



City of Madison
Proceedings - Final
BOARD OF WATER
COMMISSIONERS

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

Tuesday, February 21, 2006

4:35 PM

119 E. Olin Avenue

CALL TO ORDER

Present: Ald. Lauren Cnare, Priscilla B. Mather and Jonathan H. Standridge

Excused: Larry L. Studesville and Gregory W. Harrington

ROLL CALL

Present: Ald. Lauren Cnare, Priscilla B. Mather and Jonathan H. Standridge

Excused: Larry L. Studesville and Gregory W. Harrington

PUBLIC COMMENT

APPROVAL OF MINUTES

1. Approval of meeting minutes of January 17, 2006.

Minutes of the January 17, 2006 minutes were approved with the correction of Priscilla's name on page three.

INFORMATIONAL REPORTS

2. January, 2006 Water Quality Report

Jon Standridge asked if we are doing this new type of main flushing during the winter. Doug DeMaster said our goal is to start March 22 weather permitting. Jon asked about water quality complaints, and Doug said we've had discolored water complaints. Jon asked what that is from, and Doug said there has been discussion of main breaks in that area as a possible cause in the past. Jon then asked Doug for clarification regarding the time period of the complaints to which he was referring. Jon indicated that he was talking about the last couple of weeks. Doug then said that he was not aware of any recent breaks in that area. He said we have done some hydrant flushing. Jon asked if anyone took samples for manganese and Doug said he didn't think so, at least not in direct response to the recent discolored water complaints. He said that our water quality staff visited at least one home and may have taken a sample there previously.

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3. February Staffing Report

Gail reported that Wendy Fitch's classification has been modestly updated from Secretary 1 to Program Assistant 1. The Administrative Clerk 2 position as the Operations Center has been posted. Engineering Aide 2 position has been filled

by Shayne Santi, who has been working here as an hourly. Gail said the announcement for the Hourly Engineer position has been posted.

Jon asked about John Marchewka's resigning and Dave said he went back to a position with MWH, where he worked prior to coming to the Utility. Dave said various options were discussed in an attempt to retain him and it was his decision to leave. Jon asked if the water quality position will be filled again, or what is the hourly position for. Gail said we need someone to do that work right away, so we're recruiting at the hourly level for this transition position. Gail said they are considering the way the position is described, noting that two positions were combined to create that position, and we might go back in some way to two positions or some other combination of duties. Jon said he has emphasized in the past that the water quality person doing the manganese and other issues is one the most important positions in the Utility, so he asked if this will come to the Board and how you are considering reconfiguring that position. Dave said yes, it would come to the Board.

4. January Operations Report

In Doug Grueneberg's absence, Dennis Cawley said he noticed that water main breaks were down in January but they were up in December, reflective of weather conditions. Ken Key said we've experienced a number of frozen meters over the past week. Priscilla asked if we are on track for lead service replacements. Dave said yes, we are on track and have submitted a report to the DNR. He said we are going to be taking some of the lead crews to help with the unidirectional flushing. If we continued at the rate we've been doing replacements, we'd probably be done two years earlier than required.

5. January Engineering Report

In Al Larson's absence, Dennis Cawley reported construction on Unit Well 30 is on schedule, and should be ready to be placed into service later this year. He said we just started work on the design of the Felland Road reservoir on the far east side. It will be going before the Plan Commission in March. He said we are hoping to bid it in late spring for a summer start of construction. Dave said it's on the Council agenda for tonight to annex that property into City of Madison. We've owned the property for some time but it has remained in the Town of Burke

Dennis said we are very active right now on designs for new mains and for replacement projects. Priscilla asked if next month we'd be hearing from Black & Veatch about the Master Plan, and Doug replied in the affirmative. Lauren Cnare asked if anything has come out of the Mayor's Focus Group, which Doug and Al are part of. Doug said the focus is on communicating with the community and how to communicate information. He said we've been working on a list of frequently asked questions (FAQs) and a timeline of events related to the manganese issue. The FAQ list has been reviewed and accepted and will soon be available. The timeline was discussed, changes proposed, and will be reviewed, then discussed again at the next meeting. We've talked about developing a brochure for Utility staff and the public; this brochure is in progress. Lauren asked if the Board could see products that come out of the working group when they are available and Doug replied in the affirmative.

6. January Customer Service/Billing Report

Ken Key said he and Robin have begun the initial part of establishing the

customer view system, which has to do with the ability of customers to go on line and obtain information about their account. Our software provider needs to learn more about how we do business, including the use of their software, and then obtain technical information from City IS. Ken said this would be developed over the next couple of months.

