



# City of Madison

## Meeting Minutes - Final

### WATER UTILITY BOARD

City of Madison  
Madison, WI 53703  
www.cityofmadison.com

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Tuesday, September 18, 2007

4:00 PM

119 E. Olin Avenue

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#### CALL TO ORDER

#### ROLL CALL

Welcome Alder Michael Schumacher as a new member of the Water Utility Board.

Board President Percy Mather introduced Alder Michael Schumacher as the newest member of the Water Utility Board.

#### PUBLIC COMMENT

#### APPROVAL OF MINUTES

1. Approve the minutes of the regular board meeting of August 21, 2007.

Minutes were approved with some minor corrections. There was discussion on the length of the meetings and the work involved. George asked if there is a middle ground for how extensive the minutes need to be. Wendy said Lynn Williamson told her she thinks the detailed minutes should continue until things settle down, in six months or so. Wendy is to check on prices for a court reporter to record the meetings. Lauren said especially for the meeting that is the longer meeting vs the reporting meeting, to use a person once a month, and Jon said that might be an alternative. Jon said we should check with our constituents periodically and see when we can quit doing such detailed minutes.

#### INFORMATIONAL REPORTS

2. July Water Quality Report.
3. July Staffing Report.

George said regarding the Water Supply Engineer position, we're going a different direction now and are we going to a water supply staff? Al said no decision has been made at this time; in the 2008 budget, he requested two engineering positions, Engineer 1 positions, and one of those would be supply oriented. Al said the position listed in the Staffing Report was more of an Engineer 3 position, and we've taken a different tact now in addressing that issue. Larry said we're preparing a revised job description for it. Jon said, regarding the positions of Communications and the other conservation, he wonders if we should pull the plug on those recruitments until our new leader is in place. Dave said he thinks that has been done as both positions were in the process of being approved and scheduled for the Personnel Board and the Mayor's Office took them off that agenda. He has not heard the reason but he knows the positions have not proceeded to Personnel and Board of Estimates. Larry said deferring until you get a new manager is an option. He's been working with HR and he'd like to make

a proposal to the board to have a position in the public information capacity that could also do water conservation. He's been through two incidents here so far with one being when Dave was on vacation and another when senior staff was at a conference. Larry said on Friday afternoons it's pretty handy to have a public relations person on hand to get the word out when others are working on the incident itself. Larry would like to have the opportunity to provide the job description, and it can be deferred to the future as well. Jon said we're all on board with that. Larry said, when we discuss part of operations in the incident we just had, you can see how handy it would be to have a communications person. George said he'd like to mention that the design team is doing some good work on this; they've set some goals and are developing a plan. It's going to take someone to implement that plan as there is a lot of work to be done on it. George thinks it's important to have someone in place in the immediate future to keep that work going, saying there is tremendous public demand for it now. Larry said he thinks a lot of water conservation effort would be related to the public information person. and we don't want someone standing around with nothing to do. Jon said he doesn't have a strong opinion on it and we need to move ahead with this. Larry said he'd like the opportunity to present the board with a job description for hiring one person for both functions. George said, according to the hiring schedule, it could be March before we have a general manager so if you start with those positions at that time, it could be the end of 2008 until we have someone on board.

#### 4. Operations Report.

Larry Nelson asked Kathy Cryan to report on the failure we experienced at Unit Well 14, the impact of it, how we put the word out and how we can do a better job. Kathy said last Friday Unit Well 14 on the northwest side of the city had a mechanical failure. Our maintenance crews have been out there disassembling. They took out the motor and are pulling out the well. It is a 100-foot well so they'll pull that out in 10-foot sections. Until that comes out, we don't know exactly what the problem is, so best case scenario would that it will be back in operation within two weeks. Worst-case scenario is that we'll have to send something out or get a new pump and it will take longer. We did put a four-week window on the worst-case scenario. She said they got the word out Friday on the list serve to let people know that if they have a problem, get in touch with us. We've only had one call about low pressure so we're keeping an eye on that. Jon said staff is to be complimented, that everything went smoothly. Larry Nelson left him a voice mail, which he appreciated, and the newspaper did a nice little article on it. Larry said we put the information out there but we didn't think the public would even see any symptoms. We followed your external communications plan. Larry said if we did it again, we'd put out a more formal press release with a contact name on it.

George said he promised the communications team that he'd bring this up. The team is working on a plan and has set some goals; it will take awhile to develop the plan but hopefully it will be in place in 2008. George said the question is how to pay for some things if we decide to do some new project in terms of water conservation, and the budget is going through right now. This means if we don't catch this train, it will go to 2009. There may be some things we want to do in 2008 that would have to be delayed and lose momentum. He said in the current budget, there's \$30,000 set aside for water conservation and in the proposed budget it was proposed at \$60,000. We may need some more money to even do a pilot so the recommendation would be to increase the proposed budget from \$60,000 to \$100,000 for conservation projects still unspecified at this time.

