Village staff to plan next steps in AMI installation; prop study, antenna install, hardware and software. There are less than 400 meters yet to be converted, beyond the “tipping point” where install makes sense.

Conferences/Education

Larson, Gordon and Viken attended the Water/Wastewater Expo in the Dells last week.

- 10. Approve vouchers for payment.** Motion by Rogers, seconded by Hackel to approve payment of the vouchers in the amount of \$254,725.01. Motion approved by unanimous voice vote, 4-0-0.
- 11. Approve the minutes of the January 10, 2018 meeting.** Motion by Halverson, seconded by Wallace, to approve the minutes of the January 10, 2018 meeting as presented. Motion approved by unanimous voice vote, 4-0-0.
- 12. Set next meeting date.** The next meeting of the Utility Commission will take place on Wednesday, March 14, 2018 at 5:00 p.m. at the Municipal Services Building 210 Progress Drive.
- 13. Adjournment.** Motion by Wallace, seconded by Rogers, to adjourn the meeting. Motion approved by unanimous voice vote, 4-0-0. The meeting was adjourned at 6:00 p.m.

Submitted by Cynthia Clay, Utility Clerk

Approved on March 14, 2018.

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.