

Thursday, September 21, 2023

**MINUTES OF THE MEETING OF THE BROWN DEER WATER UTILITY
HELD AT THE BROWN DEER PUBLIC WORKS FACILITY – 8950 N ARBON DR**

The meeting was called to order at 5:32 pm.

I. Roll Call

<u>Commissioner</u>	<u>Present</u>	<u>Absent</u>
Gerald Anderson - President	X	
Ken Harmon - Secretary	X	
Zach Beanland	X	
Gloria Robertson	X	
Christy Poniewaz	X	
	5	0
Also Present: City Water Staff		
Tom Nennig, Utility Superintendent		
Eric Fulsaa, Utility Engineer		

II. Persons Desiring to be Heard - none

III. Consideration of Minutes

A) July 27, 2023, Commission Meeting

No discussion on minutes from July 27, 2023 meeting

Commissioner Poniewaz moved to ratify the minutes from the July 27, 2023, Commission Meeting as previously distributed. Commissioner Anderson seconded the motion. **Motion passed.**

IV. Old Business: None

V. New Business:

A) Proposed 2024 Water Utility Budget

Superintendent Nennig presented the proposed 2024 Utility Budget. Highlights of the budget include:

- Includes 8% increase in Utility revenues from Simplified Rate Case
- Amortization of 2023 Standpipe Cleaning and Recoating project
- Estimated 5.2% Rate of Return based on PSC accounting

Commissioners discussed the proposed budget and any large deviations from the prior two years expenses.

Commissioner Poniewaz moved to the publication of the proposed 2024 Utility Budget and Public Hearing. Commissioner Anderson seconded the motion. **Motion passed.**

B) Proposed City Water Contract

Superintendent Nennig reviewed the proposed five-year operations and management contract with City Water, LLC. The contract would be effective January 1st, 2024 and was developed with input and discussion with the Village Manager and Director of Public Works. The majority of the contract was unchanged from the current contract, but included a couple changes:

- The Utility Clerk and Billing duties were detailed in the contract
- The base fee was adjusted to match the difference between inflation and the prior contract adjustments over the past 5-years
- The base fee increase was set to match any approved Village cost of living adjustments (COLA)
- City Water, LLC will rent additional space at the DPW facility outside of Utility operations and make the DPW the corporate headquarters for City Water, LLC

General discussion of the contract ensued. Commissioner Harmon asked more detailed questions regarding how many positions the City Water contract supports and desired more information regarding the compensation and compensation increases.

Commissioner Beanland left the meeting for personal reasons. A quorum was still maintained.

Commissioner Anderson moved to approve the proposed contract with City Water, LLC for Utility Management and Operation services. Commissioner Robertson seconded the motion. **Motion passed.**

VI. **Staff Report**

A) Water Quality Summary

Superintendent Nennig and Engineer Fulsas reviewed the weekly water quality testing data. The chlorine booster station was removed from service in early September in preparation for the installation of the pressure reducing valve at the 60th St station. Chlorine boosting was resumed the week of 9/18.

B) Standpipe Painting Operations

The demolition of the booster pumps at 60th Street has been completed and the PRV was installed. However, the PRV was found to be defective and does not operate. Staff are working on getting a replacement valve installed as soon as possible so the tower can be taken out of service. The standpipe has been power washed and spot-welding repairs have been completed. The tank painting contractor is waiting for the standpipe to be drained the week of Sept 18, 2023.

Superintendent Nennig also briefed the Commissioners on a potential change order from the tank painting contractor. The delay in tower takedown because of the defective PRV placed the painting behind schedule and the contractor has incurred and will most likely incur additional costs for the delay. Staff is planning to work with the PRV manufacturer to cover part of the anticipated change order cost.

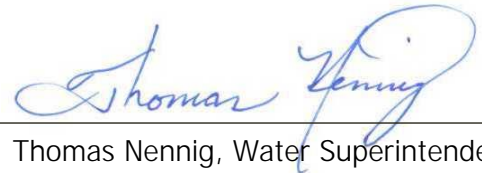
VII. Treasurer's Report

- A) Commission reviewed the monthly voucher reports from July 2023 through August 2023 for approval.

Commissioner Anderson moved to approve the Voucher reports for July 2023 through August 2023. Commissioner Poniewaz seconded the motion. **Motion passed.**

VIII. Adjournment

Motion: Commissioner Anderson moved to adjourn the meeting. Commissioner Harmon seconded the motion. **Motion Passed.** Meeting was adjourned at 6:31 pm.



Thomas Nennig, Water Superintendent