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Subject: Water Utility Board Annual Report
Date: Tuesday, March 06, 2012 3:32:13 PM
Attachments: [120304 Annual Report of the Water Utility Board.docx](#)
[WEGS_2010_3280.PDF](#)

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I believe I agreed to review the issue of the annual report and report to the Board. This email includes the information that I have assembled. I would anticipate that the issue of the Annual Report would be an item for a future WUB agenda.

Section 13.01(3) of the Madison General Ordinances establishes the duty of the Madison Water Board to "issue an annual report that shall be made available to the Common Council." That duty is also specified in WUB Policy BP-2K.

Based upon a review of the records in the Water Utility and interviews with staff, the WUB and its predecessor has not submitted an annual report to the city since 1954, said report covering the years 1949 - 1953. The Water Utility has made other reports including an annual Water Quality Report and a report to the Public Service Commission, the later report being issued in April of each year. A copy of the PSC report is attached.

Parks, the Fire Department, the Board of Public Works, the Public Library, the Transit Utility and the Board of Public Works issue an annual reports. (The Board of Public Works report is a statutory requirement.) The Madison Metropolitan Sewerage District also prepares an annual report that is very useful in determine the view points of MMSD's Commission and staff.

The Water Utility staff use the annual PSC report for reference and suggest that the PSC report has been substituted for an annual report by the WUB. However, the PSC report has not, to my knowledge, been submitted to the WUB or the Common Council. Rather, the PSC report is prepared by and submitted by the Water Utility's finance manager.

Despite its 104 pages, the PSC is rather a quick read and contains a lot of interesting data. But, the data is an annual summary and doesn't convey trends that would be useful to policy makers. Significant issues that provide insight into the policies of the Water Utility are not generally addressed. But you can find that the Madison uses 2.01 KWH to provide 1000 gallons of water vs. 2.10 KWH/1000 gallons for Fitchburg, if you compare Madison's report and Fitchburg's.

The year 2007 was a very tumultuous year for the Madison Water Utility. The Water Utility Manager resigned and there was considerable public discussion regarding water quality and contract management that resulted in a number of changes in the WUB and a new focus on water quality. But under "Important Changes During the Year", page F-21, the PSC Report contained one word, "None".

I suspect that water utilities do produce annual reports for their ownership. The City of Santa Fe, NM does produce an annual report and it is probably typical. It can be found at: <http://www.santafenm.gov/DocumentView.aspx?DID=6659>

To summarize:

- The WUB does not submit an annual report to the Common Council, contrary to the MGO.
- The PSC Report may be valuable to the PSC and does contain valuable information. But it does not discuss trends and long term goals of the Water Utility.
- An annual report could be produced using available software, such as MS Publisher without much of an outlay. The data is already available. Such a report could reference the Annual Water Quality Report and the Annual PSC Report. I prepare an outline of such a report and attached it for your consideration.
- Other city agencies do produce an annual report.

I suggest that we schedule the preparation of an annual report or request that the Common Council relieve the WUB of the duty. In the alternative, we could ask staff to schedule the preparation of a draft for the WUB's review.

Personally, I think that an annual report would be an asset for the ownership and allow the WUB to review the progress of the previous year.

Larry D. Nelson, P.E.