

Lake Geneva Utility Commission Minutes
Lake Geneva Utility Commission Meeting
Wednesday July 15, 2020 4:00 PM
Council Chambers, City Hall – 626 Geneva Street

THIS MEETING WAS HELD IN COUNCIL CHAMBERS WITH AN IN-PERSON ATTENDANCE LIMIT OF NO MORE THAN 13 PEOPLE ON A FIRST COME FIRST SERVED BASIS AS WELL AS BEING HELD VIRTUALLY TO HELP PROTECT OUR COMMUNITY FROM THE CORONAVIRUS (COVID-19) PANDEMIC.

Call Meeting to Order- President Lyon called the meeting to order at 4:02pm.

Roll Call – Lyon, Klein, Flower, Hedlund, Nord & Binn. **Absent:** Esarco

Staff in Attendance – Gajewski & Busch

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 June 17, 2020 as prepared and distributed Hedlund/Flower motion to approve. Passed 6-0.

Acknowledgement of Correspondence

Gajewski stated that we have received correspondence from the Public Service Commission regarding an update to their docket 5-UI-120. This item is on the agenda for review.

Approval of June Financials

Gajewski presented the June financials.

Hedlund/Binn motion to approve. Passed 6-0.

Approval of the June 2020 Bills

Hedlund/Flower motion to approve the bills and allow President Lyon and Mayor Klein to sign the bill list on behalf of all commissioners. Passed 6-0.

Directors Report

Gajewski reviewed the submitted Directors report including notification of damage to the SCADA system at the Wastewater Plant during the latest rainstorm. He said they will be getting the necessary quotes to replace the damaged equipment. He also gave an update on the Dodge Tower project and said the crane company are planning to set up and assemble the crane the week commencing July 20. It takes one day to set up the crane, one day to raise the tower and then another day to disassemble the crane.

Discussion/Action on repairs and replacement of components for WWTP influent screening equipment

Gajewski explained that the influent screening equipment removes inorganic contaminants from wastewater and is essential to operations. JWC Environmental would supply the new parts that we need through LW Allen, and Sabel Mechanical would remove the equipment, make the necessary repairs, and reinstall it.

Flower/Binn motion to approve the purchase of components as quoted by LW Allen for \$20,162.33 and to contract with Sabel Mechanical for the removal, repair, and reinstallation of the itemized equipment in an amount not to exceed \$4,861. Passed 6-0.

Discussion/Action on 2019 Compliance Maintenance Annual Report and Resolution 2020-01

Gajewski explained that this is an annual report that we are required to submit to the DNR. Chlorides are still our problem area as reflected in our groundwater grade. In 2018 we refocused our Chloride Source Reduction Measures plan away from the primary focus being residential water softeners and are now including commercial customers. Discussion followed. Lyon/Flower motion to approve the 2019 CMAR and Resolution 2020-01. Passed 6-0.

Update on Simplified Rate Case Application – Water – Wisconsin Public Service Commission

Gajewski reminded the Commission that they had discussed implementing a water rate increase using a simplified rate case in 2020. However, when he checked our information against the PSC's criteria, we do not qualify. Next year we could file for a full rate case review of our water rates.

Discussion/Action Wisconsin Public Service Commission Docket 5-UI-120: Investigation on the Commission's Own Motion to Ensure Safe, Reliable and Affordable Access to Utility Services During Declared Public Health Emergency for COVID-19; and subsequent Order (PSC REF#386373), Supplemental Order – First (PSC REF#390567), and Supplemental Order – Second (PSC REF#392763); as they relate to future operations of the Lake Geneva Utility Commission – Water Utility

Gajewski gave an overview of the PSC's docket and staff recommendations. The Public Service Commission govern only the water utility not the sewer utility. The PSC's order filed under the docket prohibits the application of late fees to delinquent water bills incurred between March 24 and July 15, 2020. Our billing software is not capable of excluding this period of time and therefore we would need to wait until after the tax roll process is completed in November to resume the application of late fees to the water portion of the delinquent bills. As we are not governed by the PSC for the sewer portion of the bills, we could resume the application of late fees to this portion now. The updated order also allows us to resume disconnections for delinquent bills after July 15, 2020. Discussion followed. More financial information was requested by the Commission. Flower/Klein motion to continue this item to the August Utility Commission meeting. Passed 6-0.

Discussion/Action on the acceptance of the sanitary sewer and municipal water supply facility improvements associated with the development at 1111 N. Edwards Blvd., Fairfield Inn & Suites.

Gajewski explained that the dedication of the utility improvements required to facilitate this development were part of the property's Developer's Agreement, and all utilities have been installed and inspected. It is his recommendation that the utility improvements should now be accepted by the Utility Commission.

Flower/Klein motion to approve the acceptance of ownership of the specified utility improvements for Fairfield Inn & Suites as outlined. Passed 6-0.

Discussion on municipal water and sanitary sewer improvements along portions of WIS 50/Main Street.

Gajewski gave an overview of the potential combined project with Public Works and the DOT and what it could entail for water and sewer. The estimated timeline for this project is 2024/2025. He recommends that we take the opportunity to upsize and upgrade known problem areas and begin to look at funding opportunities now. He went over estimated costs and the benefits of this project. Discussion only, no action taken.

Discussion/Action on Lake Geneva Utility Commission staffing and operations related to COVID-19 and the June 30, 2020 City of Lake Geneva State of Emergency Proclamation

Gajewski explained that there are no current official directives being given by the State or the County with regard to COVID-19. He explained what the Families First Coronavirus Response Act (FFCRA) is and its purpose. He also reviewed the revised Mayoral Proclamation and the City's Resolution 20-R26, which refers to exempt employees and explained that Utility staff would not qualify for FFCRA. He would like direction from the Commission on how they feel we should best proceed to protect the Utility's operations, as well as its customers and staff. Discussion followed. No action taken.

Adjourn

Binn/Lyon motion to adjourn at 5:28pm. Passed 6-0.

/s/ Jo Busch, Office Manager

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