

# STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, March 19, 2018 – 5:00 p.m.

Stoughton, WI

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**Location:** Edmund T. Malinowski Board Room  
Stoughton Utilities Administration Office  
600 South Fourth Street  
Stoughton, Wisconsin, 53589

**Members Present:** Alderperson Matt Bartlett, Alderperson Michael Engelberger, Citizen Member David Erdman, Alderperson Pat O'Connor, Mayor Donna Olson

**Excused:** Citizen Member Kym Ackerman, Citizen Member John Kallas

**Absent:** None

**Others Present:** Jodi Dobson, CPA - Partner - Baker Tilly Virchow Krause, LLP, Stoughton Utilities Finance Manager Jamin Friedl, CPA, Stoughton Utilities Assistant Director Brian Hoops, Stoughton Utilities Director Robert Kardasz, P.E.

**Call to Order:** Mayor Donna Olson called the Regular Stoughton Utilities Committee Meeting to order at 5:00 p.m.

**Utilities Committee Consent Agenda:** Stoughton Utilities staff presented and discussed the Stoughton Utilities Committee consent agenda items. Discussion followed.

Motion by Alderperson Michael Engelberger, the motion seconded by Alderperson Pat O'Connor, to approve the following consent agenda items as presented: Stoughton Utilities Payments Due List Report, Draft Minutes of the February 19, 2018 Regular Utilities Committee Meeting, Stoughton Utilities January 2018 Financial Summary, Stoughton Utilities January 2018 Statistical Report, Stoughton Utilities February 2018 Activities Report, Utilities Committee Annual Calendar, Communications. The motion carried unanimously 5 to 0.

**Status of the Utilities Committee recommendation(s) to the Stoughton Common Council:** Stoughton Utilities staff presented and discussed the following items from the Stoughton Utilities Committee that were approved and/or placed on file by the Stoughton Common Council:

- Stoughton Utilities Payments Due List Report
- Stoughton Utilities Committee January 16, 2018 Meeting Minutes
- Stoughton Utilities December 2017 Financial Summary
- Stoughton Utilities December 2017 Statistical Report
- Bad debt account write-offs through December 31, 2017
- Ordinance to amend Chapter 74 of the City of Stoughton Code of Ordinances, relating to utilities and sewer use (first reading)
- Request to authorize the bid award for the replacement of sewer-cleaning truck #17
- Adoption of the Addendum to the American Public Power Association (APPA) Safety Manual 16th Edition, 2017, Section 407(c)

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**Stoughton Utilities 2017 audit reports and management letter:** Stoughton Utilities staff introduced Jodi Dobson from Baker Tilly Virchow Krause, LLP who presented the Stoughton Utilities 2017 Audit Reports and Management Letter. Discussion followed. Motion by Alderperson Michael Engelberger, the motion seconded by Alderperson Matt Bartlett, to approve the Stoughton Utilities 2017 audit reports and management letter and recommend the Stoughton Common Council approve the audit reports and management letter, and adopt the accompanying resolution at their April 10, 2018 meeting. The motion carried 5 to 0.

**Stoughton Utilities 2017 Annual Water Consumer Confidence Report (CCR):** Stoughton Utilities staff presented the Stoughton Utilities annual water CCR for the year 2017. Staff is proud to announce that the utility continues to meet or surpass all state and federal water quality standards under the Safe Drinking Water Act. Staff has completed all required water quality monitoring, sampling, and testing, and no significant changes to the quality or safety of our drinking water were noted. Discussion followed.

**West Substation construction status update:** Stoughton Utilities staff presented and discussed the status of the ongoing construction of the new West Substation, including work done by SU's construction contractor to construct the substation structure and outbound underground distribution lines, as well as work being done by American Transmission Company (ATC) to construct the incoming transmission line. Plans and construction photos were shared. Discussion followed.

**Utilities Committee future agenda items:** Discussion regarding the potential rate impacts of overhead to underground electric system reconstruction, presentation of the PSC Annual Reports for 2017 for the electric and water utility, and proposed tax-stabilization dividends.

**Adjournment:** Motion by Citizen Member David Erdman, the motion seconded by Alderperson Michael Engelberger, to adjourn the Regular Stoughton Utilities Committee Meeting at 5:42 p.m. The motion carried unanimously 5 to 0.

Respectfully submitted

Brian R. Hoops  
Stoughton Utilities Assistant Director