



# City of Madison

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

## Meeting Minutes - Approved WATER UTILITY BOARD

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Tuesday, July 22, 2014

4:30 PM

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

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### CALL TO ORDER / ROLL CALL

Bruce Mayer called the meeting to order at 4:32 p.m.

**Present:** 6 - Lauren Cnare; Patrick E. Delmore; Mike DePue; Larry Nelson; Bruce Mayer and Anita Weier

**Excused:** 2 - Madeline B. Gotkowitz and Doug Voegeli

### APPROVAL OF MINUTES

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

### PUBLIC COMMENT

There were no registrants.

### DISCLOSURES AND RECUSALS

There were none.

### EXTERNAL MONITORING

Doug Voegeli arrived at 4:54 p.m.

**Present:** 7 - Lauren Cnare; Patrick E. Delmore; Mike DePue; Larry Nelson; Doug Voegeli; Bruce Mayer and Anita Weier

**Excused:** 1 - Madeline B. Gotkowitz

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

**Attachments:** [2013 DRAFT Management Letter.pdf](#)  
[2013 Financial Statements and Audit Report.pdf](#)  
[2013 Audit Presentation.pdf](#)

Vicki Hellenbrand from Baker Tilly presented the highlights of the audit report to the board (see attached).

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

### UNFINISHED BUSINESS

2. [34455](#) Resolution changing the calculation formula used for Madison Water Utility's Payment In Lieu of Taxes (PILOT) for 2015 and beyond (Citywide).

**Attachments:** [WaterUtilityPILOTFiscNoteLeg34455.pdf](#)

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

## NEW BUSINESS

3. [34816](#) SUBSTITUTE: Authorizing the execution of a temporary limited easement agreement with the County of Dane for construction access and staging purposes during the City's Lakeview Water Tower demolition and reconstruction project.

**Attachments:** [10409 Exhibit.pdf](#)  
[File 34816 Version 1.pdf](#)

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

4. [34880](#) Request to advertise for engineering design proposals for the conversion of Unit Well 12 to a two zone well

**Attachments:** [Request to Advertise - Well 12 Upgrade.pdf](#)

**A motion was made by Cnare, seconded by DePue, to Approve. The motion passed by unanimous voice vote.**

5. [34883](#) Approving the 2015 Water Utility Board Meeting Schedule

**Attachments:** [2015 Water Board Meeting Dates.pdf](#)

**A motion was made by Cnare, seconded by DePue, to Approve. The motion passed by unanimous voice vote.**

## BOARD POLICY DEVELOPMENT AND REVIEW

6. [34529](#) Revising Water Utility Board Outcomes, Executive Limitations, Board Process policies and Procedural Guidelines

**Attachments:** [Proposed Revisions after 6-24-14 Meeting.pdf](#)

**A motion was made by Cnare, seconded by Nelson, to approve all of the policy revisions with the exception of EL-2F, which was referred to the General Manager. For Policy BP-2K staff's substitute language was accepted. The motion passed by unanimous voice vote.**

7. [34530](#) Development of a workforce planning policy

**Attachments:** [Draft EL-2J Workforce Planning Policy.pdf](#)

**A motion was made by Nelson, seconded by DePue, to refer to the August meeting. The motion passed by unanimous voice vote.**

8. [34531](#) Development of a sodium chloride policy

**Attachments:** [2nd Draft GUIDE 7- Sodium Chloride Policy 6-24-14.pdf](#)  
[GUIDE 7- Sodium Chloride Policy FINAL 7-22-14.pdf](#)

**A motion was made by Cnare, seconded by Weier, to Approve with Amendment(s). The motion passed by unanimous voice vote.**

## MONITORING REPORTS

9. [34887](#) Water Quality Report

**Attachments:** [O-2B Water Quality 20140722.pdf](#)

**A motion was made by Cnare, seconded by Nelson, to Approve the General Manager's policy interpretation and the report as submitted. The motion passed by unanimous voice vote.**

## INFORMATIONAL ITEMS

10. [22206](#) Notification of noncompliance with any Water Utility Board Policies.

**There was none to report.**

11. [24301](#) Items of general interest and update on any rate case in progress.

**There will be a presentation on the rate case at the August board meeting.**

12. [34546](#) Update on Project H2O and the water utility's transition to monthly billing.

**There has been a major increase in customers signing up for automatic payments in advance of monthly billing, which will begin for all customers in September. Customers will receive a "catch-up bill" in August.**

13. [28907](#) Report from the Committee on the Environment.

**Mike Depue gave the report. The Committee on the Environment has been primarily focused on the environmental impacts of Salt, and on restructuring the way the committee works.**

## BOARD SELF-EVALUATION

14. [20013](#) Meeting Evaluation and Discussion

**Attachments:** [Board self-monitoring checklist.pdf](#)

Larry Nelson led the meeting evaluation.

### **FUTURE AGENDA ITEMS**

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

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

Board education and discussion of financial risks was suggested as a future agenda item.

### **ADJOURNMENT**

A motion was made by Cnare, seconded by Weier, to Adjourn at 6:40 p.m. The motion passed by unanimous voice vote.