

**Village of Caledonia Utility District
Commissioners Meeting
May 4, 2016**

The Regular Meeting of the Village of Caledonia Utility District was held on Wednesday, May 4, 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, newly appointed Village Trustee, Lee Wishau and Bob Bradley, Commissioners. Also present was Tom Ludwig representing Foth Infrastructure and Environment LLC., Michele Jones of Gordon J. Maier, Jon Cameron of Ehlers and Associates, and Robert J. Lui, Utility District, General Manager.

2. Election of Officers

Upon a motion by Brigman and seconded by Pirk the Commission voted to continue with the current officers, Stacey, President and Garnette, Secretary. Motion Carried

3. Communications and Announcements

President Stacey welcomed newly appointed Commissioner Lee Wishau. Lui informed the Commission that the Village was notified of a Workmans Comp. claim filed by a former Utility District employee from an incident that occurred in February 2013 while checking lift stations.

4. 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 April 6, 2016. A copy of these minutes have been furnished to each Commissioner. Motion Carried.

5. 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 #7948 through #7983 totaling \$3,056,551.80. Motion Carried.

6. Project Updates

a. Ludwig updated the Commission on the Hwy K / V lift station. The top deck of the lift station was poured this week. Mechanical work will begin once the top deck forms are removed. Project is moving ahead smooth.

b. Ludwig reported the Hwy V Water Extension / Forcemain project is moving ahead smooth, the forcemains and watermain are being air tested. safe Bac "T" samples cannot be collected until the watermain is installed from Mt. Pleasant. Restoration on the project began last week.

Upon a motion by Bradley and seconded by Garnette the Commission voted to lay over action on change order #1 for the same project. Motion Carried.

c. Ludwig reported Merryman Excavating, the contractor for the Hwy K Sewer and Water project to I-94 is moving ahead slow, the contractor has experienced poor soils along with there largest machine breaking down.

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d. Ludwig presented the Commission with a memo dated May 2, 2016, the memo, to the City of Oak Creek (OC) explains how Caledonia's flow demands have changed since Caledonia signed the Whole Sale water agreement with the City of Racine (Racine). He explained how the entire I-94 corridor could have been served by OC, however with the Racine agreement, Racine will be serving Caledonia, south of 5 Mile Road. Ludwig indicated that reduces the flow projections from OC, from 7mgd to 3.5 mgd. Following discussion a motion was made by Bradley and seconded by Garnette to forward a copy of the May 2, 2016 communication to the City of Franklin and the City of OC as this may affect the current OC water rate case. Motion Carried.

e. Ludwig updated the Commission on the Douglas Avenue resurfacing project, projected for 2017. He reported survey has begun, awaiting updated plans from the State, also looking at combining the 2 sewer mains into 1 main, sewer televising to begin May 18, 2016.

f. Ludwig updated the Commission on the Goley's Lane sewer relay. Survey work has begun, looking into the relining/relaying of the laterals. Anticipated bid of late June, early July.

7. Stacey informed the Commission that staff has met with representatives from the Village of Wind Point (WP) on the future of WP's water system. Discussion was on rates, a timeline of when things could happen, WP thought they could possibly reduce their staff or not fill an open position within the Village. Ludwig and Jon Cameron will gather data prior to meeting on May 25, 2016.

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

9. Jacob Lenell and Jordan Boehm presented the Commission with the Utility District's 2015 audit. They explained the new audit requirements in the audit. Based on the audit, both utilities had a very good year which represents a positive cash flow within the utilities. Lenell and Boehm answered questions from the Commission and manager. The Commission was very pleased with the Utility District's operations. They thanked Utility District staff for all the help in gathering information for the audit.

10. 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 explained that with the recent decision to have the Utility District cover the sewer oversizing cost on Carol Drive into the business park, 430,000, the 2.5 mil that was approved last month will not cover all the projects. Options were discussed, increase the borrowing or use money that is in reserves. The Commission felt with the surplus presented in the 2015 audit that should be used instead of increasing the borrowing. After discussing the options, a motion was made by Infusino and seconded by Brigman to use \$430,000 of surplus or reserve funds instead of increasing the amount borrowed. Motion Carried.

11. Lui informed the Commission that he has been approached by Blaine Pfeffer, Village Highway Superintendent that due to the low asphalt bids received this year the Village is planning on blacktopping

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Debby Lane, in Franksville. Lui reported that he receives a few calls a year, from residents, on Debby Lane asking if water is going to be extended down the street. Following much discussion a motion was made by Garnette and seconded by Pirk to send out a survey to get feedback on whether or not to pursue installing water, prior to the blacktopping. Motion Carried.

12. 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	Wishau - Aye

Motion Carried Unanimously

The Commission discussed the SCADA Software Integrator Position and the Utility District, General Manager 2015 evaluation.

13. 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.

Action taken: The Commission set a follow up meeting for May 17, 2016.

14. Adjournment

Upon a motion by Bradley and seconded by Infusino the Commission voted to adjourn the regular meeting at 8:20pm. Motion Carried

Robert J. Lui, General Manager
Caledonia Utility District