

(Approved)

**WATER AND SEWER UTILITY COMMISSION  
Minutes**

**November 17, 2014**

**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 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, and Deputy Clerk/Treasurer Joy Buboltz. Absent was City Administrator/Clerk-Treasurer Lori Gosz.

**GUESTS:**

Jeff Kellner from McMahan and Paul Much from MCO.

**APPROVAL OF AGENDA:**

**Motion** – Krueger moved to approve the agenda. Seconded by Levash. Call vote taken. Motion carried unanimously.

**APPROVAL OF THE MINUTES OF THE OCTOBER 20, 2014 WATER AND SEWER UTILITY MEETING:**

**Motion** – Sonnabend moved to approve the minutes of the October 20, 2014 Water and Sewer Utility meeting. Seconded by Krueger. Call vote taken. Motion carried unanimously.

**APPROVAL OF VOUCHERS:**

**Motion** – Schwahn moved to approve the Water and Sewer Utility vouchers in the amount of \$76,682.67. Seconded by Mertens.

Mertens questioned the \$3,500 repair for Round Lake Road. Vaclavik explained the City will be paying for this expense, but will be working with Jossart Brothers for reimbursement of this expense. This expense is ultimately the responsibility of Jossart Brothers.

Call vote taken. Motion carried unanimously.

**A. Well #5 Pumphouse – Pumping Equipment – Certificate for Payment #1 – Midwest Well Services, Inc.:**

**Motion** – Krueger moved to approve Certificate for Payment #1, in the amount of \$23,560.07, to Midwest Well Services, Inc. for the Well #5 Project. Seconded by Schwahn. Call vote taken. Motion carried unanimously.

**B. Well #5 Pumphouse & Softener Facilities Modifications – Certificate for Payment #4 – RJM Construction, LLC:**

(Approved)

**Motion** – Mertens moved to approve the Certificate for Payment #4 to RJM Construction, LLC, in the amount of \$201,311.53, for the Well #5 Project. Seconded by Levash. Call vote taken. Motion carried unanimously.

**CITIZEN INPUT:**

None.

**2012 WATER BAN – CONSIDER ACTION TO LIFT THE BAN:**

Wittmann stated it was suggested lifting the water ban. Mayor Deiter stated that right now water is a commodity and feels the City is not “out of the dark” yet and that we still need to conserve water. He would like the Utility Commission to wait a year and see how the water situation goes. Kopidlansky stated once City residents see the new water rates they may take steps to conserve water in their home. Krueger stated she would like to see this communicated to the City residents. Buboltz stated this information can be placed in the next Quarterly City Newsletter.

**2015 WATER AND SEWER UTILITY BUDGET:**

No action taken.

**INFLOW & INFILTRATION REDUCTION PROJECTS:**

**A. 2015 Inflow & Infiltration Reduction Project - Update:**

Vaclavik reported a conference call was held with Ehlers to discuss the borrowing package for this project. Ron Wolf, McMahon, will start calculating numbers for the project. The borrowing for the project will take place once the bids are awarded. It is hoped to have a Resolution and a schedule for the project for the December City Council meeting.

**MCO REPORT:**

**A. WPDES Wastewater Permit Application:**

**i. Chloride Reduction Final Report:**

**ii. Chloride Limit Variance/Economic Variance:**

Much reported there is still testing to be done. Vaclavik explained that every year a status report was given, however, this year more information will need to be included in the Permit Application.

Vaclavik explained the Utility may be potentially looking at two (2) different variances. The Utility will be looking at asking an Economic Variance which would be related to the sewer rates. She would also like to include the water rates into that variance, which may be hard to get approval.

Wittmann stated a while ago it was discussed selling the salt brine to Calumet County to be used on roads during winter. He asked if that was still an option. Vaclavik stated that item would be revisited again in the Chloride Reduction Final Report.

**B. Monitor Metal Levels in Slug Discharge to the Wastewater Treatment Plant - Update:**

Much reported the levels are holding and are even decreasing a little.

(Approved)

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

Much reported that Paul Much, MCO, is working on the document at this time and will need to obtain approval from the DNR on that document before proceeding.

**E. Phosphorus Limit Compliance – Update:**

No new information.

**E. Ryan Street Lift Station:**

Much reported that he and Mayor Deiter met with Amy Doolittle, Brillion West Haven, to discuss the flushing of wipes down the sanitary sewer at that facility. Much stated that it was also noticed that gloves is also being flushed at the facility. It was suggested to Doolittle to install a device to stop the debris at the end of their pipe at their facility. Doolittle will be obtaining a cost for that and will continue to work with Brillion West Haven staff to stop flushing wipes and gloves down the sanitary sewer.

**Other:**

Much reported that with the three (3) reed beds being cleaned out this fall it has now been noticed that in two (2) of the reed beds the reeds are not growing back. He will contact the State for the opinion on the reeds.

Much stated the generator at Main Street has been repair. He suggested the Utility Commission consider replacing this generator in the future. Kopidlansky suggested obtaining a cost of a new generator for budgeting. Mayor Deiter stated he feels this generator is an emergency item that needs to be put into place.

**ENGINEER’S REPORT:**

**A. Evaluation of Viable Water Treatment Options - Update:**

No report.

**B. Development of New Water Supply - Update:**

**i. Well #5 – Updates:**

**1. Engineering Fee – Contract Amendment:**

Vaclavik stated that Jeff Kellner, McMahon, has been working on the Well #5 Project. She stated that it did take additional engineering time for the project. McMahon did underestimate their time needed for the project. The original time and expense budget was \$12,000. McMahon is now respectfully requesting an additional \$5,500 to complete the project. It is believed that it is in the best interest of the City to have qualified personnel on site as the project is wrapping up and the equipment is started up. A modifications update was given to the Commission for their review. Kellner explained the project is almost complete. The extra time on the project was due to mechanical and electrical issues.

**Motion** – Sonnabend moved to recommend to City Council the Contract Amendment for Engineering Fees to McMahon in the amount of \$5,500. Seconded by Kopidlansky. Call vote taken. Motion carried unanimously.

(Approved)

**3. Pumphouse & Softener Facilities Modifications – RJM Construction, LLC – Change Order #3:**

Kellner reviewed the changes to the Commission. The total amount of the changes is \$3,441.24. Mayor Deiter stated it is better to make those changes now than later. Mayor Deiter asked if the drawings of the facility are being updated with the changes. Kellner stated yes. Kellner stated the fiber optics are still being worked on and explained the challenges incurred with the running of the fiber optic cable. Kellner stated the contractor has gone over the original completion date.

**Motion** – Krueger moved to recommend to City Council to approve Change Order #3 to RJM Construction, LLC in the amount of \$3,441.24. Seconded by Sonnabend. Call vote taken. Motion carried unanimously.

**2. Sam’s Well Drilling – 5 Year Performance Guarantee:**

Vaclavik reported she has not heard back from Sam’s at this time.

**ii. Well #6 – Updates:**

**1. Layne Christensen – Geophysical Survey Update:**

Vaclavik reported the City did receive permission from both property owners to conduct geophysical work on their property. Right now we are waiting for the crops to be removed before proceeding.

**CHAIRMAN:**

No report.

**ADMINISTRATOR:**

No report.

**CITY CLERK/TREASURER:**

Buboltz reported that the delinquent water and sewer amounts have been placed on the tax roll for collection.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

None.

**ADJOURNMENT:**

**Motion** – Sonnabend moved to adjourn the meeting. Seconded by Krueger. Motion carried unanimously. The meeting was adjourned at 7:02 pm.

Joy L. Buboltz  
Deputy Clerk-Treasurer