



Meeting Minutes - Draft

Waukesha Water Commission

Tuesday, October 21, 2025

4:30 PM

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

1. Call to Order

2. Roll Call

Present 6 - Paul Ybarra, Joan Francoeur, Jeff Fowle, Gerald Couri, Joe Piatt, and Shawn Reilly

Absent 1 - Dale Matthews

3. Public Comment

4. Approval of Minutes

A. [ID#25-02394](#) Approval of Minutes

Attachments: [Meeting Minutes 9-18-25](#)

approved

Aye: 6 - Paul Ybarra, Joan Francoeur, Jeff Fowle, Gerald Couri, Joe Piatt and Shawn Reilly

Absent: 1 - Dale Matthews

5. Action Items

A. [ID#25-02395](#) Approve Payments from the General Fund and the Improvement Fund

Attachments: [September Voucher List](#)

approved

Aye: 6 - Paul Ybarra, Joan Francoeur, Jeff Fowle, Gerald Couri, Joe Piatt and Shawn Reilly

Absent: 1 - Dale Matthews

B. [ID#25-02396](#) Approve Amendment #1 to the Professional Service Agreement with SmithGroup, Inc. for the remainder of 2025 through 2027.

Attachments: [SmithGroup PSA Amendment 1 memo](#)

approved

Aye: 6 - Paul Ybarra, Joan Francoeur, Jeff Fowle, Gerald Couri, Joe Piatt and Shawn Reilly

Absent: 1 - Dale Matthews

- C. [ID#25-02397](#) Approve the Survey work to Cedar Corporation for the 2026 resurfacing project.

Attachments: [memo for resurfacing survey work](#)

approved

Aye: 6 - Paul Ybarra, Joan Francoeur, Jeff Fowle, Gerald Couri, Joe Piatt and Shawn Reilly

Absent: 1 - Dale Matthews

- D. [ID#25-02401](#) Approve Harris Computer Advanced Utility Billing Software's proposal to provide Waukesha Water Utility with cloud-based billing software, with initial costs of \$695,416 including estimated travel expenses and a 2026 annual cost of \$98,441.

Attachments: [ERP Software Memo - Utility Billing Final](#)

approved

Aye: 6 - Paul Ybarra, Joan Francoeur, Jeff Fowle, Gerald Couri, Joe Piatt and Shawn Reilly

Absent: 1 - Dale Matthews

6. Discussion Items

- A. [ID#25-02402](#) Discuss 2026 Operating Budget

Attachments: [2026 Operating Budget Presentation](#)

7. Information Items

- A. [ID#25-02398](#) Utility Performance Report/Administrative Activities

Attachments: [2025 performance report](#)

- B. [ID#25-02399](#) Financial Report

Attachments: [September Financials](#)

8. Adjourn