

(Approved)

**WATER AND SEWER UTILITY COMMISSION
Minutes**

September 21, 2015

Brillion City Hall Conference Room

6:00 pm

CALL TO ORDER:

Chairperson Jeff Wittmann called the meeting to order at 6:00 pm.

ROLL CALL:

Present were City Council President Mel Edinger, Jeff Wittmann, Mary Jo Krueger, Wally Sonnabend, Dave Schwahn, and Dan Mertens. Also present were Amy Vaclavik from McMahon, Randy Much from MCO, City Administrator Clerk/Treasurer Lori Gosz, and Deputy Clerk/Treasurer Joy Buboltz. Absent were Joe Levash and Leonard Kopidlansky.

GUESTS:

Paul Much and Pete Litersky from MCO, Ron Wolf from McMahon, and Ken Guenther.

APPROVAL OF AGENDA:

Motion – Sonnabend moved to approve the agenda as presented. Seconded by Schwahn. Call vote taken. Motion carried unanimously.

APPROVAL OF THE MINUTES OF THE AUGUST 17, 2015 WATER AND SEWER UTILITY MEETING:

Motion – Sonnabend moved to approve the minutes of the August 17, 2015 Water and Sewer Utility meeting. Seconded by Mertens. Call vote taken. Motion carried unanimously.

APPROVAL OF VOUCHERS:

Motion – Krueger moved to approve the Water and Sewer Utility operating vouchers in the amount of \$110,816.24. Seconded by Sonnabend.

Vaclavik stated at the last Utility Commission meeting there were comments made regarding the costs of engineering services. She has included in their packet a report on the engineering costs. She stated McMahon is currently in a conversion of their accounting system so next month there will be more engineering invoices for approval.

Gosz explained she is currently creating a spreadsheet showing the amount borrowed for each project and the costs spent to date on each project.

Sonnabend asked if there will be more costs for the cleaning of the reed beds. Gosz stated she is not sure but will check.

Schwahn questioned if the Utility will be billing the responsible party for the cleaning of the Ryan Street Lift Station. Randy Much stated they are not sure where that debris is coming from and need to do more investigative work.

Call vote taken. Motion carried unanimously.

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CITIZEN INPUT:

None.

UTILITY SERVICES TO KEN GUENTHER PROPERTY ON ROUND LAKE ROAD:

Guenther explained he owns the 11.15 acres on the corner of Horn Street and Round Lake Road. He has been informed by his realtor there is an individual interested in purchasing 5.6 acres of that property, along Horn Street. This individual is interested in building a residential home on one (1) acre of that land.

Guenther stated he has been discussing his options for water and sewer connection with the City's Building Inspector Mike Angoli. He asked if the Utility Commission would approve him tapping into the City's main line or a manhole that is currently on his property for sewer discharge of that proposed new home. Wolf stated that is a possibility.

Guenther explained it was suggested to him to run a private water lateral from the hydrant on Kennedy Drive to that proposed home. Wolf stated he does not see an impediment with the sewer connection but has concerns with the water connection. Mertens stated he is not sure if running a private lateral from Kennedy Drive is a good idea, and suggested running the water main to the corner of Round Lake Road and run a private lateral to the home.

Sonnabend asked Guenther the timeframe when his potential buyer is looking at purchasing his property. Guenther stated at the end of October is being proposed. Guenther explained he is not looking for an answer tonight, just need to know what the Utility Commission will allow and not allow. Gosz stated the whole picture needs to be looked at. Guenther explained the concept plan that was drawn for his property years ago for this property.

Vaclavik suggested a private well could be installed at this property. Gosz stated City Code does allow for the drilling of a well on land in the City only if City water service is not available in that area. The property owner would only then be charged for sewer.

Paul Much stated he does have concern with the sewer connection to a manhole due to debris that could build up. He would prefer to see the sewer connected to the sewer main.

2016 BUDGET PREPARATION:

Gosz explained the 2016 Budget is being worked on at this time.

A. WPDES Chloride Variance Process:

Gosz explained she was informed by the DNR that they are fine with the City waiting until 2016 to complete the work.

B. Development of New Water Supply – Update:

1. Well #6 – Consider Option to Purchase Agreement:

Gosz suggested the Commission consider this option in the future.

INFLOW & INFILTRATION REDUCTION PROJECTS:

(Approved)

A. 2015 Inflow & Infiltration Reduction Project - Update:

B. 2015 Sanitary Sewer & Lateral Televising – Update:

Wolf explained that all of the lateral work has been completed on both projects. The final paving of N. Columbus Avenue has been also been done. However, the restoration work on N. Columbus Ave still needs to be done.

