

DRAFT STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, November 14, 2016 – 5:37 p.m.

Edmund T. Malinowski Board Room

Stoughton Utilities Administration Office

600 S. Fourth St.

Stoughton, Wisconsin

Members Present: Alderperson Michael Engelberger, Citizen Member David Erdman, Citizen Member John Kallas, and Mayor Donna Olson.

Excused: None.

Absent: Alderperson Greg Jenson and Citizen Member Alan Staats.

Others Present: Alderperson Matt Bartlett, Stoughton Utilities Finance and Administrative Manager Kim Jennings, CPA and Stoughton Utilities Director Robert Kardasz, P.E.

Call To Order: Mayor Donna Olson called the Regular Stoughton Utilities Committee Meeting to order at 5:37 p.m.

Stoughton Utilities Committee Consent Agenda: Stoughton Utilities Director Robert Kardasz presented and discussed the Stoughton Utilities Committee Meeting Consent Agenda items. Discussion Followed. Motion by Citizen Member David Erdman, the motion seconded by Citizen Member John Kallas, to approve the following consent agenda items as presented: Stoughton Utilities Payments Due List, Draft Minutes of the October 17, 2016 Regular Stoughton Utilities Committee Meeting, Stoughton Utilities September 2016 Financial Summary, Stoughton Utilities September 2016 Statistical Information, Stoughton Utilities Communications, Stoughton Utilities Committee Annual Calendar, and the Stoughton Utilities October 2016 Activities Report. The motion carried unanimously 4 to 0.

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

- Stoughton Utilities Payments Due List.
- Stoughton Utilities Committee September 19, 2016 Regular Meeting Minutes.
- Stoughton Utilities August 2016 Financial Summaries.
- Stoughton Utilities August 2016 Statistical Worksheet.
- Approved the Agreement for the Disposition of Available Borrow at the Stoughton Utilities West Electric Substation Property.

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- Approved the Stoughton Utilities 2017 Budget and Five-Year CIP.

Stoughton Utilities Meter Pit Abandonment Program: Stoughton Utilities Director Robert Kardasz presented and discussed the Meter Pit Abandonment Program and emphasized the following:

- The customer is required to provide a meter setting that accommodates our ability to own, operate and maintain the water meter.
- The customer's meter pit is a confined space.
- Your staff is required to physically read the water meter twice per year.
- At the customer's request, your staff is required to remove and test the accuracy of the meter in our office.
- Your staff is required to inspect the customer-owned water piping for cross connections on a reoccurring basis. Residential customer's water facilities are to be inspected every three years. This inspection is impossible to complete in a meter pit.
- Your staff is required to physically replace the water meter every 20 years and then test it every 10 years thereafter.

Director Kardasz further explained that more recently, the regulators have placed a higher emphasis on these requirements over public health concerns due to back syphoning of contaminants from private property into the water distribution system. They have also set stringent standards for confined space entry due to deaths occurring throughout the country. Discussion followed.

Cancellation Of The December 19, 2016 Utilities Committee Meeting: Stoughton Utilities Director Robert Kardasz explained that the committee had cancelled the December meeting in 2014 and 2015 due to a lack of pressing business. Discussion followed. Motion by Citizen Member David Erdman, the motion seconded by Alderperson Michael Engelberger, to cancel the December 19, 2016 Stoughton Utilities Committee Meeting Discussion followed. The motion carried unanimously 4 to 0 .

Stoughton Utilities Committee Future Agenda Items: None.

Adjournment: Motion by Citizen Member David Erdman, the motion seconded by Citizen Member John Kallas, to adjourn the Regular Stoughton Utilities Committee Meeting at 5:43 p.m. The motion carried unanimously 4 to 0.

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