



# City of Madison

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

## Meeting Minutes - Approved WATER UTILITY BOARD

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Tuesday, August 28, 2012

4:30 PM

Water Utility Conference Room A&B  
119 E. Olin Ave.

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### CALL TO ORDER / ROLL CALL

Madeline Gotkowitz called the meeting to order at 4:35 p.m.

Present: 8 -

Lauren Cnare; Dan Melton; Mike DePue; Madeline B. Gotkowitz; Larry Nelson; Doug Voegeli; Bruce Mayer and Sue Ellingson

### APPROVAL OF MINUTES

A motion was made by Cnare, seconded by Mayer, to Approve the Minutes of the July 24 meeting. The motion passed by voice vote.

### PUBLIC COMMENT

There were 5 registrants.

[22345](#)

Registration Statements

**Attachments:** [Registration Statements- Public Comment- 8-28-2012.pdf](#)  
[Registration Statements- All Agenda Items- 8-28-2012.pdf](#)

[16738](#)

Written Public Comments

**Attachments:** [Ask Us Tell Us 8-28-12.pdf](#)  
[Written Statements- All- 8-28-12.pdf](#)

### DISCLOSURES AND RECUSALS

There were none.

### EXTERNAL MONITORING

1. [15698](#) Consideration of Audit Reports.

**Attachments:** [2011 MWU Management Letter.pdf](#)  
[2011 MWU Financial Statements.pdf](#)  
[2011 Audit Presentation 8-28-2012.pdf](#)

Jodi Dobson, CPA, Senior Manager at Baker Tilly presented the 2011 audit report to the board (attached).

## INFORMATIONAL ITEMS

2. [27144](#) Status update on process to modify the private well program.

**Attachments:** [File #24414- Ordinance Change passed 12/2011 Registration Statements -27144- 7-24-12.pdf](#)  
[Written Statements -27144- 7-24-12.pdf](#)  
[Registration Statement- 27144- 8-28-2012.pdf](#)  
[Written Statement- 27144- 8-28-12.pdf](#)

**A motion was made by Cnare, seconded by Nelson, that following the October 1 public meeting regarding the private well ordinance, the draft ordinance language will go to the Water Utility Board for discussion at its October 23 meeting prior to introduction to the Common Council. The motion passed by voice vote.**

3. [22206](#) Notification of noncompliance with any Water Utility Board Policies.

**There was no noncompliance to report.**

4. [24301](#) Items of general interest and update on any rate case in progress.

**General Manager Tom Heikkinen provided an update on Project H2O.**

## MONITORING REPORTS

5. [27484](#) Financial Condition and Activities Report

**Attachments:** [EL-2D Financial Condition and Activities 8-2012.pdf](#)  
[A- Comparative Income Statement.pdf](#)  
[B- 2012 Capital Budget Expenditures.pdf](#)  
[C- Fund Balance Report.pdf](#)  
[D- Revenue Bond Debt Repayment Schedule.pdf](#)  
[E- WRS Refunding Debt Schedule.pdf](#)  
[F- Schedule of Loan Repayment to City of Madison.pdf](#)

**A motion was made by Ellingson, seconded by Nelson, to accept the General Manager's interpretation of the policy. The motion passed by voice vote.**

**A motion was made by Ellingson, seconded by Mayer, to approve the report as submitted. The motion passed by voice vote.**

6. [27485](#) Financial Planning/Budgeting Report.

**Attachments:** [EL-2C Financial Planning Budgeting 8-2012.pdf](#)  
[2013 Water Utility Operating Budget.pdf](#)  
[Registration Statements- 27485- 8-28-2012.pdf](#)  
[Written Statement- 27485- 8-28-2012.pdf](#)

**A motion was made by Ellingson, seconded by Mayer, to accept the General Manager's interpretation of the policy. The motion passed by voice vote.**

**A motion was made by Ellingson, seconded by Nelson, to approve the report as submitted. The motion passed by voice vote.**

7. [27486](#) Asset Protection Report

**Attachments:** [EL-2F Asset Protection 8-2012.pdf](#)

**A motion was made by Ellingson, seconded by Cnare, to accept the General Manager's interpretation of the policy. The motion passed by voice vote.**

**A motion was made by Ellingson, seconded by Cnare, to approve the report as submitted. The motion passed by voice vote.**

**Lauren Cnare left at 7:00 p.m.**

**Present:** 7 -

Dan Melton; Mike DePue; Madeline B. Gotkowitz; Larry Nelson; Doug Voegeli; Bruce Mayer and Sue Ellingson

**Excused:** 1 -

Lauren Cnare

**A motion was made by Ellingson, seconded by DePue, to take up Item #13 out of order. The motion passed by voice vote.**

## **NEW BUSINESS**

13. [27266](#) SUBSTITUTE: Authorizing the Mayor and the City Clerk to execute a Professional Services Agreement with Strand Associates for pre-design planning, public participation support, the preparation of final construction drawings and specifications, permitting, bidding, and construction administration for an iron and manganese filtration plant at Well 7 as recommended by the East Side Water Supply study.

