

## **REGULAR MEETING OF THE JEFFERSON UTILITIES COMMISSION, HELD APRIL 13, 2020**

On call of the roll, commissioners present were: Adams, Brandel, Horn, Pieters, Ganser and Bristol and Oppermann. Also present: Utility Manager Adler, Office Manager Statz and City Attorney Rogers. The meeting began at 5:34 p.m.

### **PUBLIC PARTICIPATION**

Utility Manager Adler informed the commission that the utility received a violation for not filing the monthly water pumpage reports with the DNR on time. He explained that staff was working with the DNR, as they were having trouble getting logged into the system. He stated the matter would be corrected.

### **MINUTES**

It was moved by Comm. Brandel and seconded by Comm. Pieters to approve the minutes from the March 9, 2020 meeting. Motion carried on a voice vote. Comm. Bristol and Comm. Ganser abstained.

It was moved by Comm. Brandel and seconded by Comm. Bristol to approve the minutes from the March 19, 2020 meeting. Motion carried on a voice vote.

### **EXPENDITURES**

It was moved by Comm. Pieters and seconded by Comm. Horn to approve the payment of March's bills totaling \$947,299.93. On call of the roll, motion carried. (Oppermann – Was not present for the vote, as he lost connection, Adams - Aye, Pieters – Aye, Brandel – Aye, Horn – Aye, Ganser – Aye, Bristol - Aye)

### **DISCUSSION AND POSSIBLE ACTION – 2019 AUDIT**

This item was removed from the agenda.

### **DISCUSSION ON BANKING UPDATES/PROTECTIONS**

Office Manager Statz updated the commission on steps being taken to protect the utility's funds at the local banking institution. She stated that they have added services on accounts where the bank will not cash checks that are not preapproved and will not allow ACH transactions that are not approved. She explained that there is an increased amount of banking fraud, especially within government accounts. She wanted to make the commission aware of the steps staff was taking to protect the utility's funds.

### **DISCUSSION AND POSSIBLE ACTION TO APPROVE BAXTER & WOODMAN ENGINEERING FOR DNR REQUIREMENTS AT WELL #3 AND WELL #4 NOT TO EXCEED \$13,900**

Utility Manager Adler explained that he was requesting approval for Baxter & Woodman Engineering to start the design work required for well #3 and well #4 per the DNR. He explained that Baxter & Woodman Engineering has performed services for the water utility for a number of years.

Comm. Adams asked if the total cost of the repairs was yet known.

Utility Manger Adler explained that he did not know the answer to this.

Comm. Bristol questioned the duration of the master engineering services agreement. He noticed that the document stated it was signed January of 2018. He was curious how long the agreement was good for.

Utility Manager Adler explained that this project was signed on March 20, 2020. He will get the documents corrected with Baxter & Woodman.

It was moved by Comm. Oppermann and seconded by Comm. Bristol to approve Baxter & Woodman to make corrections to Well #3 and Well #4 as instructed by the DNR for an amount not to exceed \$13,900. On call of the roll, motion carried. On call of the roll, motion carried. (Oppermann – Aye, Adams - Aye, Pieters – Aye, Brandel – Aye, Horn – Aye, Ganser – Aye, Bristol - Aye)

**DISCUSSION AND POSSIBLE ACTION TO APPROVE J & R UNDERGROUND FOR ELECTRIC BORING ON W PUERNER ST AND N JACKSON AVE NOT TO EXCEED \$8,380**

Utility Manager Adler explained that boring work was needed for the city/county park and on N Jackson Ave. He explained that he also received a quote from Intern for \$15,126.42 for both projects. He was recommending J & R Underground for a cost not to exceed \$8,380.

It was moved by Comm. Bristol and seconded by Comm. Ganser to approve J & R Underground to perform electric boring on W Puerner St and N Jackson Ave for an amount not to exceed \$8,380. On call of the roll, motion carried. On call of the roll, motion carried. (Oppermann – Aye, Adams - Aye, Pieters – Aye, Brandel – Aye, Horn – Aye, Ganser – Aye, Bristol - Aye)

Comm. Oppermann thanked Comm. Horn for his service to the Utilities Commission.

It was moved by Comm. Oppermann and seconded by Comm. Brandel to adjourn. Motion carried on a voice vote. The meeting adjourned at 5:53 p.m.