Janet Piraino explained the budget process. The Mayor is putting his final recommendations together for his executive budget and final decisions need to be made by Friday. There is still an opportunity this week to get something in the Mayor's Executive Budget. If that doesn't happen, there are still two opportunities to amend the budget during this project. One would be before the Board of Estimates and the other is when Council considers the budget. Janet couldn't recall the date of the Board of Estimates review but the Council will adopt the budget November 14, 15 and 16. Up until that point, it's an 11-vote item-a simple majority of the Council. There will still be an opportunity next year to amend the 2008 budget at any time during the year, but at that point it becomes a 15-vote item. Lauren said we should do it as soon as we can. Jon asked if we approved the budget with every little item in it and can't it be done in an executive fashion rather than in board fashion? Lauren said we've already approved the budget so technically it should come back to us. Larry said we could put in the next agenda. Lauren said we could introduce it from the floor, that a lot of things come during those days of budget deliberations.

5. Engineering Report.
6. Customer Service Report.

#### **FINANCIAL REPORTS**

7. Fund Balance Report.
8. Capital Project Report.

Jon Standridge made a motion to accept the information reporting. Lauren Cnare seconded; unanimously passed.

#### **ADMINISTRATION REPORT**

9. Update on Mayor's 10-point Water Quality Initiative and Water Utility Standards.

Dave said he is optimistic about where the Water Utility is at this time, stating this is his last report as his resignation is effective September 21. Dave presented a brief overview summary of some of the progress and accomplishments we all have achieved over the last 10-plus years that he has been general manager. This reflects the very hard work of a lot of dedicated employees over a long period of time. Dave urged the board, the mayor's office and the common council to provide the next administration with the support to continue this progress. Percy said she'd like to say that Dave's report, particularly this report, reflects the good work he has done here during his time here in terms of expanding the Water Utility. She said we still have areas where we need to improve and grow, but Dave has set the framework for some work that will serve the city in good stead in the years ahead, and she thanked Dave. Lauren asked Larry Nelson if he would continue with this 10-point plan or put it on hold for the new manager as we look at it every month and discuss progress, etc. Larry said whatever the board wants he will do. Lauren said since it is the Mayor's and Denig-Chakroff's thing, maybe we could ask the Mayor to weigh in on whether this should be put on hold, continued with Mr. Nelson, perhaps another staff person, etc. Jon asked Larry to talk to the Mayor's office and get their thoughts on this.

#### **OLD BUSINESS**

## 10. Update from Steering Team on Strategic Planning Implementation.

Jeff Thompson and Dave DeLoof presented an update to the board on the steering committee work. Dave is a new member of the Steering Team and is an Operator 3. Jeff is a Leadworker. Larry Nelson is a new member to the steering committee. Larry is with the head of the Department of Public Works and City Engineering. He is now serving as interim Water Utility General Manager as a result of Dave Denig-Chakroff's resignation effective September 21, 2007. Jeff mentioned that the Utility won a golden AMWA award, and Janet Czerwonka is being sent to Seattle to accept the award in October.

Jeff said next week they will start sessions with the employees regarding job, skills, tasks, questionnaires and it includes questions on what do you do, how long does it take, how often do you do it, etc. Next week the Internal Communications Design Team will give all employees an opportunity to participate in a survey they developed. During the next two days we'll have employee meetings. Steering Committee members facilitate the meetings and more employees have been recruited to participate on teams and assist in meetings.

The Water Conservation team is creating a mission and vision statement. They met with members of the Waukesha Water Utility and the Public Service Commission. Conversation was on conservation rates and Waukesha's aggressive conservation plan. Workforce Flexibility, Standard Operating Procedures and Work Practice Design Teams will use information collected from the skills, job, and task questionnaire. The SOP team is in the process of creating a template to use throughout the Water Utility. A Customer Feedback Card Design Team has the final draft of the card. Jeff distributed some copies, saying his is one of our quick wins. When employees have contact with the public, this is something they can give customers. The Internal Communications Team Survey will be used to create a comprehensive communication plan. The Hydro Excavating Design Team has met twice and is evaluating options and needs for a vector. The SCADA team finalized the preliminary design in preparation of issuance of their RFP.

Jeff said he would like to applaud Dave Denig-Chakroff as he was a big help in getting this implemented and pursuing it.

## NEW BUSINESS ITEMS

11. [07353](#) Authorizing the Mayor and City Clerk to enter into a Settlement Agreement with David Denig-Chakroff and authorizing payments.

**RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER** George Meyer made a motion to adopt the resolution. Jon Standridge seconded; unanimously passed.

12. [07339](#) Authorizing an additional loan from the general fund to the Water Utility fund and the reimbursement of certain capital expenditures from the proceeds of future waterworks system revenue bonds.

**RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER** Robin said this is necessary because of the delay of the decision on the rate case and the financial audit that came later than expected. He said we will be selling bonds on Tuesday, November 6 if we meet all of the deadlines; we will need to have a special Water Board meeting on that date at 4:30 p.m. There will be a special Board of

Estimates meeting that night and it will also go to the Council that night. Jon said he'll be at the AWWA Water Quality and Technology Conference on that date, and he thinks Greg might be there also and said hopefully with the new board, you'll have a quorum. Jon asked if Robin is worried about the aggressive nature of really doing a lot of things and having to borrow from the City general fund; he asked if we're being too aggressive in our expenditures. Robin said he doesn't think we're being too aggressive and he's not concerned with the borrowing from the City as it's just a short-term measure for us to get through the process. We don't know exactly how much we're going to borrow yet because we're going to sit down and talk about what projects will be done and if a project is going to be delayed etc. He doesn't see a problem with how we've been doing things. Jon said so this doesn't concern you at all and Robin replied no.

