



**RIVER FALLS UTILITY ADVISORY BOARD  
REGULAR MEETING  
June 18, 2018  
Council Chambers, City Hall**

The regular meeting of the River Falls Utility Advisory Board was called to order by Utility Advisory Board President Adam Myszewski at 6:30 p.m.

**Utility Advisory Board Present:** Adam Myszewski, Patrick Richter, Tim Thum, Kevin Swanson, Mark Spafford and Kellen Wells-Mangold

**Utility Advisory Board Absent:** Diane Odeen

**Staff Present:** Utility Director Kevin Westhuis; Utility Administrative Assistant Lanae Nelson; City Treasurer Sue Langer; Electric Line Superintendent Wayne Siverling and Wastewater/Water Superintendent Ron Groth

**Council Present:** Alderperson District 2 Christopher Gagne

**Approval of Minutes:**

Regular Meeting Minutes: 5-21-2018

**MSC Richter/Swanson approve minutes. Unanimous.**

**CONSENT AGENDA:**

Acknowledgment of the following minutes:

West Central Wisconsin Biosolids Facility Commission: 4-19-2018;

POWERful Choices Committee Meeting: 5-17-2018

**MSC Thum/Richter approve Consent Agenda. Unanimous.**

**NEW BUSINESS:**

Ord. No. 2012-01, § 1, 1-24-2012, Election of Utility Advisory Board Officers

Utility Director Westhuis introduced annual election of the Utility Advisory Board President and Secretary offices. He clarified the Secretary duties would be to review and sign off on the official meeting minutes and Utility Administrative Assistant Lanae Nelson would record and distribute the UAB minutes.

**President Myszewski opened nominations for President. MS Swanson/Thum to move for the nomination of Myszewski. Myszewski asked for a vote on the nomination. The nomination passed unanimously; Myszewski was elected as President.**

**President Myszewski opened nominations for Secretary. MS Thum/Spafford to move for the nomination of Richter. Myszewski asked for further nominations; there were none. Myszewski asked for a vote on the nomination. The nomination passed unanimously, Richter was elected as Secretary.**

Resolution No. 2018-08 – Review of Wastewater Treatment Plant 2017 Compliance Maintenance Annual Report

Westhuis and Wastewater/Water Superintendent Groth presented a brief overview of the 2017 Compliance Maintenance Annual Report (CMAR). This is an annual self-evaluation report which evaluates the City's wastewater treatment system and is reported to the Wisconsin Department of Natural Resources (DNR).

Groth reviewed the City's Waste Water Treatment Plant (WWTP) graded at 3.92 on a scale of 4.0 and the plant had five exceedances of the designed capacity for influent Biochemical Oxygen Demand (BOD) loading. This exceedance lowers the score for the Influent Flow and Loading Section to a B rating. To increase this rating in the future a bank of diffusers and a submersible mixer would need to be purchased. This has been put in the CIP for 2019-2020, along with construction of one of the ditches. Westhuis confirmed the wastewater treatment plant's current setup needs to have this update to run more efficiently. All other reporting received a grade of A. The positive score reflects the commitment to quality systems from the WWTP crew and operations of practices.

The UAB is requested to approve the 2017 CMAR resolution requesting the City Council approve and authorize it to be submitted to the DNR. The City Council will review the report on June 26, 2018 meeting.

**MSC Thum/Swanson to move for the approval of the resolution. President Myszewski asked for any further decision; seeing none he asked for a vote on the resolution. The resolution passed unanimously.**

Boring Bid Awards

Westhuis and Electric Line Superintendent Wayne Siverling presented bid information on the professional boring services from TD & I Cable Maintenance, Inc. and Push Inc. for 2018-2020 Directional Boring projects. Westhuis and Siverling provided background on the projects including locations in the City.

The electrical projects in the CIP have been budgeted for \$200,000 per year for the next two years. Spafford asked if the directional boring will affect residents. Siverling said letters will be sent to residents regarding projects in their neighborhoods. Westhuis commented the utility's standard is to educate and inform the public when work is being done.

Two Resolutions:

1. Resolution No. 2018-09–Resolution Approving the Contract for 2018-2020 (various projects)  
Westhuis and Siverling presented on the professional services from TD & I Cable Maintenance, Inc. and the bid is for \$184, 431.50. The installation locations will be along Quarry Road, West Division Street, West Maple Street, East Pine Street, East Cascade Avenue, South Fork Drive, Valley View Drive, South Sixth Street and the River Falls Area Hospital. Westhuis and Siverling provided background on the project needs.

**President Myszewski asked for any further questions; there was none. He asked for a motion to approve the resolution. MSC Richter/Thum to move for the approval of the resolution. President Myszewski asked for any further decision; seeing none, he asked for a vote on the resolution. The resolution passed unanimously.**

2. Resolution No. 2018-10-Resolution Approving the Contract for 2018-2019 (Winter Street Directional Boring)

Westhuis and Siverling presented on the professional services from Push, Inc. and the bid is \$120,500. The installation locations will be along Winter Street from Maple Street to CTH MM. Westhuis and Siverling provided background on the project needs.

**MSC Thum/Richter to move for the approval of the resolution. President Myszewski asked for any further decision; seeing none he asked for a vote on the resolution. The resolution passed unanimously.**

**REPORTS:**

Finance Report

City Treasurer Sue Langer gave an overview of the finance report which was included in the packet. Langer also reviewed the City's and Electrical Utility's bond ratings. She discussed the bonds that the Utility is using to finance projects.

Utility Dashboards

The 2018 May utility dashboards of Electric, Water, Wastewater Treatment Plan and POWERful Choices were included in the UAB packet for review.

Monthly Utility Reports

The 2018 May monthly utility reports were in the UAB packet for review.

**ANNOUNCEMENTS:**

Westhuis shared information on the UAB Utility tour Mark Spafford attended on June 13, 2018. Spafford commented that he was impressed with seeing the Electrical, Water and Wastewater areas and debarments in the City. It was a detailed tour, and gave good insight on the City's utilities.

Westhuis will be talking with Federal Energy Regulatory Commission (FERC) on June 19, 2018, to follow up on relicensing process. FERC is reviewing the 40-year relicensing process.

Westhuis talked about the Regional WPPI Energy Power Dinner held on June 14. This was an opportunity to network with the utility's electric wholesale provider and other member community leaders. Westhuis is on the Executive Committee, which is comprised of 11 members from the 51 communities that WPPI services. There is a possibility that WPPI may host a UAB meeting and tour at its headquarters in Sun Prairie, Wisconsin in the Fall.

**ADJOURNMENT:**

**MSC Thum/Richter to adjourn. Unanimous.**

**Myszewski announced meeting adjourned at 6:49 p.m.**

Reported by: Utility Administrative Assistant Lanae Nelson

  
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Adam Myszewski, President