

## **DRAFT STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES**

**Monday, November 18, 2013 – 5:07 p.m.**

**Edmund T. Malinowski Board Room**

**Stoughton Utilities Administration Office**

**600 S. Fourth St.**

**Stoughton, Wisconsin**

**Members Present:** Citizen Member David Erdman, Citizen Member Jonathan Hajny, Alderperson Eric Hohol, Alderperson Paul Lawrence, and Citizen Member Alan Staats.

**Excused:** Mayor Donna Olson

**Absent:** Alderperson Elvin (Sonny) Swangstu.

**Others Present:** Stoughton Utilities Office and Information Systems Supervisor Brian Hoops and Stoughton Utilities Director Robert Kardasz, P.E.

**Call To Order:** Alderperson Eric Hohol called the regular Stoughton Utilities Committee Meeting to order at 5:07 p.m.

**Stoughton Utilities Committee Consent Agenda:** Stoughton Utilities Director Robert Kardasz presented and discussed the Stoughton Utilities Committee Meeting Consent Agenda items and emphasized his November 8, 2013 memorandum to Mayor Donna Olson regarding economic development considerations. Discussion Followed. Motion by Alderperson Paul Lawrence, the motion seconded by Citizen Member David Erdman, to approve the following consent agenda items as presented: Stoughton Utilities Payments Due List, Draft Minutes of the October 14, 2013 Regular Stoughton Utilities Committee Meeting, Stoughton Utilities September 2013 Financial Summary, Stoughton Utilities September 2013 Statistical Information, Stoughton Utilities Communications, Stoughton Utilities Committee Annual Calendar, and the Stoughton Utilities October 2013 Activities Reports. The motion carried unanimously.

**Status Of The Stoughton Utilities Committee Recommendation(s) To The Stoughton Common Council:** Stoughton Utilities Director Robert Kardasz presented and discussed that the following items from the Stoughton Utilities Committee were approved and placed on file by the Stoughton Common Council:

- Stoughton Utilities Payments Due List.
- Stoughton Utilities Committee August 19, 2013 Regular Meeting Minutes.
- Stoughton Utilities July 2013 Financial Summaries.
- Stoughton Utilities July 2013 Statistical Worksheets.
- 2014 Stoughton Utilities Budget and Capital Improvements Plan.

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## **Stoughton Utilities Proposed Filling Of The Vacant Utilities Water Operator**

**Position:** Stoughton Utilities Director Robert Kardasz presented and discussed the rationale behind filling the vacant Water Operator position at this time. Discussion followed. Motion by Alderperson Paul Lawrence, the motion seconded by Citizen Member David Erdman, to fill the vacant Utilities Water Operator position at the present hourly wage of \$19.17 - \$23.23. The motion carried unanimously.

**Stoughton Utilities Customer Collections Status Report:** Stoughton Utilities Office and Information Systems Supervisor Brian Hoops and Stoughton Utilities Director Robert Kardasz presented and discussed the Stoughton Utilities Customer Collections Status Report. Discussion followed. Citizen Member David Erdman Commended Mr. Hoops and the Stoughton Utilities staff for the professionalism and positive results associated with customer collections.

## **MSA Professional Services (MSA) 2013 Wastewater User Charge Survey:**

Stoughton Utilities Director Robert Kardasz presented and discussed the MSA 2013 Wastewater User Charge Survey and emphasized the following:

- Average daily potable water use has decreased approximately 2.5% per year since 2006.
- Prime factors that impact wastewater rates are the age of the wastewater treatment facility (WTF), the use of connection (impact) fees, the time since the last rate adjustment, and charges to industries. It was further emphasized that the WPDES Permit requirements and the timing of WTF construction projects also impact wastewater rates.
- Regulators believe an affordability wastewater rate threshold of 2% of a community's Median Household Income (MHI) is reasonable. Yet only 19 out of 433 communities' meet or exceed that threshold.
- Within Dane County, Stoughton Utilities annual wastewater and water rates per household yielded \$320 and \$180 respectively which are \$1 and \$22 below the monthly county average respectively.
- For communities with populations from 10,001 - 50,000 throughout Wisconsin, Stoughton Utilities' annual household wastewater rates of \$320 rank 24<sup>th</sup> and annual household combined wastewater and water rates of \$500 rank 31<sup>st</sup> of 51 communities.

Discussion followed.

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**Stoughton Utilities Committee Governance:** Stoughton Utilities Director Robert Kardasz presented and discussed the Stoughton Utilities Committee governance. Discussion followed.

**Cancellation Of The December 16, 2013 Stoughton Utilities Committee Meeting:** Stoughton Utilities Director Robert Kardasz presented and discussed the December 16, 2013 Stoughton Utilities Committee Meeting. Discussion followed. Motion by Alderperson Paul Lawrence, the motion seconded by Citizen Member Alan Staats, to cancel the regular December 16, 2013 Stoughton Utilities Committee Meeting. Discussion followed. The motion carried unanimously.

**Stoughton Utilities Committee Future Agenda Items:**

- Stoughton Utilities Governance on January 21, 2014.
- Stoughton Utilities Financial Forecasts.

**Adjournment:** Motion by Alderperson Paul Lawrence, the motion seconded by Citizen Member Jonathan Hajny, to adjourn the regular Stoughton Utilities Committee Meeting at 5:42 p.m. The motion carried unanimously.

Respectfully submitted,

Robert P. Kardasz, P.E.  
Stoughton Utilities Director