Lauren Cnare made a motion to adopt the resolution. Jon Standridge seconded; unanimously passed.

13. [07348](#)

Amending Sections 13.18(1), (4)(a), and (5) of the Madison General Ordinances to clarify that the Lead Water Service Line Replacement ordinance applies to all properties served by the Madison Water Utility system.

**RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER** Percy said this resolution appears to be for tidying up the language to make sure lead service lines applies to all properties that are served by the Madison Water Utility. Dave said there were a couple of incidents recently where we had customers who were on our system but were not in the City of Madison. It raised questions the way the ordinance was written because it refers to the City of Madison as a requirement, and only people in the City are subject to the ordinances of the City of Madison. However, persons who purchase water from the Water Utility also agree as part of that purchase to comply with all of the ordinances, rules and regulations of the Utility. Dave said since we are responsible for the water with respect to lead, we need to clean up the language to cover the few occurrences where customers with lead service lines are on our system but not in the city. Jon asked if this is Shorewood and Maple Bluff. Dave said no, they are not on our retail system, so we provide them wholesale water, but they are responsible for their distribution system and services. Jon said asked if they do their own testing, and Dave said yes.

George Meyer moved adoption of the resolution. Lauren Cnare seconded; unanimously passed.

14. Approval of Phase 2 Isthmus Well Siting Study Scope and Budget.

Al said he put the scope together in consultation with the people from Montgomery who are here to answer any questions. At the last meeting, there was considerable discussion about the price tag on Phase 2 which was \$118,000, so at the direction of the board, let's allocate \$40,000 with \$5,000 of it for public participation and \$35,000 for technical work. We drafted the scope on those guidelines. We are bringing it back to the board to make sure this is what you wanted. Lauren mentioned G. Task 4. saying the question was how can we best do the public participation process given the short resources. She said there are some changes to water utility staff that Jon had requested, and it looks like we'll rely on emails and the newsletter wouldn't be published. She said she would ask Fae if she has any response, questions or concerns about this new, revised scope of work. Fae said she just wants to make sure they stay in the loop. She said what some of them feared was that the process would continue without the public being involved. She said she talked to Montgomery about the process, she trusts them, and she and others are worried about other things in that

process and hopes that the process remains transparent.

Dave said he received an email today that Bill White and Anne Forbes would not be working on this project because of the reduction in the budget for the public participation process. He asked if this scope will still be followed without their participation. Rob said their group talked quite a bit about how they were going to execute this reduction. Both Bill and Anne recognized the realities that for the fee provided, we just cannot provide the team and the intensity of the process that they have to date. In the last meeting there was discussion that perhaps we were putting too much effort in or perhaps the effort should be reduced from a cost standpoint in the future. Rob said he can certainly understand that; however, the team they put together was one of the prime issues when they were hired for this project, to address very thoroughly the issues of public participation and communication. There was quite a bit of intensity to that project and we looked at the numbers and the numbers told us we just can't field the same team; that's all there is to it. That prompted Bill and Anne to take the position they did, saying there was no falling out among our group. Al said when he talked to Steve about it, it doesn't necessarily say they wouldn't participate in Phase 3 if there is a Phase 3. It's just that for the relatively small dollar numbers for Phase 2 in the last part of 2007, they felt it better if they would just step back. George said he thinks it's an unintended consequence. Alder Rhodes-Conway brought up the issue that a lot of things could be done with local alders taking over that role and that was the idea behind it, not to lose the public involvement process but how it was going to be carried out by relying more on community-based resources. Rob said the letters from Bill and Anne are not at all affecting the content of the working group, and it doesn't affect our enthusiasm for working with them. It's just recognizing the level of involvement that is available in this contract extension. Steve said we're looking at a transition period right now and based on the feedback from the board and the working group, we've recognized that the next step should be to go back to the working group and alders and revamp the plan. That's mission number one. Revise the plan to something more sustainable and save money too. Steve said their mission is to find out if the resources are there. We need to sit down with the group, Fae and Alder Rhodes-Conway, and see what we can come up with now. Rob said the skills and experience that Bill White and Anne Forbes brought to this group are irreplaceable. He said they are just realizing the reality of what they were given. Jon said that's the key part, that we really need to have the Utility own this communication stuff and have the expertise brought within the Utility. He said we talked about technology transfer, watching what Anne does and trying to assimilate that in the community. The East Isthmus group has some of this ability and they know how to get it from the citizens. It's also something the Utility can learn to use, those resources and learn to do some of the same things. Fae said we do value what they've done in the past and there is good communication going on between Montgomery and the citizens on the panel. That's not currently what Anne or Bill White are doing and if neither were at the meeting, she thinks the process would continue as it has.

Lauren Cnare made a motion to adopt the resolution as outlined. Jon Standridge seconded; unanimously passed.

