

(Approved)

**WATER AND SEWER UTILITY COMMISSION  
Minutes**

**January 19, 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 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. Absent was Mayor Gary Deiter.

**GUESTS:**

Jeff Kellner from McMahan.

**APPROVAL OF AGENDA:**

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

**APPROVAL OF THE MINUTES OF THE DECEMBER 15, 2014 WATER AND SEWER UTILITY MEETING:**

**Motion** – Levash moved to approve the minutes of the December 15, 2014 Water and Sewer Utility meeting. Seconded by Sonnabend. Call vote taken. Motion carried unanimously.

**APPROVAL OF VOUCHERS:**

**2014:**

**Motion** – Schwahn moved to approve the 2014 Water and Sewer Utility vouchers in the amount of \$98,994.46. Seconded by Krueger.

Krueger questioned the payment to Safeguard-Ecova. Buboltz stated that payment is for an overpayment of a final water and sewer bill for a rental property on S. Main Street. Mertens questioned the cleaning of debris at the Ryan Street Lift Station. Much stated that payment is for two (2) cleanings.

Call vote taken. Motion carried unanimously.

**2015:**

**Motion** – Mertens moved to approve the 2015 Water and Sewer Utility vouchers in the amount of \$20,528.72. Seconded by Sonnabend. Call vote taken. Motion carried unanimously.

**CITIZEN INPUT:**

None.

**INFLOW & INFILTRATION REDUCTION PROJECTS:**

(Approved)

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

Vaclavik reported Ron Wolf, McMahon, has started the design work for this project.

Vaclavik reported she and Gosz did not have a chance yet to meet with Rural Development regarding possible grants and loans to municipalities for these types of projects.

**B. 2016 Inflow & Infiltration Reduction Project – Wet Weather Televising:**

Vaclavik explained in 2014 she received quotes to have wet weather televising done for the 2015 I & I Projects. She would like to obtain quotes to have wet weather televising done in 2015 for the 2016 I & I Projects.

Krueger asked if this televising would be done now, would any other televising need to be done for the 2016 projects before construction of the project. She expressed her concern with not having to have televising done twice on a street. Vaclavik stated she would only recommend televising of streets a year ahead of scheduled projects.

Vaclavik stated she would bring quotes back for the Commission's review at their February meeting.

Levash asked if the amount of televising to be done in 2015 is the same amount as was done in 2014. Vaclavik stated there may be a little less televising that will need to be done in 2015.

**Motion** – Sonnabend moved to obtain quotes for wet weather televising for the 2016 I & I Projects to be done in 2015. Seconded by Levash. Call vote taken. Motion carried unanimously.

Kopidlansky distributed a spreadsheet to the Commission titled WWTP Daily Flow 2012-14. He stated that in the last three (3) years precipitation has decreased, water pumpage has decreased, but the flow at the Wastewater Treatment has increased.

**MCO REPORT:**

**A. WPDES Wastewater Permit Application - Update:**

No report.

**B. Monitor Metal Levels in Slug Discharge to the Wastewater Treatment Plant - Update:**  
Much reported the levels have decreased significantly.

**C. Capacity, Management, Operation and Maintenance (CMOM) Program – Update:**  
Much reported MCO is waiting to hear back from the DNR on this.

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

No new information.

**E. Ryan Street Lift Station:**

Much reported the materials coming down to the Ryan Street Lift Station have increased. He suggested asking Brillion West Haven to install a screen on their lateral to catch the debris.

(Approved)

Much also suggested sending a letter to Brillion West Haven to have this screening installed on their lateral before spring.

Krueger stated she feels that Brillion West Haven should have to pay for some of the costs of having the Ryan Street Lift Station cleaned due to the debris coming down from their facility.

Mertens suggested a six (6) month time frame to having this issue resolved with Brillion West Haven. Krueger suggested a four (4) month time frame. Mertens agreed.

**Motion** – Mertens moved to give Brillion West Haven a four (4) month deadline to install a device to catch the debris coming from their facility to the Ryan Street Lift Station and to have Brillion West Haven be responsible for any costs of cleaning of the debris from the Ryan Street Lift Station until the device is installed. Seconded by Sonnabend.

Gosz stated she will work with Randy Much and the City Attorney on drafting a letter to Brillion West Haven on this issue.

