

# VILLAGE OF COTTAGE GROVE UTILITY COMMISSION

## MEETING MINUTES OF JUNE 10, 2020

1. **Call to Order.** The meeting was called to order by Chairperson Charlie Rogers at 5:03 p.m. This meeting was held on Zoom.
2. **Determine that a quorum was 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), Bruce Halverson, Heidi Murphy, Mike Hackel, Village Engineer Kevin Lord, Public Works Director JJ Larson and one (1) member of the public. Absent and excused was Joanna Williams.
3. **Public Appearances – Public’s opportunity to speak about any subject that is not a specific agenda item.** None.
4. **Old Business**
  - a. **Update on water and sewer extension along Vilas Rd.**

Lord gave an update on the status of the project. Contracts are signed, contractor is looking at a July or August start on that project. They have 90 days to substantial completion so it will be a fall completion.
  - b. **Update on lead and copper testing.**

Larson said the plan is to begin reaching out to residents in July to get the samples collected.
  - c. **Update on MMSD charges and sampling.**

Larson stated that first quarter costs for sewage treatment were up significantly and that MMSD staff reported it was due to higher numbers of solids, phosphorus, and other measurables in the wastewater samples. There was an issue with a pump in the wet well at Vilas being out of service for a period of time, the pump is located right where the sampler pulls for testing, Larson stated his theory is that is impacting the sample results because there is no obvious change in what’s going to the system. MMSD staff will be installing a sampler in another location to see if the issue is related to the wet well sampler location or there is something changing in our wastewater.
5. **New Business**
  - a. **Discuss and consider 2019 Compliance Maintenance Annual Report (CMAR).**

Larson presented the report and explained that it’s an annual report to the DNR on our Sanitary Sewer Utility’s financials and maintenance activities. **Motion** by Murphy, seconded by Hackel to approve the 2019 Compliance Maintenance Annual Report. Motion carried with a unanimous voice vote 4-0-0.
  - b. **Discuss and consider the continuation of PSN fee absorption for online utility bill payments.**

Larson explained how the Utility opted to absorb the online payment fees when the Safer at Home order was issued; in order to encourage customers to pay online versus mailing or dropping off payments. Larson discussed how utilities are now allowed under PSC rules to absorb the fees for online bill payment outside of a rate case. In the packet was a summary of the cost so far and an estimate for costs moving forward to continue to absorb these fees. Larson stated that in order for a Utility to capture that revenue it does have to be a part of a full rate case, but that the Utility’s operating budget would easily absorb the fees for the next year and that the plan had been to seek a full rate case at some point in 2021 at which time these costs could be accounted for in the rates. **Motion** by Hackel,

seconded by Halverson, to continue absorbing fees for online payment. Motion carried with a unanimous voice vote of 4-0-0.

## **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. 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.

5<sup>th</sup> 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 taken out of the system as of June 1<sup>st</sup>. 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.

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.

## **7. Director's report.**

### COVID-19

Still no two in a vehicle and staff staying with same vehicle as much as possible. The Municipal Services Building re-opened with limited capacity and plexiglass at the 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. Larson reached out to their Collection System Team to discuss and troubleshoot. MMSD staff got back to Larson 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.

8. **Approve vouchers for payment. Motion** by Rogers, seconded by Halverson, to approve payment of the vouchers in the amount of \$69,182.56. Motion carried by a unanimous voice vote of 4-0-0.
9. **Approve the minutes of the May 13, 2020 Utility Commission meeting. Motion** by Hackel, seconded by Murphy, to approve the minutes of the May 13, 2020 meeting as presented. Motion carried by a unanimous voice vote of 4-0-0.
10. **Set date for next meeting.** The next meeting of the Utility Commission will be held on Wednesday, July 8, 2020 at 5:00 p.m.

**11. Future Agenda Items**

- Sanitary system flows
- Services along Vilas Rd.
- MMSD charges
- Lead and copper testing
- UCMR results

12. **Adjournment. Motion** by Rogers, seconded by Hackel, to adjourn the meeting at 5:30 p.m. Motion approved by unanimous voice vote, 4-0-0.

Respectfully submitted by JJ Larson, Director of Public Works.

Approved on:   7  /  8  /  20  

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