



# City of Madison

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

## Meeting Minutes - Approved WATER UTILITY BOARD

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Tuesday, September 24, 2013

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 4:36 p.m.

**Present:** 7 -

Patrick E. Delmore; Mike DePue; Madeline B. Gotkowitz; Larry Nelson;  
Doug Voegeli; Bruce Mayer and Anita Weier

**Excused:** 1 -

Lauren Cnare

### APPROVAL OF MINUTES

A motion was made by Nelson, seconded by Delmore, to Approve the Minutes of the August 27 meeting with amendments. The motion passed by voice vote.

### PUBLIC COMMENT

There were no registrants.

### DISCLOSURES AND RECUSALS

There were none.

### UNFINISHED BUSINESS

1. [31354](#) Financial Planning/Budget Report (2014 Operating Budget)

**Attachments:** [EL-2C Financial Planning Budgeting Monitoring Report August 2013.pdf](#)  
[ltr to Madison Water Utility Board Members re Proposed Rate Increase \(0078](#)  
[EL-2C Handout for 9-24-2013 Meeting.pdf](#)

General Manager Tom Heikkinen and Financial Manager Michael Krentz addressed the board.

A motion was made by Nelson, seconded by Mayer, to accept the report as submitted and authorize staff to proceed with the rate increase as discussed. The motion passed by voice vote.

A motion was made by Mayer, seconded by Weier, to request that staff provide a draft written response to the Dewitt Ross & Stevens letter from August 27, 2013. The motion passed by voice vote.

**NEW BUSINESS**

2. [31575](#) Authorizing the Mayor and the City Clerk to execute a Professional Services Agreement with EnvisionCAD, Inc. for computer-aided drafting work methods consulting (Citywide).
- Attachments:** [Memo- Professional Services Agreement with EnvisionCAD for computer-aid](#)
- A motion was made by DePue, seconded by Mayer, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote.**
3. [31626](#) Authorizing the Mayor and the City Clerk to execute Amendment #1 to the Professional Services Agreement with Strand Associates for additional construction administration costs associated with the reconstruction of Booster Pump Station 106 (5th AD).
- A motion was made by Mayer, seconded by DePue, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote.**
4. [31251](#) SUBSTITUTE: Authorizing the Water Utility General Manager to certify water and sewer bills, assessments, and charges to the 2013 tax rolls of other governmental units for delinquent accounts in those jurisdictions.
- Attachments:** [31251 Version 1.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.**
5. [31660](#) Request to advertise for engineering services for Well 31 facility design and construction.
- Attachments:** [Request to Advertise Eng Services.pdf](#)
- A motion was made by Nelson, seconded by Weier, to Refer to October meeting. The motion passed by voice vote.**
6. [31665](#) Approving the 2014 Water Utility Board meeting schedule.
- Attachments:** [2014 Water Board Meeting Dates.pdf](#)  
[Draft Board of Public Works Calendar.pdf](#)
- A motion was made by Mayer, seconded by Weier, to Approve. The motion passed by voice vote.**
7. [25743](#) Revising the Water Utility Board's Affordability Policy.
- Attachments:** [Draft Revision to Affordability Policy.pdf](#)
- Following discussion, this item was referred to the October meeting. Gotkowitz would draft policy revisions based on discussion and Heikkinen would present information on affordability criteria to the board.**

## DISCUSSION ITEMS

- For8. [31662](#) Proposed goals for an updated Public Participation Process.
- Attachments:** [Proposal for new Public Participation Process SOP.pdf](#)  
[File 25744- ESWS Public Participation Advisory](#)
- The board discussed the attached proposal and how it would receive public input on revising the Standard Operating Procedure (SOP).
- The board requested that the General Manager provide schedule and budget information for the establishment of Citizen Advisory Panel to serve as a focus group for the Public Participation Process SOP revision.
9. [31663](#) 2012-2013 Annual Report
- Attachments:** [Draft Outline for the 2012-2013 Annual Report.pdf](#)
- A motion was made by Weier, seconded by Mayer, to request that the General Manager move forward with an Annual Report for 2012-2013.
10. [31664](#) Reviewing and updating Board Process Policies
- Attachments:** [Board Process Policies.pdf](#)
- The board reviewed the attached policies and no revisions were suggested.

## INFORMATIONAL ITEMS

11. [22206](#) Notification of noncompliance with any Water Utility Board Policies.
- This item was referred to the October meeting.
12. [24301](#) Items of general interest and update on any rate case in progress.
- This item was referred to the October meeting.
13. [28907](#) Report from the Committee on the Environment.
- DePue provided the report.

## BOARD SELF-EVALUATION

14. [20013](#) Meeting Evaluation and Discussion
- Attachments:** [Board self-monitoring checklist.pdf](#)
- Nelson led the meeting evaluation.

## FUTURE AGENDA ITEMS

15. [14501](#) Introduction of Future Agenda Items.

Attachments: [Decision Tree.pdf](#)

No new future agenda items were introduced.

A presentation on the Lake Wingra Watershed Project is planned for the November meeting.

It was requested that the board receive the agendas and meeting schedule for the Water Quality Technical Advisory Committee Meetings. The next meeting is scheduled for October 8.

## ADJOURNMENT

A motion was made by DePue, seconded by Mayer, to Adjourn at 6:57 p.m. The motion passed by voice vote.