

(Approved)

**WATER AND SEWER UTILITY COMMISSION
Minutes**

February 15, 2016

Brillion Community Center

6:00 pm

CALL TO ORDER:

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

ROLL CALL:

Present were Mayor Gary Deiter, Jeff Wittmann, Mary Jo Krueger, Wally Sonnabend, Joe Levash, Dave Schwahn, Leonard Kopidlansky, and Dan Mertens. Also present were Amy Vaclavik from McMahan, Randy Much from MCO, Paul Much from MCO, Pete Litersky from MCO, City Administrator Clerk/Treasurer Lori Gosz, and Deputy Clerk/Treasurer Joy Buboltz.

GUESTS:

Jerry Versteegen from MCO and Chad Olson from McMahan.

APPROVAL OF AGENDA:

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

APPROVAL OF THE MINUTES OF THE JANUARY 18, 2016 WATER AND SEWER UTILITY MEETING AND THE FEBRUARY 8, 2016 JOINT SPECIAL CITY COUNCIL/PLAN COMMISSION/WATER AND SEWER UTILITY COMMISSION/RDA COMMISSION MEETING:

Motion – Sonnabend moved to approve the minutes of the January 18, 2016 Water and Sewer Utility meeting and the February 8, 2016 Joint Special City Council/Plan Commission/Water and Sewer Utility Commission/RDA Commission meeting. Seconded by Mertens. Call vote taken. Motion carried unanimously.

APPROVAL OF VOUCHERS:

Motion – Sonnabend moved to approve the 2015 Water and Sewer Utility operating vouchers in the amount of \$28,214.89. Seconded by Krueger. Call vote taken. Motion carried unanimously.

Motion – Levash moved to approve the 2016 Water and Sewer Utility operating vouchers in the amount of \$67,369.44. Seconded by Schwahn.

Krueger questioned the voucher to McMahan for the Well #3 pumping equipment failure. Vaclavik explained the invoice is for her time working with Layne and for the Senior Electrical Engineer's time testing for stray electrical current.

Call vote taken. Motion carried unanimously.

CITIZEN INPUT:

None.

(Approved)

INFLOW & INFILTRATION REDUCTION PROJECT:

A. 2016 Inflow & Infiltration Reduction Project – Update:

Vaclavik reported that the project will be bid in March for approval at the March Utility Commission and the City Council meetings.

B. 2015 Sanitary Sewer & Lateral Televising – Update:

Vaclavik reported that televising for the 2017 project areas will be done in spring, weather permitting.

MCO REPORT:

A. Well #3 Pump Repair - Update:

Paul Much reported Well #3 passed all water bacteria samples and the Well is back on line.

B. Ferric Chloride - Update:

Paul Much reported the tank has been cleaned and the ferric sludge has been placed in totes, which the Utility will dispose of into the aeration basin this summer. This will result in a savings in disposal costs of approximately \$3,000.

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

Paul Much reported the CMOM will be completed by the end of February.

D. Phosphorus Limit Compliance – Update:

No report.

E. Ryan Street Lift Station - Update:

Paul Much reported the screens have been moved to different locations in the line and there seems to be a constant issue with accumulation of debris in the line that cannot be pin pointed. The debris seems to be coming from ahead of West Haven, which could be the area by the Ariens Company, Holy Family Church, and the Brillion High School. He suggested sending a notice to that area of the City reminding them not to flush anything but toilet paper. Krueger noted that sending of notices hasn't been helpful in the past. Randy Much suggested contacting that whole area of the City. Mayor Deiter stated something needs to be done. With the possibility of more development in that area of the City we can't have that lift station clog with debris. Vaclavik stated that she has noticed that one on one contact seems to work the best. Mertens agreed that area of the City should be contacted on a face to face basis.

Randy Much stated that MCO can look at other options, such as using other screens by the lift station, for next month's meeting.

Wittmann asked if debris has been collecting at the Main Lift Station. Randy Much stated yes.

Other:

Paul Much reported that MCO Employee Geoff Weinreis has not been cleared to work yet by his doctor. He will be going on disability through MCO. If Weinreis cannot return to work MCO will look at a replacement for him at the Brillion facility.

(Approved)

ENGINEER'S REPORT:

A. Standby Generator Improvements Project - Update:

Vaclavik reported that the new generator has been installed at the Ryan Street Lift. The plan is to go to the Main Street Wells next, pull the old generator, and install the new one. After that they will go to Well #3 and permanently install the portable generator there. It is hoped to have all of the generators installed by the first week of March.

B. Agreement for Professional Services – WPDES Chloride Variance Process Assistance:

Vaclavik stated the funds for this Agreement was included in the 2016 Budget. Randy Much informed the Commission that the EPA wants a detailed report from the City of Brillion with this variance request. With the phosphorus levels, the DNR reviews those reports, but with the chloride levels both the DNR and the EPA review those reports.

Motion – Kopidlansky moved to approve the Agreement for Professional Services for the WPDES Chloride Variance Process Assistance. Seconded by Levash.

Krueger questioned the timing of this report. Gosz explained that the Utility was already granted a year extension. Randy Much explained this report is part of the Utility's permit requirement.