15. Update on Unit Well 31 (Reservoir Park/Larkin Street). Reservoir Park letter.

Al said there is a test well at the site at Reservoir Park and we're working with Montgomery. We have an amendment to their contract for some additional testing of water quality and of the deep aquifer. Al said we also presented a change order for that one. He said MG&E has installed a temporary transformer that allows powering of the pump for testing. Right now we're on hold until we

make a decision on how we want to proceed. Larry Nelson pointed out the site of the test well. Lauren asked Al to give background on how long the Water Utility has had this site and what we've done with it since they've owned it. She said there's also an indication that the water we're trying to get from this well is needed elsewhere. Al said the Water Utility built the 6 million gallon reservoir in 1926 on that site, and it's a fully buried reservoir. What appears to be a hill is actually a reservoir under a few feet of dirt. In 1956, according to a copy of a letter from the Parks Department, Parks and Water agreed that Parks would maintain the vacant area. Al said there is a pump station on the Glenway side, which he said Joe referred to as a cave that you walk down some steps to get to. There is a single pump there, that this is the oldest pump station. The reservoir allows water to flow by gravity and the pump station lifts water up into pressure zone seven.

Al said the new well would supplement that supply by pumping directly into the reservoir and would allow water pulled by gravity into the main zone, which is essentially down toward the west campus, Shorewood Hills and that area. We'd reconstruct the pump station to allow us to move water into zone seven in a more efficient method. This is an advantageous site because it's on a zone boundary and allows us to use one facility to serve two pressure zones. Al said if we locate it within a relatively short distance, around 1,000 feet, we could build a pipeline from the well to the reservoir. George asked if Al could describe the area. Al said the high point of that hill is where Larkin tower is. It has been called the High Service Reservoir. Everything breaks away in all directions from that point. The park with the playground equipment is south of the reservoir and west of the tower. The tower belongs to the City radio shop and was built around 1944 and rebuilt in 1996. The City's 911 system is on the tower and the City has several antennas scattered around to maintain 911 coverage over the city. Percy asked about microwave towers. Al said we have those on the east side our tank at Spaanem Avenue, on a tank at Bunker Hill by East Towne and on a tank at Northport Drive by Warner Park. Jon asked, if we build a well with good producing water, there will be a need to build additional reservoir. Al said there is no water tower in the plans for this site. The reason we've gone to this site is because there is a reservoir there and we wouldn't have to build another one. George asked if Al was here when that property shifted to a communication tower, and Al said he was not here but Larry Nelson was.

Larry said it goes back decades and the tower had to be reconstructed in the 90s. He understands there is a proposal by the Water Utility to construct a well in 2009 with a series of decisions that have to be made before then. The letter from the residents is a very good listing of a bunch of questions that would have to be addressed including a public information plan. There's a pretty good outline in that for that plan. Larry said from his standpoint, we need the pump test of that test well, which is going to take place over the next 70 days. If that test does not indicate we've got good water in sufficient quantities, we really don't need a public information meeting because we're not going to go any place. The other issue is that there is a restriction on this property about keeping everything 50 feet back from the Three Rod Road, which we believe is Larkin. Larry suggested to everyone at this time, let's do the pump test and if that actually merits further consideration of the site, then we follow that letter pretty closely with the next phase of the whole thing.

Lauren asked if the closing of Well 10 necessitated this or was it in the plans anyway. Al said it was in the plan before. If you look at the Master Plan, there is another well indicated to replace Well 10.

Public Comment: George asked that as people testify, they give their location relative to the red dot on the map on the wall, so we have an idea where they live.

Mark Paradise of 3910 Priscilla Lane: He goes along with what Larry Nelson says, to wait and see and then proceed with the setback of 50 feet from Larkin, because that would push it far enough back. There's a question if it would even fit on the property.

Betsy DeCourey-Wernette of 3902 Priscilla Lane spoke next, saying she is on the corner of Priscilla and Larkin so she can listen to and see everything that goes on at the well. She said it may be that a well has to be within 1,000 feet of a reservoir, but this is the closest well now and that's seven-tenths of a mile away. Right now, Well 6 is the closest well so there is a way to get water from that well and that's been going on since 1926. It was thought it was better to have the well somewhere else and the storage in a different place. She found it a little strange that they were putting a well in on the one of the highest hills in the city, saying she thinks well drillers all charge by the foot to drill down. She wanted to point out common goals and obviously, if the water isn't usable, perhaps this will go away. She said they feel a great deal has happened without that significant phrase that's on page 5 of your minutes from the August 21 meeting, that the land is acceptable for that use to the neighborhood. She thinks you are hearing right now that it isn't acceptable to the neighborhood, at least not as it may have been presented to us. It may end up being absolutely gorgeous so if it's going to have to be there, let's have it end up better than when we started, a better park with a parking facility attached to it, a parking lot made into a basketball court, a water feature, a slide down that big hill off the reservoir and be very careful about those 150 year old trees. She said our common goals as she sees them are effective and efficient use of our tax dollars, plentiful clean, clear and safe water in our beautiful neighborhoods, and maintaining property values, preserve and enhance the environment including the trees, less asphalt, less runoff, less noise pollution and maintain wonderful parks for the environment and quality of life. She suggested doing a logical sequencing of development, including schools. Betsy said we need open and accurate communication both ways between the resident voters and the public servants who care for us in all city departments. We've been told the co-gen plant has a lot to do with this, the University Hospital and the massive development on the west side, so a lot of us are wondering why that alternate site and area on the corner of Whitney Way and South Hill isn't a better site if it's going to benefit west side development, or down on campus if it's going to benefit primarily the hospital and the co-gen plant.

