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Water Utility

MEQUON MUNICIPAL WATER UTILITY COMMISSION

Regular Meeting

Thursday, October 27, 2022

6:30 PM

Christine Nuernberg Hall

Minutes

1) Call to Order, Roll Call

Present:

Commissioner Andrew Nerbun
Commissioner Mark Gierl
Commissioner Jeffrey Hansher
Commissioner Dale Mayr
Commissioner Brian Parrish
Commissioner Kathleen Schneider
Commissioner Glenn Bushee -- **Absent**
Commissioner Robert Strzelczyk -- **Absent**
Vacant Seat -- **Absent**

City Administrator Jones, City Attorney Sajdak, City Clerk Fochs, Public Works Director Lundeen, Police Chief Pryor, Finance Director Engroff, Deputy Director of Utilities Driscoll, Water Utility/City Water LLC Director of Operations Voigt press and interested public.

2) Approval of Meeting Minutes

a. Mequon Municipal Water Utility Commission - Regular Meeting - Aug 10, 2022 7:00 PM

RESULT: **Approved by Voice Acclamation [Unanimous]**

MOVED BY: Commissioner Hansher

SECONDED BY: Commissioner Schneider

AYES: Nerbun, Gierl, Hansher, Mayr, Parrish, Schneider

3) Discussion and Possible Action

a. Motion to exemption Water Connection Policy for 7625 W. Mequon Road

The Primus Companies are requesting an exemption to extend a water main across the entire frontage at 7625 West Mequon Road. Staff supports the request makes as no one to the east or beyond would ever need water main extensions to be served. All properties at the North Wauwatosa Road and West Mequon Road intersection, except for 7625 West Mequon Road already have frontage on an existing water main and can be served via existing infrastructure. Staff recommended the approval of the exemption request.

RESULT: **Approved by Voice Acclamation [Unanimous]**

MOVED BY: Commissioner Schneider

SECONDED BY: Commissioner Mayr

AYES: Nerbun, Gierl, Hansher, Mayr, Parrish, Schneider

b. Motion to Amend Water Connection Policy: Connection Fee

The proposed amendment does not represent a change in how the connection fee is calculated, but rather memorializes the methodology to be clear to future costumers.

For non-resident applicants, who have a comparable location, the connection fee would be calculated based upon actual volumetric data.

If the applicant does not have another location, staff would determine the volumetric estimate by finding a similar costumer and use that volumetric data.

If the applicant does not have another location and there is not a similar customer, staff would utilize industry standards to project the volumetric rate.

If approved by the Commission, staff will update the Water Connection Policy document and republish to the website and other locations.

RESULT: **Approved by Voice Acclamation [Unanimous]**

MOVED BY: Commissioner Parrish

SECONDED BY: Commissioner Mayr

AYES: Nerbun, Gierl, Hansher, Mayr, Parrish, Schneider

c. Motion to approve Mequon Municipal Water Utility Financial Policy : Reserve Requirements

Staff is requesting consideration of a policy to address minimum reserve requirements for what's designated in the budget as unassigned funds.

Commissioner Schneider asked how the number of 8% for the reserve was reached. Staff stated that industry standards and rules of thumb in terms of financing and how many months worth of expenses should be kept in reserve if there was a catastrophic issue. Ultimately the Water Utility wanted to be conservative enough while also not over charging user fees when reaching an amount to have in reserve.

RESULT: **Approved by Voice Acclamation [Unanimous]**

MOVED BY: Commissioner Hansher

SECONDED BY: Commissioner Schneider

AYES: Nerbun, Gierl, Hansher, Mayr, Parrish, Schneider

- d. Motion to award of a Contract for the Mequon Municipal Water Utility Master Plan Update to City Water, LLC, Milwaukee, Wisconsin, in an amount Not-to-Exceed \$68,000.

RESULT: **Approved by Voice Acclamation [Unanimous]**

MOVED BY: Commissioner Parrish

SECONDED BY: Commissioner Hansher

AYES: Nerbun, Gierl, Hansher, Mayr, Parrish, Schneider

- e. Motion Adoption of the Fiscal Year 2023 Mequon Water Utility Budget

Commissioner Parrish asked about the prioritized project Migration to AMI Metering System cost of \$400,000 and how it would benefit Mequon.

Staff explained that the radios Water Utility switched to 3-4 years ago can migrate to a fixed space network. The fixed based network would mean the city installs antennas that can read the meters daily instead of driving around once every 90 days as is currently done.

Commissioner Parrish asked for clarification on the \$587,000 payment to Thiensville.

Staff explained this was part of the inter-governmental agreement that was signed.

RESULT: **Approved by Voice Acclamation [Unanimous]**

MOVED BY: Commissioner Mayr

SECONDED BY: Commissioner Hansher

AYES: Nerbun, Gierl, Hansher, Mayr, Parrish, Schneider

- f. Motion Authorization of 2023 Water Meter Purchase for 250 Meters and Associated Appurtenances in an Amount Not-to-Exceed \$68,000

RESULT: **Approved by Voice Acclamation [Unanimous]**

MOVED BY: Commissioner Mayr

SECONDED BY: Commissioner Hansher

AYES: Nerbun, Gierl, Hansher, Mayr, Parrish, Schneider

- g. Adoption of the Fiscal Year 2023 Mequon Water Utility Budget

Greg Back (12641 River Forest Circle.) spoke on behalf of the University School of Milwaukee (USM). The school is interested in exploring a connection to city water. USM would like insight on what the cost and terms are with the school and the Village of River Hills.

Conversation ensued that Mequon Water Utility is actively working through the terms and agreement with the Village of River Hills. The city is not at the stage of saying if they will agree to the connection or not. Commissioner Nerbun recommended that City Water

facilitate a discussion with the University School of Milwaukee, Village of River Hills and Mequon Utility.

h. Status Update: Residences at Foxtown Water Service Valve Failures

Water Utility is trying to discover what the source of the failure is by having conversations with the contractor and the manufacture.

4) Adjourn

a. Motion to adjourn

RESULT: **Approved by Voice Acclamation [Unanimous]**

MOVED BY: Commissioner Schneider

SECONDED BY: Commissioner Gierl

AYES: Nerbun, Gierl, Hansher, Mayr, Parrish, Schneider

Respectfully Submitted,

Karen Schlereth
Administrative Secretary