

**MINUTES OF A REGULAR MEETING
WATER AND SEWER UTILITY COMMISSION
TUESDAY, MARCH 8, 2011**

ROLL CALL	Present at the 9:00 a.m. beginning were: Commissioners Wille, Siepert, Gass, and Gehl. Members of the Utility staff in attendance were: General Manager Yttri, Utility Engineer Sullivan, Plant Manager Francis, Distribution Manager Fairbanks and Accounting Supervisor Stenzel.
PREVIOUS MINUTES APPROVED	Minutes of the last regular meeting, held on February 8, 2011, were approved as recorded with a motion by Commissioner Gass and seconded by Commissioner Siepert. Roll call vote, all voted aye.
PROJECT PAYMENT APPROVALS	No action was taken on this agenda item.
VOUCHER APPROVAL	Vouchers incurred during February totaled \$972,774.78. Commissioner Gehl, with Commissioner Siepert seconding, made the motion to approve payment of all invoices. Roll call vote, all voted aye.
UTILITY INVESTMENTS	Accounting Supervisor Stenzel reported utility investments as of February 28, 2011. A copy of the report is on file.
PLANT OPERATIONS REPORT	Plant Manager Francis reported plant operations during February 2011. A copy of the report is on file.
DISTRIBUTION OPERATIONS REPORT	Distribution Manager Fairbanks reported distribution operations during February 2011. A copy of the report is on file.
ADMINISTRATIVE OPERATIONS REPORT	Accounting Supervisor Stenzel reported administrative operations during February 2011. A copy of the report is on file.
ENGINEERING OPERATIONS REPORT	Utility Engineer Sullivan reported engineering operations during February 2011. A copy of the report is on file.
MANAGER'S REPORT	The Government Finance Officer award was on display for the Commission. It is the 17 th consecutive Certificate of Achievement for Excellence in Financial Reporting award the Utility has received.

BOTTLED WATER PROJECT	No action was taken on this agenda item.
DISCUSS JOINT UTILITY/CITY ECONOMIC DEVELOPMENT INVESTMENT	No action was taken on this agenda item.
APPROVE STANDBY POWER ELECTRICAL EQUIPMENT PURCHASES	Commissioner Gehl, with Commissioner Gass seconding, made the motion to approve the purchase of electrical equipment to the lowest responsive, responsible bidders, in the total amount of \$268,157.00, contingent upon the suppliers verifying adherence to the bid documents. Roll call vote, all voted aye.
AWARD STANDBY POWER INSTALLATION CONTRACT	Commissioner Siepert, with Commissioner Gehl seconding, made the motion to award the standby power installation contract to the lowest responsive, responsible bidder, Rasch Construction & Engineering, Inc. based on the bid amount of \$1,241,250.00. Roll call vote, all voted aye.
APPROVE STANDBY POWER CONSTRUCTION SERVICES AMENDMENT TO ENGINEERING CONTRACT	Commissioner Siepert, with Commissioner Gass seconding, made the motion to authorize the Utility Engineer to execute the construction services amendment to the engineering services contract with Clark Dietz in the not to exceed amount of \$169,450.00. Roll call vote, all voted aye.
DISCUSS RAY BURNSIDE RETIREMENT	A cake and coffee reception in honor of Commissioner Ray Burnside's 38 years of dedicated service to the Utility will be held in the near future.
PROJECT RECOMMENDATIONS AND APPROVALS	No action was taken on this agenda item.
PROJECTS IN PROGRESS	No action was taken on this agenda item.
MISCELLANEOUS MATTERS	No action was taken on this agenda item.
ADJOURN	Commissioner Siepert, with Commissioner Gass seconding, made a motion to adjourn the meeting at 10:14 a.m. Roll call vote, all voted aye.

Gerald H. Wille, Chairman

Fredrick R. Siepert, Secretary

03-08-11