Much suggested requiring the design of the device be approved by the City Engineer. Vaclavik suggested that Brillion West Haven be responsible for any City Attorney and Engineering costs related to this issue.

Call vote taken. Motion carried unanimously.

**Other:**

Much reported on the following:

1. There was a main break on Ryan Street where a lot of water was lost.
2. Three (3) service leaks were repaired this past month.
3. Chloride pump issue at the Main Street Well.

**ENGINEER'S REPORT:**

**A. Agreement for Professional Services – Ortho-P Analyzer at the Wastewater Treatment Facility:**

Vaclavik stated it is being recommended that an Ortho-P Analyzer be installed to control the feed of the coagulant used to precipitate phosphorus at the Wastewater Treatment Facility. This equipment has been used successfully at other communities and reduces the amount of chemical usage.

Vaclavik explained the Scope of Services for this. The fee for Professional Services for this project is \$3,900.

Vaclavik stated she received a preliminary quote of \$16,450 for an Ortho-P Analyzer, but that quote would need to be refined. The cost of the equipment would be finalized based on the engineering review.

Vaclavik stated DNR approval is not needed for the equipment and this equipment would not be connected to the SCADA System.

(Approved)

**Motion** – Krueger moved to approve the Agreement for Professional Service with McMahon for \$3,900 for an Ortho-P Analyzer at the Wastewater Treatment Facility. Seconded by Sonnabend. Call vote taken. Motion carried unanimously.

**B. Generator Projects:**

Vaclavik distributed a “budget” for a new generator at the Main Street Pumphouse. She stated right now there is a natural gas generator at the facility. She did look at a diesel generator which would be slightly smaller than a natural gas generator and is much cheaper than a natural gas generator. This proposed generator would be installed outside with a sound proof enclosure around it. She stated she did look for a used diesel generator. There would not be much of a savings with going with a used diesel generator versus a new diesel generator.

Vaclavik stated there would be a savings if we would combine all three (3) projects, Main Street generator, Ryan Street generator, and the Well #3 project, into one (1) project. The Ryan Street and the Well #3 projects were included in the 2015 Budget.

Sonnabend asked where the funds for a new generator at the Main Street Pumphouse would come from. Gosz stated the Utility Commission would need to borrow for this project.

Vaclavik stated she could bring to the February Utility meeting a proposal for engineering services and a Scope of Services for the Commission’s review. Levash suggested combining the three (3) projects into one.

**C. Evaluation of Viable Water Treatment Options – Update:**

Nothing new at this time.

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

**i. Well #5 – Updates:**

Kellner reported the hand holes were installed on January 12<sup>th</sup> followed by the installation of the fiber optic. When trying to install the fiber optic cable between the Main Street Pumphouse and Well #3 the pull rope in the buried cable came apart. Kempen Excavating needed to cut into the Water Street so the fiber optic cable could be installed. At this time all of the fiber optic cable has been installed. The fiber optic cable was tested on January 14<sup>th</sup> and passed the testing requirements.

Now that the fiber optic cable has been installed, the control programming can begin. It is hoped to have Well #5 on-line by the middle of February.

Kellner stated they are recommending delaying the disinfection for Well #5 until early February to reduce the time the water will sit in the transmission main before going to the softeners.

Kellner reviewed the past change orders with this project. He stated there will be an additional Change Order to RJM Construction for the ductile iron tee. The amount of that Change Order is \$871.50. Kellner explained the reason for this Change Order. This Change Order will be available for the Utility Commission’s approved at their February meeting.

(Approved)

**ii. Well #6 – Updates:**

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

No report.

**CHAIRMAN:**

No report.

**ADMINISTRATOR:**

No report.

**CITY CLERK/TREASURER:**

No report.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

Sonnabend suggested continuing with the 5-Year I & I Project List and plan for another year of I & I Remediation. Levash suggested that Much and Vaclavik consider which section of the City should be done next and bring their recommendation back to the Commission.

**ADJOURNMENT:**

**Motion** – Levash moved to adjourn the meeting. Seconded by Schwahn. Motion carried unanimously. The meeting was adjourned at 6:57 pm.

Joy L. Buboltz  
Deputy Clerk-Treasurer