

## BLACK RIVER FALLS UTILITY COMMISSION MEETING MINUTES

October 29, 2018

Utility Commission President John Lund called a meeting of the Black River Falls Municipal Utility Commission to order on October 29, 2018 at 4:30 p.m. in the conference room at 119 North Water Street. Commissioners in attendance were Pete Olson, Jay Eddy, John Lindahl, and Don Mathews. Also present were General Manager Casey Engebretson, Office Manager Julie Babcock, Line Foreman Cal Thompson, and Mike Hodges (WPPI ESR).

A motion was made by Commissioner Eddy and seconded by Commissioner Olson to approve the minutes from the September 24, 2018 Regular Meeting.

Aye: Lund, Lindahl, Olson, Mathews, and Eddy  
Motion carried.

A motion was made by Commissioner Lindahl and seconded by Commissioner Eddy to approve the accounts payable vouchers; Accounts Payable (CK #35038 - #35050 and CK #35052 - 35100; HC #100222 - #100229) – Totaling \$679,356.68.

Aye: Lund, Lindahl, Olson, Mathews, and Eddy  
Motion Carried.

Julie Babcock reviewed the September 2018 financial statement and A/R arrears.

Casey Engebretson discussed the need to replace the valves on the pressure filter at the water plant. The filter has been in service for approximately 12 years with little required maintenance, other than the valves. Failure of the current valves has been an ongoing issue and is becoming more frequent. Cost to replace all valves on the filter is approximately \$18,000.00. The cost of the valve replacement will be paid from the Capital Equipment Fund.

Casey Engebretson informed the Commission that the rehabilitation work on the west clarifier will most likely begin next spring. Weather has delayed work on Crane's other projects. The need for Crane to finish those projects will delay start of the west clarifier rehabilitation.

Casey Engebretson informed the Commission that the public bid opening for the WWTP Sludge Hauling contract will take place on November 8, 2018 at 3:00 pm.

Casey Engebretson informed the Commission that a diagnosis on the actuator issue has not yet been determined. The project completion date established through FEMA and WEM is November 30, 2018. FEMA/WEM project closeout must be submitted by this date. Casey will continue to seek information from the contractor and manufacturer. The Commission instructed Casey to continue working with the engineer and contractor to determine repair cost allocations. The Commission also authorized Casey to complete the closeout documentation, without the inclusion of the expenses associated with the actuator, if necessary.

Casey Engebretson informed the Commission of the repairs that were completed on Hydro #1 and Hydro #2. Access ladders were severely deteriorated. Furthermore, a steel floor section had deteriorated and collapsed, causing a significant amount of water to bypass the turbine. This bypass of water resulted in a decreased generating capability for the hydro unit. An estimate was received from Gerdes Fabricating, Inc. for the fabrication and installation of new ladders, a new steel floor section, and labor for installation. The cost of the repairs was \$3,697.23.

Casey Engebretson informed the Commission of an upcoming MEUW District Dinner on November 14 at Skyline Golf Course. Commissioners Lindahl and Lund will be attending.

The Commission reviewed the Community Contribution requests from Black River Youth Hockey and the Black River Falls Figure Skating Club.

A motion was made by Commissioner Lindahl and seconded by Commissioner Olson to approve the Community Contribution request from Black River Youth Hockey in the amount of \$650.00 for the purchase of new equipment for new hockey members and the request from the Black River Falls Figure Skating Club in the amount of \$625.00 for the purchase of competition dresses and to off-set the costs of various expenditures normally covered through fundraising.

Aye: Lund, Lindahl, Olson, Mathews, and Eddy  
Motion Carried.

The Commission reviewed the Economic Development Grant request from the Black River Area Chamber of Commerce.

A motion was made by Commissioner Eddy and seconded by Commissioner Mathews to approve the Economic Development Grant request from the Black River Area Chamber of Commerce in the amount of \$1,000.00.

Aye: Lund, Lindahl, Olson, Mathews, and Eddy  
Motion Carried.

Casey Engbretson informed the Commission of the intent of the City to move public fire protection charges from a municipal charge on the tax roll to a direct charge on the water bill. Casey included a memo in the meeting packet, which outlined the rate case process and billing issues to be considered by the Commission. Casey explained that the Commission would need to determine which billing method to utilize and decide if BRFMU would choose to bill City properties without a current water service (non-general customers). These issues will be addressed further at future meetings.

The Commission discussed wage adjustments for non-exempt employees.

A motion was made by Commissioner Olson and seconded by Commissioner Eddy to approve a 3 percent wage adjustment for all non-exempt employees, effective January 1, 2019.

Aye: Lund, Lindahl, Olson, Mathews, and Eddy  
Motion Carried.

A motion was made by Commissioner Mathews and seconded by Commissioner Lindahl to adjourn to closed session at 5:46 p.m. pursuant to Section 19.85 (1)(c) to consider employment, promotion, compensation, or performance evaluation of any public employee subject to the jurisdiction or authority of the governing body.

Aye: Lund, Lindahl, Olson, Mathews, and Eddy  
Motion Carried.

A motion was made by Commissioner Olson and seconded by Commissioner Lindahl to reconvene into open session at 6:15 p.m.

Aye: Lund, Lindahl, Olson, Mathews, and Eddy  
Motion Carried.

A motion was made by Commissioner Lindahl and seconded by Commissioner Mathews to set the General Manager's wage at \$58.00 /hour, set the Office Manager's wage at \$34.00 /hour, and set the Electric Operating Superintendent's wage at \$53.00 /hour, effective January 1, 2019.

Aye: Lund, Lindahl, Olson, Mathews, and Eddy  
Motion Carried.

A motion was made by Commissioner Mathews and seconded by Commissioner Eddy to adjourn the meeting at 6:16 p.m.

Aye: Lund, Lindahl, Olson, Mathews, and Eddy  
Motion Carried.

Casey Engebretson, General Manager  
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