Wolf explained there were a few homes that needed to have their lateral work redone, and two (2) homes needed some warranty work done since there were water leaks in their basement. Mertens asked if all of the homes in the project areas elected to have sump pumps installed in their home. Wolf stated there weren't too many.

Gosz reported there is one (1) property owner that has not responded to the City regarding the I & I Project. This property owner resides on Schley Street. This issue will now go to the City Attorney for enforcement with fines assessed to the property owner for non-compliance. The City has made every attempt possible to contact this property owner.

Wittmann asked if manholes have been checked during the recent rain events. Randy Much stated they have not seen flows increase with the recent rain events.

Gosz reported the contractor for the City projects is behind in the completion dates. Wolf stated that MCC is behind especially in the restoration work.

Gosz stated, in 2016 where streets are being affected by the I & I Project, the City/Utility may want to consider street reconstruction versus patch work instead.

Sonnabend asked if the DNR would allow the City/Utility take one (1) year off from doing the I & I Program. Gosz stated she could ask this request with the DNR. Gosz explained that the borrowing for the 2016 I & I Projects have already been done. So if a year is taken off, it could be done in 2017 when the next borrowing is scheduled for. After a brief discussion, the consensus of the Commission is to continue with the schedule set for the City's I & I Projects.

C. 2016 Inflow & Infiltration Reduction Project – Begin Planning:

Vaclavik stated she will bring a proposal for field surveying to next month's meeting.

MCO REPORT:

A. Well #3 Pump Repair - Update:

Randy Much explained when there were problems at Well #1 and Well #2 last year a new pump was purchase for Well #3. A problem occurred with the pump so the pump was pulled. Once the pump was out, it was noticed that the threads on the pump were corrosive. Pictures of the pulled pump were distributed to the Commission for their viewing. Sonnabend stated it appears the threads are cross threaded.

Randy Much explained the screen did not come out of the well hole when the pump was pulled, so the screen is still in the well.

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Randy Much stated he asked Layne for a meeting on the condition of this pump, since the pump was installed only 13 months ago. He feels the Utility should not have to pay for anything with the replacement of this pump. A meeting will be held this week with Layne. A representative from McMahon will also attend that meeting along with City Staff. Utility Commission members can also attend. Randy Much stated it is critical to find out what happened with the pump so it does not happen again.

B. Report on Water Main Breaks that Occurred on July 20, 2015 and July 21, 2015:

Randy Much explained a meeting was held with Mayor Deiter and Gosz regarding the snubber being installed at the Glenview Avenue tower. It was suggested at the last Utility Commission meeting to add another transducer at the Glenview Avenue tower.

Randy Much explained the new pipe will be installed at the Glenview Avenue on Thursday, with MCO Staff installing the transducer and McMahon taking care of the programming.

Randy Much suggested the Utility Commission consider increasing the size of the piping between the two (2) water towers in the City. He feels this should be placed on the Utility long term planning program. Sonnabend asked if Glenview Tower would be empty of water would there a problem with supplying enough water to our industries on that side of the City. Randy Much stated there could be depending on the industry's usage of if there is a fire in the City. There would be definite concern. Randy Much stated he will develop a plan in place for the installation of a larger line between the two (2) water towers.

Randy Much suggested the Commission also consider a looping on the west side of the City. This could also be an item for long term planning.

Mertens asked if a snubber is needed at the Glenview Tower. Randy Much stated, per the designer, yes. Vaclavik explained that on the new transducer a snubber will not be installed.

Gosz reported that she has submitted to the City's property insurance carrier a claim for the expenses incurred with the water main breaks that occurred in July and also in March. She explained that she received a letter from the Brillion Iron Works looking for reimbursement of their claim for their water main breaks that occurred in July. This request has been given to the City's liability insurance carrier. As of this date, she has not heard from the insurance company on these claims.

Vaclavik stated, just for informational purposes and per McMahon's electrical engineer, it is being suggested the Utility consider change the control in the SCADA programming where only two (2) booster pumps can run at one time, instead of all three (3) booster pumps. The cost for this extra programming would cost approximately \$4,000. Vaclavik stated this programming can be done at a later date.

C. Ferric Chloride:

Paul Much explained that the ferric chloride is no longer at 35% concentration, but is at a concentration of 39%. With the 39% the ferric will crystalize at -4°F which is not good in

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Wisconsin. He contacted two companies and Hydrite Chemical would charge 12 cents a pound for the 35% ferric chloride, which would cost \$400 more a load of salt.

