

STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, April 13, 2020 – 3:30 p.m.

Stoughton, WI

Page No. 1

Location: Online Attendance: GoToMeeting ID 123949637.

Members Present: Citizen Member David Erdman (Chair), Alderperson Ben Heili, Alderperson Regina Hirsch, Citizen Member John Kallas, Mayor Tim Swadley (Vice-Chair), Citizen Member Dustin Thoren

Excused: Alderperson Greg Jenson

Absent: None

Others Present: Stoughton Director of Finance & Comptroller Jamin Friedl, Stoughton Utilities Assistant Director Brian Hoops, Stoughton Utilities Director Jill Weiss

Call to Order: Utilities Committee Chairperson David Erdman called the regular Stoughton Utilities Committee Meeting to order at 3:30 p.m.

Utilities Committee Consent Agenda: Stoughton Utilities staff presented and discussed the Stoughton Utilities Committee consent agenda items.

Motion by Hirsch, the motion seconded by Heili, to approve the following consent agenda items as presented:

- a. Draft Minutes of the February 17, 2020 Regular Utilities Committee Meeting
- b. Stoughton Utilities February Payments Due List Report
- c. Stoughton Utilities March Payments Due List Report
- d. Stoughton Utilities January Financial Summary
- e. Stoughton Utilities January Statistical Report
- f. Stoughton Utilities February Statistical Report
- g. Stoughton Utilities February Activities Report
- h. Communications

The motion carried unanimously 6 to 0.

Status of the Utilities Committee recommendation(s) to the Stoughton Common Council: Stoughton Utilities staff presented and discussed the following items from the Stoughton Utilities Committee that were approved and/or placed on file by the Stoughton Common Council:

Consent Agenda:

1. Minutes of the January 30, 2020 Regular Utilities Committee Meeting
2. Stoughton Utilities January Payments Due List Report
3. Stoughton Utilities December Financial Summary
4. Stoughton Utilities December Statistical Report

Business:

1. Ordinance to Create Section 74-16 of the City of Stoughton Code of Ordinances, Relating to Water Cross Connection Control
2. Ordinance to Create Section 74-2(f) of the City of Stoughton Code of Ordinances, Relating to Relocation of Sewer Connections
3. Bad Debt Account Write-Offs through December 31, 2019

Discussion followed.

STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, April 13, 2020 – 3:30 p.m.

Stoughton, WI

Page No. 2

Simplified Regulatory Review of Water Utility Rates: Stoughton Utilities and City of Stoughton staff presented and discussed the simplified regulatory review of water utility rates that had been presented and approved as part of the 2020 budget approval process. Staff completed the simplified filing application and found that the rate increase factor would have caused the utility's rate of return to exceed the approved benchmark, thereby making SU ineligible for the simplified filing. As a result, no water rate adjustment will occur in 2020, and future rate requirements will be presented as part of the 2021 budget approval process. Discussion followed.

Wisconsin Department of Natural Resources Sanitary Survey Report and Notice of Noncompliance: Stoughton Utilities staff presented and discussed the findings of the Wisconsin Department of Natural Resources during their routine Sanitary Survey Report of the Stoughton Waterworks. This survey is conducted every six years. No significant deficiencies were noted by the DNR. Two deficiencies were noted, both of which have since been resolved. Staff also presented and discussed the SU response to the DNR regarding the findings of the survey and deficiency resolution. Discussion followed. The DNR's expectations surrounding lead service line replacement and corrosion control treatment options were discussed.

Bid Award of 2020 Street and Utility Construction Contract 1-2020 to Parisi Construction Co., Inc. : Stoughton Utilities staff presented and discussed the April 2, 2020 bid tabulation for the 2020 Street and Utility Construction Contract 1-2020. Parisi Construction Co. Inc. was the apparent low bidder for the base bid (only), and staff recommends award of the contract. Discussion followed.

Motion by Hirsch, the motion seconded by Heili, to award of 2020 Street and Utility Construction Contract 1-2020 to Parisi Construction Co., Inc., and recommend approval of the bid award to the Stoughton Common Council. The motion carried unanimously 6 to 0.

Recommendation to Rebid 1-2020 Alternate Bid No. 1 for Sanitary Sewer Work as a Separate Contract: Stoughton Utilities staff presented and discussed the April 2, 2020 bid tabulation for the 2020 Street and Utility Construction Contract 1-2020. An alternative bid item for additional sanitary sewer work was included in the advertisement for bids. The low bidder for the base bid, Parisi Construction Co., Inc. of Verona, Wisconsin, included a bid of \$737,530 for Alternate Bid No. 1. The lowest bid for Alternate Bid No. 1 was Fischer Excavating, Inc. at \$216,274.12. Discussion followed.

Motion by Heili, the motion seconded by Hirsch, to approve rebidding the Alternate Bid No. 1 of the 2020 Street and Utility Construction Contract 1-2020 as a separate project contract, and recommend approval of the rebidding of the alternate project to the Stoughton Common Council. The motion carried unanimously 6 to 0.

Approval of a Communication Cabinet Easement Located at Stoughton Utilities Well No. 4 at 921 North Van Buren Street: Stoughton Utilities staff presented and discussed an easement document that drafted by our attorney for the placement of a communications cabinet on the Water Utility Well No. 4 property. During discussions with the City of Stoughton about their high-speed fiber optic network deployment project, TDS Metrocom, LLC requested permission to locate a communications cabinet on the property. SU has no objection to the placement of such a communications cabinet and recommends approval of the easement document. Discussion followed.

Motion by Heili, the motion seconded by Hirsch, to approve the communication cabinet easement and authorize Stoughton Utilities Director Jill Weiss to act by and through Stoughton Utilities to execute the easement, with such changes necessary to finalize the easement language as are acceptable to and recommended by our legal counsel, and recommend approval to the Stoughton Common Council. The motion carried unanimously 6 to 0.

STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, April 13, 2020 – 3:30 p.m.

Stoughton, WI

Page No. 3

Stoughton Utilities COVID-19 Operational Response: Stoughton Utilities staff discussed the utility's local operational response to the ongoing COVID-19 public health crisis. Stoughton Utilities management meets daily to review our operations and quickly respond to any situations that were not adequately planned for. All SU staff has been provided with our COVID-19 Response Plan, and are being given updates as they are made. SU leadership maintains participation in teleconferences and webinars offered by our peers in the electric, water, and wastewater industries. Discussion followed.

Suspension of Customer Collection Activities During COVID-19 Response: Stoughton Utilities staff discussed the utility's suspension of customer collection activities due to the ongoing public health crisis. The utility is accepting service applications without requiring in-person identity verification, waiving late payment penalties for active customers, offering deferred payment agreements for all customers, has reconnected all services that were previously disconnected for non-payment, has cancelled all scheduled disconnections for all purposes other than threats to public health and safety, and is not issuing any new notices of potential service disconnection except where a threat to public health and safety exists. Discussion followed. Staff will provide the committee with continuing updates on customer delinquencies and cash flow.

Utilities Committee Future Agenda Items: Staff informed the committee that upcoming meeting topics include a draft ordinance related to the mandatory replacement of lead water services, updates on the rebidding of the alternative bid item from construction contract 1-2020, updates on customer collections, and the annual drinking water consumer confidence report. Discussion followed.

Adjournment: Being no further business before the committee, the Chair adjourned the regular Stoughton Utilities Committee Meeting at 5:13 p.m.

Respectfully submitted

Brian R. Hoops

Stoughton Utilities Assistant Director