Bob Downing of 3901 Priscilla Lane said he is directly across the street from the proposed site of development. His biggest concern is that they were sent a letter the early part of last summer before any test drilling went on. He noted Larry said the playground equipment was all located south of the reservoir, but just off of Larkin there is a set of play structures that were removed. The play structure is near Glenway right now. They lost faith early on in the process because the play structure was supposed to be back at its site by now. He said the site was left open, exposed and roughed up for the whole summer. Bob said he is a landscape architect and he knows that from working on different commercial properties, throughout the site fencing is required and this was left like no one cared whether or not the development was going to happen. It was left undone for at least one full calendar year. He said a 40,000-pound trailer ended up in his front yard last year. It was part of the well drilling equipment that slid across the road and came to rest in his front yard, ripping up his irrigation system and dragging it across his driveway. Without a tree there, it probably would have sheared his living room off. There was some question as to who was responsible for that. He said he's had a lot of conversation with Al Larson and not much has been positive.

George asked if there was open access to valves and equipment, and Bob said



yes, for one whole calendar year. The fence didn't show up until this year so all the valves and diagnostic equipment were left exposed for the entire last drilling season. He said you could literally walk up and turn the diagnostic valves and all the tanks were just there. Lauren said she is puzzled about the park equipment being removed and wants to make sure the right city department is paying attention to what happened there. She asked if the first letter came from the Parks Department. Bob said there is some miscommunication between his family and Mr. Larson as to who is responsible, if it's Parks or Mr. Larson-who made the decision to move the park equipment and who is it going to come back. We were told it was coming back so we phoned, just about on a daily basis last year, to make sure the equipment was going to be put back like the initial letter stated. Lauren asked who the letter came from. Al had a letter dated June 29, 2006. It says when test pumping is complete, the pump will be removed, the well abandoned and the area restored to its original condition. Lauren asked if it says anything about Water taking out the park equipment as she wants to make sure the right people are paying attention to that problem. Bob said Si, representing parks, was at our August 9 meeting but the dialogue didn't travel much past who was responsible for the new location of the playground equipment and when it was going to be restored. She asked if Alder Gruber was working with them on the Parks side of things. Bob said he has been in pretty close contact with a lot of residents in the neighborhood; a lot of them who had signed the letter that was sent to the Mayor. Lauren said she'd encourage them to work with Alder Gruber to get the park thing resolved so we can work on the water stuff. Get an answer on how or when that will be restored or moved or whatever they plan to do with it. Larry said he thinks the Water Utility should take the lead in getting this taken care of, that the neighbors shouldn't have to be taking care of these things. Jon said he liked that and thanked Larry. Lauren said we'll get the park thing straightened out.

Next speaker was Mary Ann Halvorson of 11 Larkin Street. She said hers is the fourth house down and she's concerned about the quality of construction. She's not worried about the bricks and mortar and all that, but how is it going to look in the neighborhood. She said they went to visit one that is out on Old Sauk Road close to Pioneer Road that goes to the Target Store. Since this is a commercial area, not a manufacturing area, the building fits in pretty well with a bank building and a Walgreen's next to the facility. She went to the bank to ask how the Water Utility was as neighbors and they had no idea what the building was. She didn't know if that would happen here because you are going to be delivering chemicals and one chemical is fairly dangerous and comes in tanks, chlorine, and it doesn't rise into the air but it stays on the ground. The other is fluoride and she doesn't know how that works, but it's not as dangerous to the environment chlorine. Mary Ann said that they were put upon by the City as there wasn't sufficient notice to people ahead of time so they could rally around and decide what kind of alternatives they could help Mr. Larson find. She said the lot next to the Bone and Joint Clinic belongs to the City and is available. She said they also toured University Research place and the old farmhouse is considered a vacant house where Rosa Road continues across Mineral Point Road. That area is available and is also pretty high. This well, at a meeting about two months ago, was described as a good place to have it because you have the reservoir there. She said they do feel the park is accommodating the City in other ways by all the microwave towers that are there. They should have had input on this, and if the water is going to the campus, that is where the well should be.

Cate Harrington, 133 Larkin Street, said their house is south of the tower next to the park. She said many in the neighborhood are not clear why their small park is considered the best site. They understand the Water Utility owns the land and

it has been maintained as a park since 1947. The park is small, only four acres, and the reservoir takes up more than one-fourth of the park. It also contains the communication tower and associated building and that leaves a small chunk of land for park use. She said some neighbors have taken an interest in improving the park by planting trees and wild flowers. One of the neighbors who moved in recently said the park and old oak trees was one of the reasons they chose that location. It is an amenity in the neighborhood and it is being carved into little pieces. If the new well and pumping station as proposed are placed on the Larkin Street side, it will basically be unusable as a park, so she doesn't know why they are worrying about putting playground equipment back there. They are concerned about the pump house that would be around 60'x60', 3600 square feet on one level and 18' tall. If you place it right next to the reservoir, it would be about 14' from the sidewalk. It would take up most of the space north of the tower. Cate said they've been told the building could be larger if a filter system is needed. The Water Utility said maybe they could bury it but she doesn't know if that's feasible. They are concerned about the old oak trees in the park; some would have to be removed just to put the building up. They would probably damage other trees as that has happened in the past. She said the area has been a mess for almost a year so why would they expect anything different. Cate also brought up the need for water conservation programs, and George replied that Utility staff and members of the public are working on that issue and developing a conservation plan.

