

Lake Geneva Utility Commission Minutes
Regular Lake Geneva Utility Commission Meeting
Wednesday June 19, 2019 4:00 PM
Conference Room 2A, City Hall – 626 Geneva Street

Call Meeting to Order- by Lyon at 4:01pm

Roll Call - Members present: Dennis Lyon, Ann Esarco, Ald. Hedlund, & Admn. Nord; Ald. Flower & Mark Johnson – absent; Mayor Hartz arrived at 4:04 pm.

Staff in attendance: Josh Gajewski

Public in attendance: None

Comments from the Public as allowed by Wis. Statutes §19.84 (2), Limited to Items on this Agenda Except for Public Hearing Items. Comments will be limited to 5 Minutes.
None

Approve Utility Commission Minutes from May 15, 2019 as prepared and distributed
Eсарco/Hedlund motion to approve. Passed unanimously.

Acknowledgement of Correspondence
None

Presentation of 2018 Financial Audit
Clifton Larson Allen not present, no action taken.

Financials Update
Gajewski reviewed the financials through May 2019.
Eсарco/Hedlund motion to approve the May financials. Passed unanimously.

Approval of the May Bills
Hedlund/Hartz motion to approve the May bills. Passed unanimously.

Directors Report
Gajewski gave an overview of the submitted Directors report. The water system modeling and Dodge Zone work with MSA continues, we are currently waiting for additional input from contracting services to verify opinions on the feasibility of raising the tower 30'. The Water Utility Sanitary Survey was conducted by the DNR, things went well on site and we are awaiting the final report itemizing any items needing attention. Site visits for Chloride Source Reduction Measures are nearing completion and the second phase of work on this year's goals is upcoming. There was a repair needed to the force main at the Big Foot Lift Station, staff will continue to review future needs of the main given the numerous repairs that have been made to it over the years. Second quarter bills will out July 1st and online customer accounts with PSN continues to grow.

Review of the 2018 Consumer Confidence Report (CCR)
The CCR is the annual water quality reporting required by DNR code. Gajewski reviewed the report noting that samples for Nitrates, VOC's and disinfection byproducts that were not taken during the regulated timeframe. Nitrates and VOC's have since been sampled and found in compliance, DBPs will be taken between July and September of this year.
Review only, no action taken.

Discussion/Action on 2018 Compliance Maintenance Annual Report (CMAR) and Resolution 2019-01

Gajewski reviewed the report and discussed the highlights of each section. Ald. Hedlund questioned the D grade on the Groundwater section and what is being done to correct it. Gajewski reviewed the hurdles of hitting chloride concentration limits due to not have processes specific to its removal. Discussion on available chloride reduction measures followed.

Hartz/Hedlund motion to approve the 2018 CMAR as presented and Resolution 2019-01. Passed unanimously.

Discussion/Action well and pump maintenance work at Well #4

Gajewski reviewed the two proposals that were received from Water Well Solutions and Municipal Well & Pump. Discussion on the variations between proposed timelines and costs followed.

Hedlund/Esarco motion to approve the pump maintenance on Well #4 with Water Well Solutions, as bid at \$18,955. Passed unanimously.

Discussion/Action on revision to the Utility Commission Wage Scale

Gajewski reviewed the changes to the scale which includes a 1% COLA to all grades, with the 2/20/2019 changes made to certification pay remaining in place.

Hedlund/Hartz motion to approve the revised 2019 Utility Commission Wage Scale. Passed unanimously.

Discussion/Action on the Utility Commission Employee Compensation Policy

The drafted policy is in substantial conformance with the recently amended and approved City policy, but it has been modified to align it with the Commission's structure.

Hedlund/Hartz motion to approve the Utility Commission Employee Compensation Policy. Passed unanimously.

Discussion/Action on the Sage Street Water Main Abandonment Project

The engineering estimate to complete the Sage Street and Warren Street work was reviewed. Gajewski would like to continue forward with Sage St abandonment to ensure it's completed in 2019 and look at 2020 for potential completion of the Warren St. work.

Hartz/Hedlund motion to continue forward with the Sage St. abandonment, obtaining quotes for the work and returning in July for approval.

Lyon/Esarco motion to go into closed session pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically Wastewater staff recruitment and employee wages.

Motion carried on a roll call vote 5-0. The Commission convened into closed session at 4:58pm.

Hedlund/Nord motion to return to open session pursuant to Wisconsin Statutes 19.85(2) and take action on any items discussed in closed session.

Motion carried on a roll call vote 5-0. The Commission convened into open session at 5:40pm.

Esarco/Hedlund motion to instruct staff to proceed as discussed in closed session. Passed 5-0.

Adjourn

Lyon/Hartz motion to adjourn at 5:43pm. Passed unanimously.

/s/ Josh Gajewski, Utility Director

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE
LAKE GENEVA UTILITY COMMISSION**