



# City of Madison

City of Madison  
Madison, WI 53703  
[www.cityofmadison.com](http://www.cityofmadison.com)

## Meeting Minutes - Approved WATER UTILITY BOARD

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Tuesday, July 24, 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 4:41 p.m.

John Hausbeck, Environmental Health Supervisor for Public Health Madison & Dane County, attended the meeting on behalf of Doug Voegeli.

**Present:** 6 -

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

**Excused:** 2 -

Doug Voegeli and Sue Ellingson

**Agenda item 14 was taken out of order by general consent.**

14. [27144](#)

Staff update and discussion of the amendments made to 13.07 and 13.21 of the Madison General Ordinances to create a residential water service connection requirement and to update the well operation permit and well abandonment procedures and requirements.

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

A motion was made by Cnare, seconded by Nelson, to refer to the August 28 board meeting, noting that any implementation of the service connection requirement will be placed on hold in the interim. The motion passed by voice vote.

### APPROVAL OF MINUTES

A motion was made by DePue, seconded by Nelson, to Approve the Minutes of the June 26 and July 10 meetings. The motion passed by voice vote.

### PUBLIC COMMENT

There were 28 registrants. The board also received written comments (see attached).

[22345](#)

Registration Statements

**Attachments:** [Registration Statements -Public Comment- 7-24-12.pdf](#)  
[Registration Statements -All Agenda Items- 7-24-12.pdf](#)

[16738](#)

Written Public Comments

**Attachments:**[Ask Us Tell Us 7-24-12.pdf](#)[Written Statements- All- 7-24-12.pdf](#)**DISCLOSURES AND RECUSALS**

There were none.

**BOARD EDUCATION**

1. [27182](#) Presentation of Policy Governance® Assessment by Eric Craymer of Growth Management Consulting, Inc.

**Attachments:**[Governance System Review Final.pdf](#)[Presentation- Board Governance System Review.pdf](#)

Eric Craymer presented the attached report via teleconference.

**MONITORING REPORTS**

2. [27142](#) Water Quality Report.

**Attachments:**[O-2B Water Quality July 2012.pdf](#)[Water Quality Watch List 7-20-2012.pdf](#)

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

A motion was made by Nelson, seconded by Cnare, to accept the report as submitted. The motion passed by voice vote.

**INFORMATIONAL ITEMS**

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

There was no noncompliance to report. As a point of information, General Manager Tom Heikkinen said that an oversight caused Project H2O letters to go to the pilot area with a paragraph missing from the Spanish and Hmong translations. The final paragraph on the development of an opt-out was a late addition and the letters were sent before it had been translated. The call center has been instructed to provide this information to any customer who requests language services, and this error has been corrected for future letters.

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

The General Manager provided an update on Project H2O and said he and the financial manager had received a draft update to the utility's financial forecasting model.

## CONSENT AGENDA

Items 5, 6, and 7 were removed from the consent agenda.

## NEW BUSINESS

Item 7 was taken out of order by general consent.

7.     [27045](#)     Authorizing the Mayor and the City Clerk to execute a Professional Services Agreement with (to be selected) 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 Cnare, seconded by Mayer, to Refer to the August 28 meeting. The motion passed by voice vote.**

5.     [27039](#)     SUBSTITUTE: Authorizing the Mayor and the City Clerk to execute a Professional Services Agreement with Strand Associates ~~(to be selected)~~ for the preparation of drawings and specifications, permitting, bidding, and construction administration for the Utility's reconstruction of Booster Pump Station No. 106 located on Glenway Street in Reservoir Park on the near west side of Madison (5th AD).

**Attachments:**     [Version 1.pdf](#)  
                          [Email Correspondence 7-24-12.pdf](#)

**A motion was made by Cnare, seconded by Mayer, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote.**

6.     [27043](#)     SUBSTITUTE: Authorizing the Mayor and the City Clerk to execute a Professional Services Agreement with Baxter Woodman ~~(to be selected)~~ for the preparation of drawings and specifications, permitting, bidding, and construction administration for the Utility's upgrade of Booster Pump Station No. 120 located at 2829 Prairie Road (20th AD).