FINANCE REPORTS

7. Fund Balance Report
8. Capital Project Report

Ken noted that we were under budget on the Meter Program.

Jon Standridge made a motion to accept the informational reports. Lauren Cnare seconded; unanimously passed.

ADMINISTRATION

9. General Manager's Report

Dave had nothing to report that wasn't covered elsewhere in the agenda.

OLD BUSINESS ITEMS

10. Proposal to adopt Operating Rules for the Board of Water Commissioners on an Annual Basis

Roger Allen, Assistant City Attorney, said he understands their primary concern is that the size of their Board makes it problematic as to whether you can communicate one-on-one outside of the board meetings. He said a comment was made that if there was a larger quorum, this wouldn't be as prevalent an issue. Roger said there are a lot of five-member boards in the City. With the larger boards, they often have difficulty achieving a quorum. Five to seven seems to be a range where, on a regular basis, you can achieve a quorum. He said he wants the Board to be aware that growing larger has its down side as well. The Open Meetings Law does require that all business be transacted in public view. Roger quoted from the State Statute, "In recognition of the fact that representative government of the American type is dependant upon an informed electorate, it is declared to be the policy of the State that the public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of government business." In other words, an informed electorate makes wise choices. Roger said we have nothing to hide and if you try to hide things, it only makes problems worse. He said he knows the Board does good work and it should be where the public can see that.

Roger addressed the situation where board members want to discuss professional matters that may also have some application to the City of Madison. He said that becomes dicey, but that's part of the sacrifice you make to take these positions. If an issue comes before the Board and enough of you discussed it that it could affect the passing or blocking of that item, and you do vote, then you may have committed an open meetings violation. If you abstain from a vote, and that causes there not to be enough votes to pass an item, you have also committed a violation.

Roger said you can email or mail a letter to another board member with information you want to share, but they cannot respond to you regarding that information. Jon said your opinion is that the public deserves to know and hear what is going on, but he thinks we are stifling other communication that could benefit the public. Roger said he and the other City Attorneys as well as the courts of the State are of this opinion. He said there is personal liability in this. Lauren said the proper way to share information is a one-way email, and Roger said that is correct. Jon said the concept of communication being stifled still bothers him immensely. Roger said that is why he says you can email the information to other board members, but they can't respond to you. He also said to be aware if you use your home computer for government business, that becomes a public record and you are supposed to retain it for seven years. Priscilla asked if they email someone, should they copy Dave, and Roger said he would recommend that they do so.

Lauren Cnare made a motion to postpone action on this item and refer it to the March meeting. Jon Standridge seconded; unanimously passed.

NEW BUSINESS ITEMS

11. Approval of 2006 Chemical Bids

Dennis reported that the Calcium Hypochlorite went up 10%, but given the volume we are buying it's not a big deal. The Liquid Chlorine went up around 6.5%. We spent around \$24,000 to \$25,000 last year on this, and it will go up to about \$26,000 this year. Dennis said the big increase was in the Water White Fluorosilicic Acid. It jumped 58% and he thinks the reason is that last year, the low bidder left \$70,000 on the table. Dennis said last year was the first year we went to remote delivery to each well, and the low bidder gave the same price that he'd given the previous year, not realizing that the extra labor cost involved whereas the other vendors did. Dennis said we spent a little over \$100,000 last year and this year it will go up to \$158,000. Jon asked if it is being delivered to the individual sites for safety reasons and Dave said yes, that it's a much better way to do the delivery.

Jon Standridge made a motion to approve the bids. Lauren Cnare seconded; unanimously passed.

12. [03013](#)

Authorizing the Mayor and the City Clerk to execute Amendment No. 2 to the Professional Services Agreement with Black and Veatch Corporation for the preparation of the Utilities Water Master Plan and the Infrastructure Management Plan to include ongoing specialized work required by the Water Utility.

This matter was **RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER** Dave said this is an additional scope to the services. Doug said we are looking at the well service areas and a few tasks came up that weren't covered by the existing agreement. He said we hope to come out with a map showing areas served by different wells. Priscilla asked, based on modeling, how could they tell which well served which area. Doug discussed the model's ability to simulate different pumping and demand conditions. Doug said that the areas defined by the model would still be approximate, and would be different for different seasons, but that having such a map could help communicate information to the public.

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

APPROVAL OF NEXT MEETING DATE

13. Approval of the next meeting date of March 21, 2006.

ADJOURNMENT

Jon Standridge made a motion to adjourn the meeting. Lauren Cnare seconded; unanimously passed.

The meeting adjourned at 5:30 p.m.