**Attachments:** [27266 Recommendation to Hire.pdf](#)  
[Registration Statement- 27266- 8-28-2012.pdf](#)  
[Written Statement- 27266- 8-28-2012.pdf](#)

**A motion was made by Nelson, seconded by Mayer, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote.**

8. [27487](#) Communication and Support to the Board Report
- Attachments:** [EL-2H Communication and Support to the Board August 2012.pdf](#)
- A motion was made by Melton, seconded by Ellingson, to refer items 8,11, 14 and 15 to the September 19 meeting. The motion passed by voice vote.**
11. [26114](#) Establishing the Water Utility Board's education budget for 2013.
- A motion was made by Melton, seconded by Ellingson, to refer items 8,11, 14 and 15 to the September 19 meeting. The motion passed by voice vote.**
14. [27488](#) Revising board policy with respect to consultant selection.
- Attachments:** [Concepts for Consideration- MWU Consulting Proposals.pdf](#)
- A motion was made by Melton, seconded by Ellingson, to refer items 8,11, 14 and 15 to the September 19 meeting. The motion passed by voice vote.**
15. [27490](#) Briefing on future plans for Well 29, Well 7, and Well 8 and the board policies on water quantity and quality (O-2A & O-2B).
- A motion was made by Melton, seconded by Ellingson, to refer items 8,11, 14 and 15 to the September 19 meeting. The motion passed by voice vote.**

## UNFINISHED BUSINESS

9. [26629](#) Amending Section 13.09 of the Madison General Ordinances to allow the Water Utility to pay for certain water service connections.
- Attachments:** [Ask Us Tell Us Comments](#)  
[Registration Statements](#)  
[Written Statement](#)  
[Registration Statements-7-24-12.pdf](#)
- A motion was made by Nelson, seconded by Melton, to Refer to the October 27 meeting. The motion passed by voice vote.**
10. [27045](#) SUBSTITUTE: Authorizing the Mayor and the City Clerk to execute a Professional Services Agreement with Baxter Woodman for the preparation of drawings and specifications, permitting, bidding, and construction administration for the Utility's upgrade of Unit Well 26 located at 910 High Point Road (9th AD).
- Attachments:** [Email Correspondence 7-24-12.pdf](#)  
[Version 1.pdf](#)  
[27045 Recommendation to Hire 8-24-2012.pdf](#)
- A motion was made by Nelson, seconded by Melton, to Return to Lead with the Recommendation for Approval. The motion passed by voice vote.**

12. [27145](#) Audio/video record of Water Utility Board meetings.

**Attachments:** [Registration Statement -27145- 7-24-12.pdf](#)

**Future Water Utility Board meetings will be audio recorded, and the recordings will be available on the Water Utility website.**

## BOARD SELF-EVALUATION

16. [20013](#) Meeting Evaluation and Discussion.

**Attachments:** [Board Self-evaluation.pdf](#)

## FUTURE AGENDA ITEMS

17. [25744](#) East Side Water Supply Project Advisory on Public Participation.

**Attachments:** [2012-3-20 ESWS Participation Advisory with Exec Summary.pdf](#)  
[Attachment 1\\_Standard SOP w-edits.pdf](#)  
[Attachment 2\\_From RFP w-edits II.pdf](#)  
[Attachment 3\\_2011-5-9 ESWS CAP Mid-Course Assessment.pdf](#)  
[Attachment 4\\_Survey Implementation Protocol.pdf](#)  
[Attachment 5\\_IAP2 Spectrum of Participation.pdf](#)  
[Registration Statement 25744 5-22-2012.pdf](#)  
[Registration Statements -25744- 6-26-12.pdf](#)  
[Written Statement -25744- 6-26-12.pdf](#)

18. [27491](#) Reviewing Board Process Policies

**Attachments:** [Board Process Policies.pdf](#)

19. [27492](#) Presentation and discussion of the Madison Water Utility 10-year Financial Plan

20. [14501](#) Introduction of Future Agenda Items.

**Attachments:** [Decision Tree.pdf](#)

## ADJOURNMENT

**A motion was made by Melton, seconded by Ellingson, to Adjourn at 7:20 p.m. The motion passed by voice vote.**