Paul Much stated at this time the ferric is plugging the tank which needs to be cleaned out. He contacted two companies for a quote to clean the tank, and because ferric is considered a hazardous waste the cost is quite high. MCO is looking at cleaning the tank themselves; by renting a pump and reusing the ferric, which can be done.

This will be worked on by MCO.

D. Capacity, Management, Operation and Maintenance (CMOM) Program – Update:

Paul Much reported there are two (2) sessions left to be held. The CMOM Program will just need to be kept on file and does not require DNR approval.

E. Phosphorus Limit Compliance – Update:

No new information.

D. Ryan Street Lift Station - Update:

Randy Much stated they are trying to track down where the debris is coming from.

ENGINEER'S REPORT:

A. Ryan Street Radio Telemetry Antenna Improvements – Review and Recommendation of Quotes:

Vaclavik explained at the last Utility meeting it was suggested raising the antenna higher than the 10' that was proposed. The cost to go higher was approximately an additional \$150. She obtained quotes for going 25' higher, for a height of 50' for the antenna.

Vaclavik explained that three (3) quotes were received with the low bidder being Faith Technologies, in the amount of \$10,500, with a competition date of November 19, 2015.

Sonnabend asked where the funding for this project would come from. Gosz stated from the 2015 Borrowing.

Motion – Sonnabend moved to recommend to City Council to approve the quote from Faith Technologies, in the amount of \$10,500, for the Ryan Street Radio Telemetry Antenna Improvements project with the funds for this project coming from the 2015 Borrowing. Seconded by Schwahn. Call vote taken. Motion carried unanimously.

B. Generator Projects – Review and Recommendation of Bids:

Vaclavik explained this project was publicly bid. There were five (5) bids received with the low bid coming from Pieper Electric in the amount of \$174,468. This project would include a new gas generator at the Main Street wells, the portable diesel generator would go to Well #3 and permanently be installed there, and a new generator would be installed at the Ryan Street Lift Station. The completion date for these projects is scheduled for April 29, 2016. She stated she is waiting for the approval from the DNR drinking water division.

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Motion – Sonnabend moved to recommend to City Council to accept the bid from Pieper Electric, in the amount of \$174,468, for the Utility’s generator projects, contingent on the approval from the DNR drinking water division. Seconded by Krueger. Call vote taken. Motion carried unanimously.

C. Control System Programming – Glenview Tower Transmitter:

Previously discussed under the agenda topic of water main breaks.

D. Reed Bed Clean Out Project – Update:

Gosz reported to date the cost of this project, which includes landfill charges, equipment rentals, engineering, and DPW wages, totals \$25,452.00. In the 2015 Budget, the Utility budgeted \$50,000 for this project. Randy Much stated the reeds are coming back nicely.

E. Evaluation of Viable Water Treatment Options – Update:

No report.

CHAIRMAN:

No report.

ADMINISTRATOR:

A. Consider Sewer Rate Increase:

Gosz reported she will have a better idea on the revenue created with this last rate increase by next month, since the third quarter water and sewer bills were recently mailed. Sonnabend stated he would like to see smaller sewer rate increases. Gosz stated that Ehlers proposed a 6% sewer rate increase in 2015 and a 10% sewer rate increase in 2016.

CITY CLERK/TREASURER:

A. Utility Bill Adjustment Request – 300 N. Main Street:

Buboltz explained the former tenant of 300 N. Main Street is requesting an adjustment to their final water and sewer bill. She explained she informed that tenant of a possible water leak. Buboltz stated there is no way for the City Staff to monitor properties in the City for silent leaks. Buboltz stated she did suggest making monthly payments to this tenant.

Motion – Schwahn moved to deny the request by Tracy Rosiek, former tenant of 300 N. Main Street, for an adjustment to their water and sewer bill and to suggest to them to make monthly payments on this bill. Seconded by Mertens. Call vote taken. Motion carried unanimously.

Buboltz stated there may be a way to email bills to the property owners instead of mailing them. She will check on this possibility.

OLD BUSINESS:

A. Review Contract between the City of Brillion and Midwest Contract Operations, Inc:

No new information.

NEW BUSINESS:

None.

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ADJOURNMENT:

Motion – Sonnabend moved to adjourn the meeting. Seconded by Krueger. Motion carried unanimously. The meeting was adjourned at 8:07 pm.

Joy L. Buboltz
Deputy Clerk-Treasurer