John Harrington of 133 Larkin Street was the next member of the public to speak. John is a landscape architect and also on staff at the university. He said the letter the Utility received was done by the Reservoir Parks Committee, a subcommittee of the neighborhood association. He said a concern is the process, that process should be developed for any neighborhood. When the process started the neighborhood didn't know about it as there had been no meetings, and most of them were shocked when they heard how it was going to be. In the letter, they requested an SOP for siting high capacity wells that would address issues such as criteria, neighbors being involved, impact on the neighborhood such as housing values, health issues etc. They were told this site and one on the UW campus have been considered. John said there are open sites around that are not in residential areas. It bothers him that Madison isn't talking to neighbors before starting a process that will affect the neighborhood. He said the oak trees are going to suffer immensely from what is going on around them, such as the test well, and they are concerned about the whole area being damaged and they need to get fencing up around the trees. They are requesting stopping the testing of the well until SOPs are written and presented to the neighborhood and we are brought into the discussion. He said they aren't saying not in our backyard, that they'd accept it on a smaller scale as this is a very small area. John said they ask, if they continue testing this, they also test at another location such as the campus and other places where there is the least impact on everyone. He said if this goes through, it will be three years of the area being torn up and it has been a mess for awhile now. He thanked the board for allowing them to air their views.

Chris Romney of 3902 Priscilla Lane said from his front door he can see the proposed site. He complimented the Water Utility on having the foresight to bury the reservoir, saying someone cared about the look of the neighborhood and being a good neighbor. When he moved in there he didn't know it was there. He would like to see this board have the same consideration as you're basically coming into our front yards. It's a beautiful neighborhood with beautiful trees. He would like to see open communication on this; neighbors don't feel this has happened in the past and they'd like to get on board early this time with open

communication. The neighborhood feels like they've been burned in the past. If this is going to happen, we'd like the Utility to be considerate of the people who have to live with this. Invite us to your meetings, communicate with us. Chris said take care of us, you work for us.

Fae Dremock of 1211 Rutledge Street #1 said she was present to support the Larkin people, that she is part of the advisory panel for the Well 3 siting. She said to Dave, at the Well 10 meeting a few months ago, you were asked by some of the people with Larkin, if there would be a public process for siting any well in the Larkin area. You said yes, there would be a public process like there is for Well 3. Fae said to the best of her knowledge, there hasn't been a public process. We still don't have a test well up for Well 3. She said we've been meeting with Montgomery and it's been open and transparent; they've done a good job of working with the public. Nothing like that has happened with Larkin. She'd suggest that if you found good water in that Larkin test well, you'd be presenting the Larkin people with a formalized decision as to what you have. Fae suggested that the Water Utility work with the Mayor on setting up an SOP for well siting to be done in a residential area so the people don't feel betrayed by the city as these people do.

Lauren said we have lots of information but now we have to do something with it. What are the next steps and how do we connect back with the people. Percy said this needs to be coordinated with the Mayor's Office since the letter was directed to the Mayor. George asked Larry what the timing is, if staff can come back to the board's next meeting with recommendations as we've gotten a lot of good information here. Larry said we've given some thought to this since the September 5 letter was drafted from the neighborhood. Also on September 5 the Board of Public Works approved the change order for the testing of the test well. That is going to require about 70 days, and the test involves the test well pumping 350 gallons per minute from the well to the street. Seventy days means we're looking at the onset of colder temperatures. If we don't do it, we could lose our test well; he's not sure what the risk is. Larry asked Al what the risk of that is. Al said the test well is cased down around 100' so it's open to the upper and lower aquifer. We have to maintain a plug to keep the water from flowing from one to the other, and that's why the air tank is there, to keep the plug inflated. In the winter we'd have to take the plug away and you'd have to abandon that well or let it set there for the winter like we did last winter and come back in the spring when it would probably require us to pump even longer to get a good sample. We're not in danger of losing the test well but it would probably require more work. Jon asked if you can add more casing. Al said we only want to test the lower aquifer and this is based on previous test well specifications and cost consideration, so we only cased that far. We could recase the well but it would be very expensive. Jon asked how deep we have to go to seal off the upper aquifer. Al said at this site, because it's on a hill, around 425 feet. Jon thanked the people from Larkin for coming and engaging in this process and hopes they stay involved. He thinks we missed a great opportunity for communication once again two or three years ago when we started down this path. We need to get better at this. We're going to build 15 wells in the future, we've identified some of those sites in the plan so we really need to get better at community involvement.

Larry said he would recommend that we proceed with the test well. He said he's had some experience with oak trees in the past, and it appears we have driven over them. We should get someone to fertilize those oaks because if we've impacted the roots, they're very brittle. They're not going to die, but they are going to die back in three to five years based on his experience. He said they've had pretty good luck with fertilizing them. The big well is a whole separate decision here and any other place. Larry said with this new view of

public participation, he's not sure 2009 is an achievable goal. He thinks we should invest the 70 days and finish that up.

