



Meeting Minutes - Draft

Waukesha Water Commission

Water Utility Commission

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Thursday, March 16, 2017

6:00 PM

Water Utility Conference Room  
115 Delafield St. Waukesha, WI 53188

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1. Call to Order

2. Roll Call

**Present** 6 - Zinda, Piatt, Couri, Ybarra, Thieme, and Francoeur

**Absent** 1 - Reilly

3. Public Comment

4. Approval of Minutes

a. [ID#17-0381](#) Approve Minutes of February 23, 2017 Meeting

**A motion was made by Commission President Joe Piatt, seconded by Alderman Terry Thieme, that the minutes be approved. The motion carried by the following vote:**

**Aye:** 6 - Zinda, Piatt, Couri, Ybarra, Thieme and Francoeur

**Absent:** 1 - Reilly

5. Action Items

a. [ID#17-0382](#) Approve Payments from the General Fund and the Improvement Fund

**A motion was made by Commission Secretary Greg Zinda, seconded by Commission President Joe Piatt, that the payments be approved. The motion carried by the following vote:**

**Aye:** 6 - Zinda, Piatt, Couri, Ybarra, Thieme and Francoeur

**Absent:** 1 - Reilly

- b. [ID#17-0383](#) Approve the Total Water Bid plus one half of the Roadway Bid, totaling \$1,360,551.25, for the Waukesha Water Utility's portion of the Water Utility's contract with Advance Construction, Inc., for the N. West Ave to Mountain Ave Water Main and Sanitary Sewer Improvements. If permit approval for open cut installation across the river is obtained from the DNR, a credit of \$347,000 will be transferred to the contract for an adjusted total of \$1,013,551.25.

**A motion was made by Alderman Terry Thieme, seconded by Commission Secretary Greg Zinda, that this item be approved. The motion carried by the following vote:**

**Aye:** 6 - Zinda, Piatt, Couri, Ybarra, Thieme and Francoeur

**Absent:** 1 - Reilly

- c. [ID#17-0384](#) Approve 20 foot wide non exclusive water main easement at 534 Glenwood Drive for the West Avenue to Mountain Ave water main improvement project at not cost to the Utility

**A motion was made by Alderman Terry Thieme, seconded by Commission Secretary Greg Zinda, that this item be approved. The motion carried by the following vote:**

**Aye:** 6 - Zinda, Piatt, Couri, Ybarra, Thieme and Francoeur

**Absent:** 1 - Reilly

- d. [ID#17-0385](#) Approve the low bid, based on our unit price engineer's estimate, as acted upon by the City of Waukesha Common Council, for the water main related work in the unit price contract for Waukesha Water Utility's portion of the City of Waukesha Department of Public Work's contract for the NW Barstow project, from Buena Vista to Lemira, for a total not to exceed \$380,000.00 using the monies budgeted in account #3431.

**A motion was made by Commission Secretary Greg Zinda, seconded by Commission President Joe Piatt, that this item be approved. The motion carried by the following vote:**

**Aye:** 6 - Zinda, Piatt, Couri, Ybarra, Thieme and Francoeur

**Absent:** 1 - Reilly

- e. [ID#17-0386](#) Approve the low bid, based on our unit price engineer's estimate, as acted upon by the City of Waukesha Common Council, for the water main related work in the unit price contract for Waukesha Water Utility's portion of the City of Waukesha Department of Public Work's contract for water services on Oscar Street from Jefferson to Highland, for a total not to exceed \$46,000.00 using the monies budgeted in account #3431.

**A motion was made by Alderman Terry Thieme, seconded by Commission President Joe Piatt, that this item be approved. The motion carried by the following vote:**

**Aye:** 6 - Zinda, Piatt, Couri, Ybarra, Thieme and Francoeur

**Absent:** 1 - Reilly

- f. [ID#17-0387](#) Approve the water main replacement project on Caroline St, from Main to Arcadian, for an estimated cost to the Utility of \$240,000.00.

**A motion was made by Commissioner Joan Francoeur, seconded by Commission Secretary Greg Zinda, that this item be approved. The motion carried by the following vote:**

**Aye:** 6 - Zinda, Piatt, Couri, Ybarra, Thieme and Francoeur

**Absent:** 1 - Reilly

- g. [ID#17-0388](#) Move to authorize a Reimbursement Resolution allowing the City to declare its official intent to reimburse expenditures of up to \$1,924,600 for the water system improvements on West Avenue and Glenwood.

**A motion was made by Commission Secretary Greg Zinda, seconded by Commission President Joe Piatt, that this item be approved. The motion carried by the following vote:**

**Aye:** 6 - Zinda, Piatt, Couri, Ybarra, Thieme and Francoeur

**Absent:** 1 - Reilly

- h. [ID#17-0389](#) Replace the originally approved list of blanket purchase orders, totaling \$10,278,893 with the revised attached list, totaling \$10,256,592.

**A motion was made by Commission President Joe Piatt, seconded by Commission Secretary Greg Zinda, that this item be approved. The motion carried by the following vote:**

**Aye:** 6 - Zinda, Piatt, Couri, Ybarra, Thieme and Francoeur

**Absent:** 1 - Reilly

- i. [ID#17-0390](#) Approve increase to pay range of Operations Manager position to include requirement of P.E. license

**A motion was made by Commission Secretary Greg Zinda, seconded by Commissioner Paul Ybarra, that this item be approved. The motion carried by the following vote:**

**Aye:** 6 - Zinda, Piatt, Couri, Ybarra, Thieme and Francoeur

**Absent:** 1 - Reilly

## 6. Discussion Items

- a. [ID#17-0391](#) Great Lakes Update
- b. [ID#17-0392](#) 2016 Conservation Activities

## 7. Information Items

- a. [ID#17-0393](#) Utility Performance Report
- b. [ID#17-0394](#) Financial Report

## 8. Closed Session

- a. [ID#17-0395](#) Motion will be made to go into closed session pursuant to Section 19.85(1) (c) Wis. Stats. to discuss General Manager's 2016 Performance Evaluation and Approve 2017 Compensation.

Upon conclusion of the closed session, a motion will be made to reconvene in open session.

Possible action on matters discussed in closed session.

**A motion was made by Commission President Joe Piatt, seconded by Commissioner Gerald Couri, to go into closed session. The motion carried by the following vote:**

**Aye:** 6 - Zinda, Piatt, Couri, Ybarra, Thieme and Francoeur

**Absent:** 1 - Reilly

## b. Reconvene to open session

**A motion was made by Commission President Joe Piatt, seconded by Commissioner Gerald Couri, to reconvene in open session. The motion carried by the following vote:**

**c. Action on Matters Discussed in Closed Session**

**Motion by Commission President Piatt, seconded by Commissioner Couri to adjust the General Manager's Compensation as follows: 3% base increase effective 1/1/2017, and one time bonus of \$4,402.00.**

**Aye:** 6 - Zinda, Piatt, Couri, Ybarra, Thieme and Francoeur

**Absent:** 1 - Reilly

9. Adjourn