

(Approved)

**WATER AND SEWER UTILITY COMMISSION
Minutes**

July 20, 2015

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 Jeff Wittmann, Mary Jo Krueger, Wally Sonnabend, Joe Levash, Dave Schwahn, Leonard Kopidlansky, 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 was Mayor Gary Deiter.

GUESTS:

Pat Jurcek from Layne Christensen, Paul Much from MCO and Alderpersons Betty Nies, Carrie Wenzel, Larry Van Frachen, and Mel Edinger.

APPROVAL OF AGENDA:

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

APPROVAL OF THE MINUTES OF THE JUNE 15, 2015 WATER AND SEWER UTILITY MEETING:

Motion – Sonnabend moved to approve the minutes of the June 15, 2015 Water and Sewer Utility meeting. Seconded by Schwahn. Call vote taken. Motion carried unanimously.

APPROVAL OF VOUCHERS:

Motion – Levash moved to approve the Water and Sewer Utility operating vouchers in the amount of \$118,030.30. Seconded by Krueger. Call vote taken. Motion carried unanimously.

CITIZEN INPUT:

None.

WELL #6 – LAYNE CHRISTENSEN – GEOPHYSICAL SURVEY REPORT:

Vaclavik introduced Pat Jurcek from Layne Christensen explaining that Jurcek has completed the Geophysical Survey work to identify potential locations for a future well (Well #6).

Jurcek reported that he has completed his report which will be on file with the City. He explained the Study's objections were to identify the characteristics of bedrock with the potential for developing additional wells. The areas included in the study were determined based off the information done in 1995 for Well #5.

Jurcek explained he worked on a few pin point areas for the development of Well #6. The three (3) properties investigated were the Levash property, the Ariens property, and the Kubichek property. He presented and explained the results from those areas. From that information,

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information collected from the Calumet County Mapping Program, and the geophysical information he is suggesting two (2) primary and three (3) secondary boring sites for the development of Well #6. He is recommending that test borings be done on those sites. A monitoring well could then be installed if the test boring results are promising. With the monitoring well, we could then gauge the effect of this potential well on the other wells in that area.

Vaclavik explained that Well #1 and Well #2 has gone as far as we can with them. Contractors feel they have lowered the pump in those wells as far as we can go. The Brillion Iron Works water usage has decreased, which helped at the time when there were issues at Well #1 and Well #2. Luckily, the City purchased the land for Well #5 several years ago so the development of Well #5 went quicker. Unfortunately, the City is in that same position again. If we purchase land for Well #6 now we could expedite the development of Well #6 if we need to. Basically it takes 2-5 years to develop a municipal well. With purchasing land ahead of time, that speeds up the timeframe.

Edinger asked if the Utility could use the same piping for Well #6 that we did for Well #5. Vaclavik stated yes, the transmission main is there.

Vaclavik advised the City to enter into an Option to Purchase Agreement with the property owner of the land for Well #6 before a monitoring well is installed. Schwahn asked the approximate cost for a monitoring well. Vaclavik and Jurcek stated \$75,000-\$90,000.

Krueger asked if we purchase the land for Well #6 now and we don't need to develop Well #6 for a few years will we need to repeat the borings. Jurcek stated the boring will not need to be repeated due to the information they have on those properties at this time.

Edinger asked if Jurcek has an estimate on the pumpage gallons for these proposed Well #6 areas. Jurcek stated a test will have help determine that amount.

Van Frachen suggested obtaining an Offer to Purchase from the land owner first.

Wittmann stated we owe it to the future of Brillion to provide water. Krueger stated she feels a lot of money should not be spent on this now since there are other items that are more pressing. We need to prioritize.

This agenda item will be discussed at the August Water & Sewer Utility Commission meeting.

SIGN AT WASTEWATER TREATMENT PLANT:

Gosz presented two (2) options for a new sign at the Wastewater Treatment Plant. Gosz stated these proposed signs are similar to the signs at the City parks. Wittmann and Mertens suggested obtaining prices for a plastic or an aluminum sign. Gosz stated the cost for a new sign could be included in the 2016 Budget for consideration.

REVIEW CONTRACT BETWEEN THE CITY OF BRILLION AND MIDWEST CONTRACT OPERATIONS, INC.:

(Approved)

Gosz explained the proposed Contract is under legal review. Some language in the proposed Contract is being discussed.

This item has been tabled at this time.

INFLOW & INFILTRATION REDUCTION PROJECTS:

A. 2015 Inflow & Infiltration Reduction Project - Update:

Vaclavik reported rehabilitation of laterals have now started. A total of 6-7 laterals need to be done on N. Columbus Avenue. After they are done with the laterals the road construction will then start.

Vaclavik reported that home visits are being done by M & E Construction. The City's Building Inspector Mike Angoli has completed most of the home visits explaining to the property owners the work that needs to be done on their property. The contractor for these projects will be taking before and after pictures of the project.

Vaclavik reported these projects should be completed by the third week in August with chip sealing of the streets being done in 2016.

Sonnabend asked Randy Much if MCO Staff has noticed a reduction of water to the Wastewater Treatment Plant with the completion of I/I Projects. Randy Much stated not yet, but feels after the 2015 Projects there will be a noticeable change.

Gosz explained to the City Council and the Utility Commission that local governments can no longer require a Clear Water Inspection prior to a home selling. This change was included in the recently signed State Budget. She stated the City/Utility will need to modify its current Ordinance to reflect this change in State law.

B. 2015 Sanitary Sewer & Lateral Televising - Update:

No new information.

MCO REPORT:

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

Randy Much reported the State is behind on this Program. The first class is scheduled to take place on September 1, 2015.