Their letter has an excellent start on how we should proceed with this. George said Larry made an excellent point. Larry said it does allow us to more fully detail some of the other concerns on this and the set back is one of the things we need to look at, as well as taking care of the trees.

Lauren asked AI to ask the contractor to secure the site. Percy agreed and said in future contracts there should be language about that. George said one of the problems was that it was used as a park and now that is causing problems when we want to build a well on the property. He'd like to know if we have other properties that fit this bill and see how we're managing them to try to avoid these types of issues. Percy said there has always been this looking forward and purchasing property, and she thinks that might be an issue. She noted that we don't drill wells on property we don't own, such as the university, so that has to be addressed.

16. Plan for replacement of the Water Utility General Manager (timetable, position description and participation by the Water Board).

Janet Piraino, Chief of Staff to the Mayor, discussed the city process for hiring. The first phase is preparation for recruitment, which is being done now. It involves looking at the position description, the supplemental questionnaire included with the application, looking at the minimum qualifications, making decisions on where to advertise, looking at the cost of advertising and preparing a time line. There are drafts of these items in the handout. She said the items in bold in her memo are the areas the Mayor would like the board involved in: position description, minimum qualifications, supplemental questionnaire, where to advertise and costs, interview questions, interview panel. Janet said they usually do a six to eight week recruitment process, and then our HR staff goes through the first screen to make sure they meet the minimum qualifications. In the second screening, we get together a panel of experts willing to look at the questionnaires we included with the application. These are looked at blind, without names. The answers are ranked and put in rank order. Janet said a decision to hire is based on those rankings. There is some leeway on the number we interview. It's usually from three to seven people. We do this in conjunction with HR, who tells us where the natural break is in the ranking. The third screening is an oral panel of three to five people; we do it in one day so we can accommodate people. The very next day the Mayor will interview the finalists that the oral panel certified so that applicants from out of town only need to come here once. Some post decisions: negotiate contract, contract needs to go through the Council process and then referred to the Water Board and Board of Estimates, and then back to the next Council meeting for adoption. Janet said if we go out for recruitment on October 5 and close it on the November 16, questionnaires will be mailed to evaluation panel members on November 19, to be returned to HR by December 17. January 17 is set for oral interviews, January 18 for Mayor interviews. January and February is set for Common Council and Board of Estimates approval. The new manager would begin employment in March 2008.

Janet said the Mayor would particularly appreciate the boards input on the position description, minimum qualifications and the recruitment plan, which is one of the key decisions. This document was put together by our recruitment specialist in the Department of Civil Rights. He has worked with staff at the Water Utility to make sure we get some of those industry websites on that list. Any suggestions you have would be helpful. The Mayor would like a board member on the screening panel for the questionnaire and the interview panel. George

said the most pressing issues appear to be position description and the recruiting strategies. He asked Janet when she'd like feedback on those. Janet said by October 3, everything has to be in place before the ads go out and the Mayor's office will work with the Utility on that. She stated that the questionnaire is an important element of this. Lauren mentioned graduate programs that might be putting out people with qualifications who would be suitable, and asked if someone might want to explore universities. Board member Schumacher said he knows the southwest has been having a challenge, so there might be managers there who would be interested and would have a tremendous amount of background so that might be another probability. Janet said if you have any ideas for interview questions, to let her know.

17. Discussion of training for new Water Utility Board members and availability of Board email addresses to the public.

Deferred to next meeting. Jon said he's had people ask him for email addresses. From his standpoint, he doesn't mind people having his email address, and people could get a hotmail address or whatever. Lauren said she doesn't mind either. He thinks it should be on the web page and that was agreed upon. Percy said training will be discussed at another meeting, and that election of officers should be held. Lauren asked her if she is going to serve until a replacement for her is found and Percy said she is. Her term is expiring but it can be extended up to 90 days.

18. Adoption of a regular meeting date that does not conflict with the Common Council Meeting.

Percy said meeting on the third Tuesday is not working out because it is also the night the Common Council meets, and we now have two Alders on the board. Larry Nelson suggested for the second meeting of the month, focusing on the financial and water quality reports, the standing reports that come in. Larry said it would be helpful to him for a while to have two meetings a month. He said we'd be on the same plane as the Board of Public Works, Board of Estimates, and the Planning Commission. Jon said he'd like to get back to the point where we can meet once a month, and it sounds like the fourth Tuesday would be best as far as schedules go. Larry said he thinks the fourth is necessary from the point of getting the water quality data tests back from the previous month. Jon made a motion to go with the two meetings for a period of time and then revisit if we need to keep doing that six months from now. Lauren seconded; unanimous. A decision was made to have meetings on the second and fourth Tuesdays of the month. Lauren asked for a starting time of 4:30 with the understanding the meeting wouldn't go more than two hours. October's meetings will be on the 9th and the 23rd.

## **CORRESPONDENCE AND SPECIAL INTEREST ITEMS**

19. Discuss request for Larry Nelson to review and offer feedback on EMA assessment and work plan.

Larry Nelson said the EMA document lists a boot camp for managers. EMA did offer to extend that into the New Year and he thinks it's logical for the new team to have that if the board is amenable to that. Lauren said it's part of their contract. Larry said yes, they just won't do that task now and it's a pretty expensive part of the work. Larry said we need to do a change order for that for the same level of work and the same price.

