

## BLACK RIVER FALLS UTILITY COMMISSION MEETING MINUTES

April 29, 2019

Utility Commission President John Lund called a meeting of the Black River Falls Municipal Utility Commission to order on April 29, 2019 at 4:30 p.m. in the conference room at 119 North Water Street. Commissioners in attendance were Pete Olson, Jay Eddy, and John Lindahl. Commissioner Mathews was excused. Also present were General Manager Casey Engebretson, Electric Operations Supt. Kevin LaValley, Line Foreman Cal Thompson, and Kyle Von Ruden (Banner Journal).

A motion was made by Commissioner Olson and seconded by Commissioner Lindahl to approve the minutes from the March 25, 2019 Regular Meeting.

Aye: Lund, Lindahl, Olson, 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 #354955 - #35570; HC #100278 - #100285) – Totaling \$663,130.56.

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

Casey Engebretson reviewed the March 2019 financial statements and arrearages.

Casey Engebretson summarized the 2019 water main and water services replacement projects. The North 3<sup>rd</sup> Street project has been completed. Remaining projects include North 5<sup>th</sup> St. between Harrison St. and Monroe St., Buchanan St., and Crestwood St. Completion of these projects is anticipated to occur at the end of June.

Casey Engebretson informed the Commission that Crane Engineering intends to begin the rehabilitation of the West Final Clarifier at the WWTP on May 13, 2019.

Kevin LaValley reported that there were no issues encountered during the recent high water. Kevin also informed the Commission that the flashboards, buoyed boat barrier, and public boat landing dock have been installed.

A discussion was held concerning the future utility operations center. Casey Engebretson informed the Commission that John Lund would be replacing Don Mathews on the building committee. Casey also stated that the RFPs for the construction manager were due by noon today and that three (3) proposals were received. Casey proposed that the committee meeting scheduled for May 1, 2019 be cancelled, as the purpose of the meeting was to create a short-list of firms to present proposals. It was determined that the committee should ask all three firms to present their proposals. Casey will schedule the proposal presentations with each responding firm for May 8, 2019.

A motion was made by Commissioner Eddy and seconded by Commissioner Lindahl to authorize Casey Engebretson to initiate contract preparation immediately with the firm selected for construction management by the Utility Operations Center Building Committee, with the understanding that the contract be brought before the Commission for approval.

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

A motion was made by Commissioner Olson and seconded by Commissioner Eddy to advertise the Request for Proposals for Architectural/Engineering services for the utility operations center building project.

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

Casey Engebretson discussed the water rate case forecast. Baker-Tilly has completed the forecast and found that an authorized 5.25% rate of return would result in an approximate 6.63% rate increase, which does not include the additional charge on the utility bill for public fire protection. The Commission has the option of requesting a lower rate of return of 4.25%, which would result in an approximate 2.53% rate increase. The Commission asked if the water utility could maintain the minimally required debt coverage if the lower rate of return was requested. Casey presented a spreadsheet showing that the debt coverage would be sufficient at the lower rate of return.

A motion was made by Commissioner Lindahl and seconded by Commissioner Olson to file a conventional water rate case application with the Public Service Commission of Wisconsin (PSCW), with the application to include: 1) changing the Public Fire Protection from a municipal charge to a direct charge on the utility bill; 2) the request for a lower rate of return of 4.25%; and 3) the PSCW review/revision of various rate schedules not reviewed since the last conventional rate case.

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

Casey Engebretson reviewed the overtime meal pay provision in the employee handbook. Casey suggested restoring some language to the current language that was deleted in a 2015 revision to provide clarity to the provision. The revision would add a requirement that the employee work at least three (3) consecutive hours and during specific time periods to be eligible for meal pay.

A motion was made by Commissioner Lindahl and seconded by Commissioner Olson to revise the meal pay language in the handbook to include the 3-hour minimum work requirement and time periods for meal pay eligibility, as presented by Casey Engebretson.

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

Casey Engebretson informed the Commission of the request by Mike Peters, WPPI President and CEO, to schedule a presentation where Mike will discuss the accomplishments and benefits of WPPI membership. The Commission asked Casey to schedule the presentation during a future Commission meeting.

A motion was made by Commissioner Lindahl and seconded by Commissioner Olson to move the August 26, 2019 Commission meeting to August 19, 2019.

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

A motion was made by Commissioner Lindahl and seconded by Commissioner Eddy to adjourn the meeting at 5:12 p.m.

Casey Engebretson, General Manager  
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