

STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, August 17, 2020 – 5:30 p.m.

Stoughton, WI

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Location: Online Attendance: GoToMeeting ID 767-773-013.

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

Excused: None

Absent: Alderperson Greg Jenson

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 5:30 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 Kallas, to approve the following consent agenda items as presented:

- a. Draft Minutes of the July 20, 2020 Regular Utilities Committee Meeting
- b. Stoughton Utilities July Payments Due List Report
- c. Stoughton Utilities June Financial Summary
- d. Stoughton Utilities June Statistical Report
- e. Stoughton Utilities July Activities Report
- f. 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. Draft Minutes of the June 15, 2020 Regular Utilities Committee Meeting
2. Stoughton Utilities June Payments Due List Report
3. Stoughton Utilities May Financial Summary
4. Stoughton Utilities May Statistical Report

Business:

1. Award of the Telecommunications Make-Ready Work Contract to Hooper Corporation

Discussion followed.

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Wastewater 2019 Compliance Maintenance Annual Report (CMAR): Stoughton Utilities staff presented and discussed the 2019 CMAR. Staff informed the committee that annual submittal of an electronic CMAR form (eCMAR) is required to be completed no later than June 30, however the 2020 submission date was extended to August 31, 2020 due to the ongoing COVID-19 public health crisis. Staff further informed the committee that there were no concerns noted in the CMAR. Discussion followed.

Motion by Hirsch, the motion seconded by Thoren, to approve the 2019 Compliance Maintenance Annual Report and recommend the approval and adoption of the corresponding resolution to the Stoughton Common Council on August 25, 2020. The motion carried unanimously 6 to 0.

Naming the Stoughton Utilities Director and/or the Stoughton Director of Finance/Comptroller as Authorized Representatives to File Applications for Financial Assistance from the State of Wisconsin Environmental Improvement Fund:

Stoughton Utilities staff presented and discussed the requirement of any application for funding assistance from the State of Wisconsin Environmental Improvement Fund to designate a representative for filing financial assistance applications. As part of its Lead Service Line (LSL) Replacement Program, Stoughton Utilities currently plans to apply for funding assistance from the State of Wisconsin Environmental Improvement Fund. This funding will provide assistance to private property owners for the replacement of their privately-owned lead service line. Discussion followed.

Motion by Heili, the motion seconded by Kallas, to approve that the Stoughton Utilities Director and/or the Stoughton Director of Finance/Comptroller be named as Authorized Representatives to file applications for financial assistance from the State of Wisconsin Environmental Improvement Fund, and be further authorized and empowered to do all things necessary in connection with any applications for financial assistance, and recommend the approval and adoption of the corresponding resolution to the Stoughton Common Council on August 25, 2020. The motion carried unanimously 6 to 0.

Program Summary: Stoughton Utilities COVID-19 Community Recharge Incentive: Stoughton Utilities staff presented and discussed the recently concluded Community Recharge incentive program offered to Stoughton Utilities customers in partnership with the Stoughton Chamber of Commerce.

Staff informed the committee that program funds were exhausted on August 5, 2020, well ahead of schedule, and in the 30 days following the first promotions of the program, 347 customers purchased a total of 639 Chamber Bucks Certificates. Stoughton Utilities matched these purchases, and as a grand total, this program resulted in 1,378 Chamber Bucks certificates totaling \$36,166 being printed to be spent at local Stoughton businesses.

Staff further informed the committee that customer feedback was very positive, with information about the program and its benefits being shared on social media by numerous customers and local small businesses, and a sampling of customer feedback was presented. Discussion followed.

Customer Collections Status Report: Stoughton Utilities staff presented and discussed an update on the current status of customer collections as a result of the COVID-19 public health crisis and recent actions taken by the Public Service Commission of Wisconsin (PSCW).

Staff informed the committee that the PSCW recently voted to extend the electric and water service disconnection moratorium until September 1, 2020, resulting in adjustments having to be made to SU's collection schedule that had been previously presented to the committee. Service disconnections will resume on September 2, delayed

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from the previously planned August 26 date. Special considerations will be given to all customers that experienced a household COVID-19 infection at any time since March.

Staff further informed the committee that restored collection actions already underway have been successful, with SU experiencing in July our first decrease in 30+ day delinquencies since September 2019.

Discussion followed. At the committee's request, staff will continue to provide updates on customer delinquencies and cash flow on a quarterly basis.

Status Update: Lead Service Line Replacement Programs: Stoughton Utilities staff presented and discussed efforts that have occurred in the past year since the utility was notified of the lead action exceedance. Many efforts have been completed or are currently underway as staff proceeds with the creation of a program to replace lead service lines throughout the City of Stoughton. Recent efforts include:

- Lead service line identification and inventory record updates, including the public availability of a map showing the location of confirmed and presumed public and private lead service lines.
- Completion of the replacement of publicly-owned lead service lines in the Prospect, McKinley, and Grant Street neighborhood, and partnership with home owners replacing their privately-owned lead service lines as part of the same project.
- Continuation of a public education program, including distribution of our annual Consumer Confidence Report that highlighted lead service lines and sampling results, and other educational and informational communications to the community on lead service lines.

Discussion followed.

Stoughton Utilities Environmental Sustainability: Utilities Committee Vice-Chairman Heili presented this item and discussed that discussions have been ongoing at the City of Stoughton Community Affairs and Council Policy (CACP) Committee as well as at the Stoughton Utilities Committee related to environmental sustainability. Discussion followed.

Utilities Committee Future Agenda Items: Staff informed the committee that upcoming meeting topics include ordinance modifications related to the relocation of indirect water service lateral connections and inaccessible metering facilities, the Stoughton Utilities 5-year Capital Improvements Plan for 2021-2025, the Stoughton Utilities proposed 2021 operating budget, the Wisconsin Department of Natural Resources response to our submitted 2019 Wastewater Compliance Maintenance Annual Report (CMAR), updates on the lead service line replacement program, and updates to the Stoughton Utilities Choose Renewable program. Discussion followed.

Adjournment: Being no further business before the committee, the Chair adjourned the regular Stoughton Utilities Committee Meeting at 6:10 p.m.

Respectfully submitted

Brian R. Hoops

Stoughton Utilities Assistant Director