## 20. Discussion of Fluoride SOP (Standard Operating Procedure).

Joe Grande said Greg Harrington, Kathy Cryan, Dave has been and Larry will be, personnel from Public Health and some Water Utility staff will be part of this issue. Joe said Larry asked him for some interim guidance before we have a formal SOP in place. Joe had included attachments in the agenda. There are two standards that we are operating with fluoride, the secondary standard of 2 ppm and the maximum contaminant level of 4 ppm. In this SOP, our break points are essentially at 2, 4 and 10. If we're below 2 ppm, it's essentially a maintenance issue. We're allowing ourselves 72 hours to fix the problem and that allows for a detection on Friday afternoon and not requiring staff to stay over to fix the problem; it can be repaired on Monday. Between 2 and 4 ppm we want to take care of it as soon as possible and there would be some additional steps. At 4 ppm to 10 ppm, we have a public notification that something has happened, and then we have a series of steps we would do. We would allow the water that has 4 to 10 ppm to work its way out of the system, notifying the public that it would be 24 to 72 hour period in which there might be that level of fluoride in the water. If we got up to 10 ppm or higher, we would flush the system until we got it below the 4 ppm standard. Joe said he looked at a five year period from 2002 to 2006, and we had seven exceedences of 2 ppm and no exceedences of 4 ppm. Ninety-nine percent of the time we're below 2 ppm, and above 2 ppm have been 2.1, 2.15, in that area.

Jon asked if he'd compared water to fluoridated toothpaste. Joe said that is on his to-do list. On the toothpaste tube, Jon said it says a normal size dose is a pea size and if you swallow that much, you should call the poison control center. Jon said we're dealing with a 60-year old law, that there are many municipalities that quit putting fluoride in their water, and maybe we should have that discussion some time. Joe said he would also argue that there are states that have required adding fluoride in their water. He had a discussion with one of the suppliers at the conference and he listed five states who have recently mandated it, and he thinks California is one of them. Dave said there are many utilities in Wisconsin who do add fluoride to their water. Jon said we need to discuss this in the future. Larry said if the board would like to return this item to the next meeting for discussion; we're looking for approval of this SOP ultimately. Jon said he'd like to have Greg weigh in on it. Larry said we're going to use this on a provisional basis until we get the whole thing approved.

Percy said she had an issue with dropping water pressure as you try to remove this in a hurry. The greater number of citizen complaints in the last incident wasn't so much the fluoride as the drop in pressure. Joe said when that happened, we shut down the well and simultaneously we'd opened up a number of hydrants and that caused the drop. Percy said in the future you'd probably leave the well on. Joe said depending what the level was. In that instance, it was 3.3 and yes, we'd continue to operate the well. We'd turn off the fluoride and dilute the water in the reservoir by adding non-fluoridated water. As long as it's below 4 ppm, there wouldn't necessarily be a public notification. Jon asked if he's going to run this by the Health Department and DNR. Joe said a lot of this guidance is from EPA, Center for Disease Control, those are the documents we've referenced. John Hausbeck and Dr. Schlenker are going to weigh in on this.

Lauren Cnare made a motion to refer this to the next meeting. Jon Standridge seconded; unanimously passed.

## 21. Provisional Procedure for Consultant Contracts--City of Madison Water Utility.

Larry Nelson handed out a list of consultant work that could come up for 2008, depending what we're going to do with our own staff. We prepared this

provisional procedure just to make sure we're on the same page with regards to consultants. This doesn't need an immediate action. It wasn't designed to be exhaustive, just to make sure we'll all in agreement on this issue. Percy said the question has come up regarding local consultants and how you define that. Larry said we're fortunate in the City of Madison and immediate area that we have a number of corporate offices for consultants so we get a pretty good response from consultants and quite a few will be local. He said there is a desire in the city to have local firms as much as possible. It helps with regards to the cost of the work. Jon said this is a great framework to get started on. Al said we've been doing this for years, and now it's on paper, but it doesn't change anything; the current procedures pretty much follow this. Lauren said her question is that it doesn't address how we advertise. Al said in the past we've advertised in the paper but it's not all that effective. He said we have an exhaustive email list so he just emails consultants in Wisconsin and parts of Minnesota and Illinois. Larry said the Engineering Department maintains a list too and it is broken down by what type of work they do. Lauren asked if this jives with the City's policy and Larry said it is the City's policy.

22. Letter from retired UW professor.
23. Recognition of Jack Henderson's 2nd Place in the Top Ops Contest sponsored by Wisconsin Water Association.

**President Mather presented Jack Henderson, Operator, with plaques for placing second in the Wisconsin Water Association's Top Ops competition for 2005 and 2006. Jon Standridge said not only can Jack win these contests answering tough questions in how utilities operate, but he is also a really nice guy, a real asset to the Utility and we're happy to have him.**

#### **NEXT MEETING DATE**

24. Approval of next regular meeting date. The September 25 special meeting has been cancelled.

#### **ADJOURNMENT**

**At 6:40 p.m. Jon Standridge made a motion to adjourn the meeting. Lauren Cnare seconded; unanimously passed.**

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Attachments