**Attachments:**     [Email Correspondence 7-24-12.pdf](#)

**A motion was made by Mayer, seconded by Cnare, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote.**

**UNFINISHED BUSINESS**

8.     [26301](#)           SUBSTITUTE Repealing and recreating Section 13.06, creating Section 13.065, and amending Section 1.08(3)(a) of the Madison General Ordinances regarding water meter access requirements, the maintenance of water meter pits, and establishing new bond schedules for these violations.

**Attachments:**   [5-22-12 Public Comments](#)  
                          [Version 1](#)  
                          [Registration Statements](#)  
                          [Registration Statements-7-24-12.pdf](#)

**A motion was made by Cnare, seconded by Mayer, to Refer to the Water Utility. The motion passed by voice vote.**

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 Melton, seconded by Cnare, to Refer to the August 28 meeting. The motion passed by voice vote.**

10.    [26114](#)           Establishing the Water Utility Board's education budget for 2013.

**A motion was made by Cnare, seconded by Mayer, to Refer to the August 28 meeting. The motion passed by voice vote.**

11.    [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](#)

**A motion was made by Cnare, seconded by Mayer, to Refer to the September 19 meeting. The motion passed by voice vote.**

**NEW BUSINESS**

12.     [26893](#)           Accepting the report of the Emerald Ash Borer Taskforce and adopting the recommendations contained therein.
- Attachments:**     [2012 June EAB Plan Final.pdf](#)  
                              [EAB Report Family Genus Species summary \(2012\).pdf](#)
- A motion was made by Nelson, seconded by Cnare, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES, and to refer the use of pesticides on both public and private property to the Water Quality Manager and Water Quality Technical Advisory Committee. The motion passed by voice vote.
13.     [27040](#)           Authorizing the Mayor and the City Clerk to execute Amendment No. 1 to a contract with SCS BT Squared (formerly BT Squared, Inc.) for engineering services for a well siting study for Madison Water Utility Pressure Zone 4 (16th AD).
- A motion was made by Mayer, seconded by Cnare, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote.
15.     [27056](#)           (BY TITLE ONLY) Approving the Madison Water Utility's smart meter opt-out policy for Project H2O (Citywide).
- Attachments:**     [Registration Statements -27056- 7-24-12.pdf](#)  
                              [Written Statements- 27056- 7-24-12.pdf](#)
- A motion was made by Nelson, seconded by Cnare, to Refer to staff pending a decision by the state Public Service Commission. The motion passed by voice vote.
16.     [27145](#)           Audio/video record of Water Utility Board meetings.
- Attachments:**     [Registration Statement -27145- 7-24-12.pdf](#)
- Staff was directed to investigate options for digital sound recording future Water Utility Board meetings.

**BOARD SELF-EVALUATION**

17.     [20013](#)           Meeting Evaluation and Discussion.
- Attachments:**     [Board Self-evaluation.pdf](#)
- The meeting evaluation was referred to the August 28 meeting.

**FUTURE AGENDA ITEMS**

18.     [14501](#)           Introduction of Future Agenda Items.
- Attachments:     [Decision Tree.pdf](#)
- No future agenda items were introduced.
19.     [25743](#)           Revising the Water Utility Board's Affordability Policy.
20.     [26115](#)           Board education session and discussion of the Water Utility's Payment In Lieu of Taxes (PILOT).
21.     [26116](#)           Amending the Water Utility Board's policies to include the board's role in the appointment of the General Manager and the renewal of his or her contract (MGO 13.02).
22.     [26842](#)           Board education session on aquifer sustainability.

**ADJOURNMENT**

A motion was made by Melton, seconded by DePue, to Adjourn at 9:32 p.m.  
The motion passed by voice vote.