

**Village of Caledonia Utility District
Commissioners Meeting
April 6, 2016**

The Regular Meeting of the Village of Caledonia Utility District was held on Wednesday, April 6, 2016, in the Utility District office, located at 333 4 ½ Mile Road, Racine, Wisconsin. The meeting was called to order by Howard Stacey, President at 6:00 pm.

1. Roll Call

Those present were Howard Stacey, President, Harry Garnette, Secretary, Dave Ruffalo, Mike Pirk, Bill Infusino, Mark Brigman and Bob Bradley, Commissioners. Also present was Tom Ludwig and Andy Schultz representing Foth Infrastructure and Environment LLC., Michele Jones of Gordon J. Maier, Jon Cameron of Ehlers and Associates, Dave Prott, Village Trustee and Robert J. Lui, Utility District, General Manager.

2. Communications and Announcements

Bradley read a letter from Sue Kelley of 12646 Sunflower Drive, requesting sewer be extended down Sunflower as part of the current project. Bradley asked Lui to respond to Kelley's letter indicating if she can get her neighbors to join in the request, the Commission will look into it.

3. Approval of Minutes

a. Upon a motion by Infusino and seconded by Garnette the Commission approved the minutes from the Utility District's previous regular meeting held March 9, 2016. A copy of these minutes have been furnished to each Commissioner. Motion Carried.

4. Approval of O&M Bills

a. Upon a motion by Garnette and seconded by Infusino the Commission approved payment of O&M Bills listed under checks #7901 through #7947 totaling \$958,687.47. Motion Carried.

5. Project Updates

a. Engineers Schultz and Ludwig updated the Commission on the Hwy K / V lift station. The last wall, upper section, of the lift station wall will be poured tomorrow. Following that pour the contractor, for the next 3 weeks, will be setting the floor forms.

b. Engineer Schultz reported the Hwy V Water Extension / Forcemain project is moving ahead smooth, the project is on schedule. The contractor is working on the directional boring segments. Schultz discussed the installation of new culverts.

c. Engineer Schultz reported Merryman Excavating, the contractor for the Hwy K Sewer and Water project to I-94 has begun. They have begun the open cut segment by the lift station.

d. Jon Cameron updated the Commission on the Oak Creek (OC) water rate case. He explained that PSC has turned down O.C.'s request to build a \$29,000,000 chlorination expansion to their current plant. PSC gave O.C. a 6 month extension to redesign the project and resubmit a revised plan using updated projections. Lui indicated the numbers used for the Caledonia demands need to be updated because O.C. is using numbers that have O.C. providing water to the entire Caledonia I-94 corridor, this was changed as part of the City of Racine agreement. The Commission asked Foth to update the demands for the same.

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e. Ludwig and Schultz updated the Commission on the Douglas Avenue resurfacing project, projected for 2017. He indicated Foth is looking at future demands and flows for the entire area. Lui indicated the sewer will be cleaned and televised, starting in mid May.

f. Ludwig updated the Commission on the Goley's Lane sewer relay. Foth is surveying and collecting data for the project. He indicated the project should be ready to bid late summer. Lui reported with the condition of the sewer on Goley's we are cleaning the line every other week.

6. Lui informed the Commission that he has been approached by the Village of Wind Point, Administrator requesting Caledonia look into the possibility of acquiring the Wind Point water system. Jon Cameron explained the sequence of how it works and Ehlers involvement with Yorkville and Sturtevant. Following discussion the Commission asked Lui to request Wind Point for a written request regarding the same. Once the request is received a meeting with Foth, Ehlers, Wind Point and Lui be arranged to begin the process.

7. Michele Jones of Gordon J. Maier reviewed the February 2016, financial statements. Jones answered questions from the Commission and Manager. The Commission thanked Jones for the presentation.

8. Michele Jones informed the Commission that the Utility District's 2015 PSC report has been filed with PSC. She answered questions from the Commission on the same, Jones thanked Lui for all his assistance with the data for the report. Jones felt it was a good report.

9. Jon Cameron updated the Commission on the financial status of both the sewer and water utilities. He explained from the year end financial statements provided by Gordon Maier, both utilities ended the year in very good shape. He further explained the Utility District projects projected to be completed in 2016, Lift Station upgrade, Goley's Lane relay and Hwy K sewer and water installation from Adams Road to East Frontage Road. Total estimated project costs of \$2.5 mil. Cameron also explained that Oak Creek is planning on a 3% water rate increase in mid 2016, Racine is not planning on a rate increase until late 2016. Cameron recommended that Caledonia also do a Simplified Rate Increase application in conjunction with the Oak Creek increase. Following much discussion a motion was made by Garnette and seconded by Infusino to include the 3 referenced Utility District projects (\$2.5 mil) borrowing in with the Village borrowing to be completed in mid 2016. Motion Carried.

10. Upon a motion by Bradley and seconded by Garnette the Commission voted to enter into CLOSED SESSION, pursuant to ss. 19.85(1)(c)&(e), WI Stats., to review performance evaluation data of specific employees and to discuss job description and duties for the position of Utility District Software Integrator and a prospective candidate. Stacey called for a roll call vote. The vote was recorded as follows

Brigman – Aye	Infusino – Aye
Pirk – Aye	Ruffalo – Aye
Bradley – Aye	Garnette – Aye
Stacey – Aye	

Motion Carried Unanimously

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The Commission discussed the SCADA Software Integrator Position and the Utility District Employees 2015, evaluations.

11. Upon a motion by Bradley and seconded by Infusino the Commission voted to RECONVENE INTO OPEN SESSION to take action on the items discussed during the CLOSED SESSION. Motion Carried.

Upon a motion by Infusino and seconded by Garnette the Commission voted to prepare an offer of employment to the current Utility District SCADA Software Integrator that currently works in the Utility District through a sub – contractor. Motion Carried.

Lui provided a summary of the Utility District employees 2015 evaluations, he explained how the grades were given and the form used for the evaluation. He also explained the direction he was given to use for the evaluations from the Village Administrator, prior to the evaluations being done in December 2015. The Commission discussed the 17 point difference (37-54) used in the “good” category of the evaluation. Following a lengthy discussion a motion was made by Brigman and seconded by Infusino to breakdown the 17 points of the “good” into 2 categories 37-45.5 and 45.6-54. The employees that received a score between 37-45.5 receive a 2% pay increase, and the employees that received a score from 45.6-54 receive a 3% pay increase. Motion Carried.

12. Adjournment

Upon a motion by Brigman and seconded by Infusino the Commission voted to adjourn the regular meeting at 8:45pm. Motion Carried

Robert J. Lui, General Manager
Caledonia Utility District