

(Approved)

**WATER AND SEWER UTILITY COMMISSION  
Minutes**

**December 15, 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, City Administrator/Clerk-Treasurer Lori Gosz, and Deputy Clerk/Treasurer Joy Buboltz.

**GUESTS:**

Jeff Kellner from McMahan and Paul Much from MCO.

**APPROVAL OF AGENDA:**

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

**APPROVAL OF THE MINUTES OF THE NOVEMBER 17, 2014 WATER AND SEWER UTILITY MEETING:**

**Motion** – Sonnabend moved to approve the minutes of the November 17, 2014 Water and Sewer Utility meeting. Seconded by Levash. Call vote taken. Motion carried unanimously.

**APPROVAL OF VOUCHERS:**

**Motion** – Levash moved to approve the Water and Sewer Utility vouchers in the amount of \$62,139.96. Seconded by Sonnabend. Call vote taken. Motion carried unanimously.

**A. Well #5 Pumphouse & Softener Modification – Certificate for Payment #5 – RJM Construction:**

**Motion** – Sonnabend moved to approve the Certificate for Payment #5 to RJM Construction, LLC, in the amount of \$29,602.57, for the Well #5 Project. Seconded by Schwahn.

Schwahn asked what the balance is remaining on the Well #5 Project. Kellner stated the project is under contract by approximately \$33,000.00.

Call vote taken. Motion carried unanimously.

**CITIZEN INPUT:**

None.

**2015 MIDWEST CONTRACT OPERATIONS CONTRACT:**

(Approved)

Randy Much reported there was no increase in the health insurance premium for 2015. This is the fourth year in a row of no increase. They are proposing a 1.7% increase, which is the amount of the current CPI-U Index.

Randy Much suggested this Commission may want to look at a longer year contract with MCO, versus renewing the contract each year. Gosz indicated the original contract with MCO was a five (5) year contract. Sonnabend and Wittmann agreed a longer term contract should be considered, possibly a three (3) or five (5) year contract.

Gosz suggested updating the language in the Contract as the original contract was drafted in 1993. Randy Much will look at updating the language.

**Motion** – Sonnabend moved to approve the 2015 Midwest Contract Operations Contract with the City of Brillion. Seconded by Mertens. Call vote taken. Motion carried unanimously.

### **2015 WATER AND SEWER UTILITY BUDGET:**

Gosz distributed a revised 2015 Water and Sewer Utility Budget and a revised Water Capital Project Plan to the Commission. She explained the revisions made in those documents.

Gosz explained in the proposed Sewer Utility Budget if the Capital Projects would remain in the proposed budget and not borrow for those projects the cash flow would be short. That shortfall would include a 6% sewer rate increase also. Ehlers feels in the year 2016 a sewer rate increase should be considered. Gosz also explained if the Sewer Capital Projects would be removed from the proposed budget and those items borrowed for the cash flow would be in the positive.

Randy Much stated the City promised the DNR that the Phosphorus Control System would be installed. With this equipment installed, the savings to the City could be seen in less than a year. Randy Much also stated that per the DNR no engineering would be required to install this System. Sonnabend stated he feels when the Phosphorous Control System should be installed and to borrow for the project. Krueger agreed.

The replacement of the Main Street generator was discussed. Randy Much explained the need for a new generator at the Main Street location. Wittmann suggested looking at a used generator or a military used generator.

**Motion** – Sonnabend moved to approve the 2015 Water and Sewer Utility Budget with taking the three (3) Capital Projects (Phosphorus Control System, Paint Main Lift Pumps and Piping, and Clean Reed Beds & Landfill) out of the Sewer Utility Project which will be borrowed for in the future. Seconded by Krueger. Call vote taken. Motion carried unanimously.

### **INFLOW & INFILTRATION REDUCTION PROJECTS:**

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

Vaclavik reported she created a schedule for the project. Ehlers will be requesting the City Council to approve a Reimbursement Resolution at their next City Council meeting.

(Approved)

She also reported the proposed bid opening for the 2015 Project is the third week in March, with construction to be completed in time to have the special assessment bills mailed to the property owners.

Vaclavik reported that Rural Development offers grants and loans to municipalities for these types of projects. Brillion would be eligible for these grants. She and Gosz will be meeting with Rural Development on January 13<sup>th</sup> to discuss the possibility of receiving a grant for the City's I & I Projects.

**MCO REPORT:**

**A. WPDES Wastewater Permit Application:**

No report.

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

Much reported the levels are decreasing somewhat, however we are not where the City needs to be at yet.

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

Much reported this is being worked on.

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

No new information.

**E. Ryan Street Lift Station:**

Much reported that MCO Employee Geoff Weinreis has been checking for build up at the Ryan Street Lift Station. There is still some build up, but is less than in the past.

**Other:**

Much reported that two (2) curb boxes needed to be replaced.

**ENGINEER'S REPORT:**

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

No report.

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

**i. Well #5 – Updates:**

Kellner explained everything is in place at Well #5 except for the fiber optic cable. The contractor wouldn't be able to work on the fiber optic cable until January 7<sup>th</sup>. It is anticipated that Well #5 will go into service in mid to late January. He gave an update on the construction of the project. Jossart will be re-chlorinating the transmission main piping again, including the hydrants. Once this is completed, Jossart will take samples for safe water testing.

**6:43 PM – Alderperson Sonnabend left the meeting at this time.**

**1. Jossart Brothers – 2014 Water Transmission Main – Change Order #3 – Additional Hand Holes for Fiber Optic System:**

(Approved)

Jeff Kellner, McMahon, explained at the last meeting he informed the Commission of the problem the contractor was having in pulling the fiber optic cable through the transmission main. After meeting with the contractors, they came to the conclusion that the waves and bends in the conduit and the length between the hand holes were the main contributing factors to the problem with installing the cable. It appears that four, or possibly five, additional hand holes should be installed to facilitate the installation of the fiber optic cable.

**Motion** – Schwan moved to recommend to City Council Change Order #3 for Jossart Brothers for additional hand holes for fiber optic system with the cost not to exceed \$8,000.00. Seconded by Krueger. Call vote taken. Motion carried unanimously.

**2. RJM Construction – Well #5 Pumphouse & Existing Softener Facility Modifications – Change Order #4 – Fiber Optic Cable Changes:**

Kellner reported they are recommending that a tracer wire be installed with the fiber optic cable at Black Bird Lane to Well #3, and an armour type fiber optic cable be installed from Well #3 to the Main Street Pumphouse. This will allow for a more accurate means to locate the cable in the future due to all of the other wires along that same route.

**Motion** – Mertens moved to recommend to City Council Change Order #4 for RJM Construction for the fiber optic cable changes with the cost not to exceed \$2,000.00. Seconded by Kopidlansky. Call vote taken. Motion carried unanimously.

**ii. Well #6 – Updates:**

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

Vaclavik reported that Layne will hold off on this survey until the spring.

**CHAIRMAN:**

No report.

**ADMINISTRATOR:**

No report.

**CITY CLERK/TREASURER:**

Buboltz reported the 4<sup>th</sup> quarter water and sewer bills have been mailed.

**OLD BUSINESS:**

Krueger questioned the “influent flow MGD” on November 23<sup>rd</sup>. Kopidlansky stated he sent an email to MCO Employee Bill Drumm on that and has not heard back yet.

**NEW BUSINESS:**

None.

**ADJOURNMENT:**

**Motion** – Krueger moved to adjourn the meeting. Seconded by Levash. Motion carried unanimously. The meeting was adjourned at 7:00 pm.

(Approved)

Joy L. Buboltz  
Deputy Clerk-Treasurer