

**MINUTES OF A REGULAR MEETING
WATER AND SEWER UTILITY COMMISSION
TUESDAY, OCTOBER 11, 2011**

ROLL CALL	Present at the 9:00 a.m. beginning were: Commissioners Wille, Siepert, Gass, Gehl, and Simpson. 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 September 13, 2011, were approved as recorded with a motion by Commissioner Siepert and seconded by Commissioner Gass. Roll call vote, all voted aye.
PROJECT PAYMENT APPROVALS	Commissioner Siepert, with Commissioner Gehl seconding, made the motion to approve the progress payment for the Treatment Plant and Low Lift Pump Station Standby Power (Project 11101) to Rasch Construction & Engineering, Inc. in the amount of \$116,037.76. Roll call vote, all voted aye.
VOUCHER APPROVAL	Vouchers incurred during September totaled \$991,541.05. Commissioner Gass, with Commissioner Gehl seconding, made the motion to approve payment of all invoices. Roll call vote, all voted aye.
UTILITY INVESTMENTS	Bank representatives from M & I, David Ness and Kim Palleon, reviewed our investment portfolio with the Commission and staff. Accounting Supervisor Stenzel reported utility investments as of September 30, 2011. A copy of the report is on file.
PLANT OPERATIONS REPORT	Plant Manager Francis reported plant operations during September 2011. A copy of the report is on file.
DISTRIBUTION OPERATIONS REPORT	Distribution Manager Fairbanks reported distribution operations during September 2011. A copy of the report is on file.
ADMINISTRATIVE OPERATIONS REPORT	Accounting Supervisor Stenzel reported administrative operations during September 2011. A copy of the report is on file.
ENGINEERING OPERATIONS REPORT	Utility Engineer Sullivan reported engineering operations during September 2011. A copy of the report is on file.

MANAGER'S REPORT	General Manager Yttri informed the Commission that Senior Service Worker Doug Schwartz and Treatment Plant Operator Mike Muschinski placed first in the Top Ops competition at the annual Wisconsin Water Conference qualifying their team for competition at the National American Water Works Association Conference to be held in Dallas, Texas, in the summer of 2012.
BOTTLED WATER PROJECT	General Manager Yttri updated the Commission on the bottled water project.
WATER RATE APPLICATION UPDATE	General Manager Yttri updated the Commission on the status of the water rate application.
DISCUSS WHOLESALE WATER SUPPLY TO WAUKESHA	General Manager Yttri updated the Commission on the status of the wholesale water supply to Waukesha.
DISTRIBUTION VEHICLE REPLACEMENT	Commissioner Gehl, with Commissioner Simpson seconding, made the motion to amend the 2011 budget in the amount of \$25,000.00 to replace the minivan totaled in the September 15, 2011 traffic accident. Roll call vote, all voted aye.
APPROVE UTILITY DISCIPLINE AND GRIEVANCE PROCEDURE	Commissioner Gass, with Commissioner Gehl seconding, made the motion to approve the Utility Discipline and Grievance Procedure Manual as presented by staff. Roll call vote, all voted aye.
A T & T CELL PHONE ANTENNA PROPOSAL	No action was taken on this agenda item.
PROJECT RECOMMENDATIONS AND APPROVALS	<p><u>Treatment Plant Backwash Waste Alternative Study:</u> Commissioner Gehl, with Commissioner Gass seconding, made the motion to amend the treatment plant design contract with CH2MHill to include the filter backwash water alternative study in the amount not to exceed \$20,000.00. Roll call vote, all voted aye.</p> <p><u>Approve Sanitary Sewer Service Connection Agreement – 7365 South Howell Avenue:</u> Commissioner Siepert, with Commissioner Simpson seconding, made the motion to approve the sanitary sewer service connection agreement for 7365 South Howell Avenue. Roll call vote, all voted aye.</p>
PROJECTS IN PROGRESS	No action was taken on this agenda item.

MISCELLANEOUS
MATTERS

Executive Session:

The meeting went into executive session at 10:46 a.m. with a motion by Commissioner Siepert, and a second by Commissioner Gehl in accordance with Section 19.85 (1)(c) of the Wisconsin State Statutes for the following purpose:

- Discuss the implementation of wage and benefit modifications effective 1/1/12.

Roll call vote, all voted aye.

Commissioner Siepert, with Commissioner Gass seconding, made the motion to go out of executive session at 12:27 pm. Roll call vote, all voted aye.

No action was taken on this agenda item.

ADJOURN

Commissioner Siepert, with Commissioner Gass seconding, made a motion to adjourn the meeting at 12:28 p.m. Roll call vote, all voted aye.