

BLACK RIVER FALLS UTILITY COMMISSION MEETING MINUTES

August 27, 2018

Utility Commission President John Lund called a meeting of the Black River Falls Municipal Utility Commission to order on August 27, 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 and Office Manager Julie Babcock.

A motion was made by Commissioner Eddy and seconded by Commissioner Olson to approve the minutes from the July 30, 2018 Regular Meeting.

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

A motion was made by Commissioner Lindahl and seconded by Commissioner Olson to approve the accounts payable vouchers; Accounts Payable (CK #34873 - #34952 and 34954 - #34955; HC #100205 - #100213) – Totaling \$911,876.66.

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

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

Julie Babcock and Casey Engebretson reviewed the draft 2019 budget with the Commission.

Casey Engebretson informed the Commission that the Water Utility has received PSCW Authorization to begin installing Automated Metering Infrastructure. Meter installations will begin on September 10, 2018.

Casey Engebretson updated the Commission on the water leak repair on Hwy 54 East. Water Dept. employees estimated water loss at 100,000 gallons per day.

Casey Engebretson informed the Commission that the rehabilitation work on the east final clarifier is going well and the coatings should be completed this week. Assembly is scheduled to be completed within the next two weeks. New motors and gear drives will be purchased for both clarifiers at a cost of approximately \$8,500.00. These costs will be paid for using the \$25,000.00 allowance, which was built into the bid.

Casey Engebretson informed the Commission that the line crew continues to replace/rebuild red-tagged poles and associated infrastructure.

Casey Engebretson informed the Commission that Mitchell Ammann will begin Lineworker Apprentice classroom work on October 22, 2018. The Apprenticeship consists of four one-week classes annually, with the balance being paid on-the-job training.

Casey Engebretson informed the Commission that the triennial Federal Energy Regulatory Commission dam inspection was rescheduled for August 28, 2018.

Casey Engebretson updated the Commission on the utility parcel purchase and sale. The sale of the current Utility property is ready to proceed. The process to purchase a parcel from McFour Ventures, LLC. has been delayed because of an error found in a 2006 survey. Casey is working with surveyors, the City Administrator, and the City Attorney to remedy the issue. When the issue is resolved, the purchase and sale of the two parcels will proceed at a simultaneous closing.

Casey Engebretson provided the Commission with compensation information and comparables for other public utility governing bodies. The compensation for the Utility Commission has not been reviewed since January, 2005.

A motion was made by Commissioner Mathews and seconded by Commissioner Olson to increase Commissioner compensation from \$50.00 per meeting to \$75.00 per meeting, with compensation increasing to \$125.00 if any meeting surpasses three hours in length, effective January 1, 2019. Casey Engebretson was directed to determine if this recommended motion required City Council approval and if so, to work with the City Administrator to place it on the City Council meeting agenda.

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

Casey Engebretson informed the Commission that the documentation binder for the dam repair project should be completed by the second week in September. The project closeout paperwork has been completed and will be submitted with the binder to Wisconsin Emergency Management, and passed along to FEMA, for review.

A motion was made by Commissioner Lindahl and seconded by Commissioner Mathews to adjourn the meeting at 5:16pm.

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

Casey Engebretson, General Manager

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