B. Phosphorus Limit Compliance – Update:

Randy Much stated we are waiting for our permit.

C. Ryan Street Lift Station - Update:

Randy Much reported there have been an accumulation of materials at the Ryan Street Lift Station. However, there has not been accumulation during the daytime. This will be investigated further.

Other:

1. Directional flushing is being done.

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2. A hydrant leak on Main Street was recently fixed.
3. The SCADA system is working well.

Vaclavik reported the radios at the Ryan Lift Station are being checked. It is a possibility that the radios will need to be raised higher.

ENGINEER'S REPORT:

A. Generator Projects – Update:

Vaclavik explained each generator project. At the Ryan Street Lift the generator will be a natural gas generator in a metal enclosure. At the Main Street Well a new gas generator will be installed in the generator room. At Well #3, the current portable generator will be moved there. It is being discussed whether or not to permanently install that generator there. McMahon will be obtaining an estimate to permanently install the portable generator there.

Vaclavik reported they are looking at having the bids for this project ready for the September Utility meeting. The site work for the generators would be done this fall with the installation of the generators next spring.

B. Reed Bed Clean Out Project – Update:

Vaclavik reported the City recently received DNR approval for this project.

C. WPDES Permit Renewal – Chloride Variance:

Vaclavik reported a conference call was held with the DNR and the EPA on this issue. The EPA would like an economic evaluation from the City and would like to have the City look at other options to reduce the chlorides from the City's water system.

Work will continue on this issue.

D. Evaluation of Viable Water Treatment Options – Update:

Vaclavik reported McMahon will work on possible options including an R/O System.

D. Development of New Water Supply - Update:

i. Well #5 – Updates:

1. Well #5 Pumphouse Construction – Certificate for Payment #8 & Final – RJM Construction LLC:

Vaclavik reported McMahon received the required payroll reports. Those reports have been reviewed and approved.

Motion – Krueger moved to approve the Certificate for Payment #8 & Final, in the amount of \$10,680.14, to RJM Construction. Seconded by Schwahn. Call vote taken. Motion carried unanimously.

2. Construction of Well #5 – Change Order #2 – Sam's Well Drilling, Inc.:

Vaclavik explained Change Order #2 is a "Quantity Adjustment" Change Order. The total amount of Change Order #2 is a deduct of \$2,625.00.

(Approved)

Motion – Levash moved to recommend to City Council Change Order #2 to Sam’s Well Drilling, Inc. for a deduct amount of \$2,625.00. Seconded by Mertens. Call vote taken. Motion carried unanimously.

3. Certificate for Payment #2 & Final – Sam’s Well Drilling, Inc.:

Vaclavik explained Certificate for Payment #2 is the final payment in the amount of \$26,002.50 and incorporates both Change Order #1 and #2 and the release of retainage to Sam’s Well Drilling. The final contract amount for Sam’s is \$86,850 compared to the original bid of \$74,700.

Motion – Sonnabend moved to recommend to City Council the Certificate for Payment #2 & Final to Sam’s Well Drilling Inc. in the amount of \$26,002.50. Seconded by Levash. Call vote taken. Motion carried unanimously.

4. Additional Engineering Services – McMahon:

Vaclavik explained the additional engineering services conducted by McMahon were primarily to oversee the work done to restore Well #5 to full capacity. The services included, primarily, the time coordinating with Sam’s Well Drilling the work that was to be done and also the time spent at the well overseeing the work. Additional time was also spent meeting with City Staff, the Mayor, and City Attorney Andy King. This is for time spent primarily in May and June 2014.

Vaclavik explained she did not charge the City for mileage to and from the well site from her office with the use of her personal vehicle, and the time spent attending Utility Commission and City Council meetings. The amount of \$7,880.64 was approved as part of the Safe Drinking Water Loan so the financing is in place for this amount.

Vaclavik suggested not deducting this charge from Sam’s Well Drilling since the Commission has already reduced the amount paid to Sam’s by \$14,775 for the work they did on Well #5.

Discussion was held on the selection of a contractor for a project. Vaclavik explained it is very difficult to select a contractor for a project who is not the low bidder. Very definite reasons must be stated against the low bidder not to accept their bid.

Motion – Mertens moved to recommend to City Council the payment of additional engineering services to McMahon, in the amount of \$7,880.64, as part of the Well #5 Project. Seconded by Kopidlansky. Call vote taken. Motion carried unanimously.

CHAIRMAN:

No report.

ADMINISTRATOR:

A. Private Well Permits:

Gosz reported she will continue to work with the City’s Building Inspector and City Hall Staff on a plan for review and inspections of private well permits.

(Approved)

B. Curbside Leaf Collection Policy:

Gosz presented the City's Leaf Collection Policy. Kopidlansky asked the cost to the City residents for this service. Gosz stated the cost is very little per household. Wittmann stated he feels more research needs to be done on the effect of the leaves phosphorus on the City's storm water system. Gosz will check with other surrounding communities on how they handle their leaf collection. Vaclavik stated she will check with McMahon's Storm Water Group on what effect the leaves phosphorus has on storm water.

CITY CLERK/TREASURER:

Buboltz explained there have been some changes in the State Law regarding the charging of tenant's delinquent water and sewer bills to the property owners. She will be attending a conference in August in which she will find out more details on this new law.

OLD BUSINESS:

No report.

NEW BUSINESS:

Krueger questioned a few amounts in the Utility budget. She also asked that a fiscal end date be placed on the document.

ADJOURNMENT:

Motion – Krueger moved to adjourn the meeting. Seconded by Sonnabend. Motion carried unanimously. The meeting was adjourned at 7:40 pm.

Joy L. Buboltz
Deputy Clerk-Treasurer