Krueger commented that the Utility is not meeting their revenue projections and sometimes the Utility Commission needs to be conscience of their spending. Just because an amount is budgeted doesn't mean we have to spend those funds.

Call vote taken. Motion carried unanimously.

C. Utility Capital Improvement Plan:

Paul Much explained that MCO and McMahan worked together on a proposed Utility Capital Improvement Plan for the City of Brillion.

Chad Olson, McMahan, gave a Power Point Presentation on the sewer portion of the proposed Capital Improvement Plan. He explained that MCO Staff and McMahan took a tour of the Wastewater Treatment Plant and created a list of improvements needed at the facility. They also created preliminary costs for those improvements. Olson reviewed their finds. He explained that some items on the list are a "wish list" item, i.e. effluent pumps, grit washer, etc. He stated there may be Focus on Energy Funds available for some of the items.

Mayor Deiter asked at what level of capacity is the City's WWTP at this time. Randy Much and Chad Olson stated 60%-70%. Randy Much explained there are no problems with the solids, but with the clear water entering the sanitary sewer system.

Olson explained that the ferric tank is in poor condition and should be considered for replacement. The boiler system at the WWTP is also in poor condition. He explained their proposed option for the replacement of the boiler and ferric tank. Randy Much stated there are funds available in the Utility's Equipment Replacement Fund for these two items.

(Approved)

Olson also reported that it appears that some of the underground piping is starting to fail. He suggested doing investigative digging this summer to look at the piping. He suggested replacing the piping with PVC.

Randy Much suggested replacing the boiler and ferric tank this year and do the investigative digging for the underground piping this summer. The rest of the proposed Capital Improvement Projects can be reviewed after the chloride study is completed.

Sonnabend suggested that MCO and McMahon obtain proposals for the boiler and ferric tank replacement and bring those proposals to next month's meeting. Olson stated he will put together those proposals and create a timeline for these two projects.

Randy Much suggested that the Utility Commission consider increasing their contribution into the Equipment Replacement Fund.

Jerry Verstegen gave a Power Point Presentation on the water portion of the proposed Capital Improvement Plan. He reviewed a proposed ten (10) year Capital Improvement Planning for the Water and Sewer Departments. The goal is to get a list on paper and go from there. This list will be a working plan for MCO for upcoming budgets.

Verstegen reported eventually MCO will create a list of possible replacements mains on City streets and the cost to replace those mains.

Verstegen gave a brief overview of the City's Well Stations and Towers and some issues at those facilities.

Vaclavik gave a brief overview of the Utility's Water Supply Reliability. She explained some of their concerns, such as minimize/eliminate areas served by single (dead end) water mains, the age of some of the mains in the City, some of the 4" water mains that remain in service, and the areas of frequent water main breaks. She reviewed those frequent areas of water main breaks with the Commission. Gosz explained there are funds still available from the \$100,000 borrowing that was done with Calumet County Bank that can be used for some of the projects. Also, there are funds available left from the 2014 Utility Project borrowing that can also be used for projects.

Vaclavik also reviewed the status of the development of Well #6.

ADMINISTRATOR:

B. 2015 Water Main Break Costs:

Verstegen explained that with last year's March water main breaks the City's insurance company at first denied the claim submitted for those water main breaks, but have now reviewed the claim and is willing to cover four (4) of those claims. The Utility will be receiving \$5,849 from the insurance company for those breaks. Gosz stated she is hoping the City's insurance company will again review the City's July claims for those water main breaks.

(Approved)

Gosz explained that the cost of the July's water main breaks came to \$61,871. She was informed by Phil Cossen, City's Financial Advisor that the Utility Commission can use some of the available funds from the note borrowing for expenses incurred with the July water main breaks. Gosz reviewed the 2015 Water Budget Comparison with the Commission. She stated it is not the final audited amounts, however, the report is showing a positive net cash flow. The consensus of the Commission that since the Water Budget is showing a positive amount, to use the remaining funds from the note for other capital projects that need to be done now.

MCO and McMahon will develop a list of projects that need to be done in the very near future and the costs of those projects.

CHAIRMAN:

No report.

ADMINISTRATOR:

A. Discuss Integrated Public Resources Presentation:

Wittmann stated the Utility Commission first needs to decide what projects/repairs need to be done. Mayor Deiter stated all City Departments need to be on the same page before a decision can be made.

CITY CLERK/TREASURER:

Buboltz reported the collection of delinquent water and sewer bills on the tax roll went well.

OLD BUSINESS:

Mayor Deiter asked if a procedure has been put into place with the Brillion Iron Works for any possible future water main breaks and how to handle those breaks. Verstegen stated that MCO did meet with Brillion Iron Works Staff and a list of procedures was given to them.

Mayor Deiter asked how the snubber and transducer are working at the Glenview Tower. Verstegen reported there have been no issues to date.

NEW BUSINESS:

None.

ADJOURNMENT:

Motion – Sonnabend moved to adjourn the meeting. Seconded by Krueger. Motion carried unanimously. The meeting was adjourned at 8:02 pm.

Lori M. Gosz, City Administrator/Clerk-Treasurer
And
Joy L. Buboltz
Deputy Clerk-Treasurer