

(Approved)

**WATER AND SEWER UTILITY COMMISSION
Minutes**

August 17, 2015

Wastewater Treatment Plant

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.

TOUR OF WASTEWATER TREATMENT PLANT:

A tour of the Wastewater Treatment Plant was conducted by those present.

GUESTS:

Paul Much and Jerry Versteegen from MCO and Tom Burke from the Brillion Iron Works.

APPROVAL OF AGENDA:

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

APPROVAL OF THE MINUTES OF THE APRIL 27, 2015 JOINT CITY COUNCIL/WATER AND SEWER UTILITY MEETING AND THE JULY 20, 2015 WATER AND SEWER UTILITY MEETING:

Motion – Krueger moved to approve the minutes of the April 27, 2015 Joint City Council/Water and Sewer Utility Meeting and the July 20, 2015 Water and Sewer Utility meeting. Seconded by Levash. Call vote taken. Motion carried unanimously.

APPROVAL OF VOUCHERS:

Motion – Schwahn moved to approve the Water and Sewer Utility operating vouchers in the amount of \$280,487.48. Seconded by Mertens.

Schwahn asked if the bill to Hietpas Construction was for all of the water main breaks that occurred. Versteegen stated yes.

Call vote taken. Motion carried unanimously.

CITIZEN INPUT:

None.

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

(Approved)

Gosz asked that this agenda item be tabled until the September meeting. She suggested a possible Closed Session at the September meeting to discuss this contract. She will be setting up a conference call with the City's insurance carrier regarding the liability clause in the contract.

INFLOW & INFILTRATION REDUCTION PROJECTS:

A. 2015 Inflow & Infiltration Reduction Project - Update:

Vaclavik reported the I & I Project south of Ryan Street is going well. It is hoped to be completed with the project by the end of this week. All laterals will be completed, but two (2). Gosz explained the City has had little luck in contacting those two (2) property owners. She stated, per the City Attorney, the City will give a "notice of violation" to those two (2) property owners and those property owners will be given 30 days to fix their lateral or will be cited by the City.

Gosz stated the water and sewer work on N. Columbus Avenue has been completed. Chip sealing on the affected streets south of Ryan Street will be done next year, but the patch work will be done yet this year.

B. 2015 Sanitary Sewer & Lateral Televising - Update:

No new information.

MCO REPORT:

A. Report on Water Main Breaks that Occurred on July 20, 2015 and July 21, 2015 – Consider Possible Solutions:

Randy Much introduced Jerry Verstegen to the Commission. Verstegen is the Vice President of MCO. Verstegen reviewed the written report given to the Commission regarding the water main breaks that occurred on July 20th and July 21st.

Verstegen explained on July 20th they stopped flushing the hydrants at 4:30 PM. MCO Staff received the report of the first water main break which occurred at the Brillion Iron Works at 8:30 PM. There were a total of 14 water main breaks in the City that day with 5 breaks at the Brillion Iron Works. Hietpas Construction brought in two (2) work crews to repair those water main breaks.

Verstegen stated on July 21st it was noticed there was a difference in the water levels between the Horn Tower and the Glenview Tower and that the Glenview Tower was not gaining water, however, the Horn Tower was at capacity. Normally, the Glenview Tower is the controlling tower and controls the entire system.

Verstegen reported that it was found that at the Glenview Tower the transducer malfunctioned to the snubber fitting becoming plugged. The snubber was removed, cleaned out, replaced, and the Glenview Tower pressure reading at the SCADA was reading correctly. This is similar to the incident that happened in March, but during that incident the transducer needed to be replaced and the snubber was added.

Verstegen suggested that the Commission consider adding a second transducer at the Glenview Tower and have the SCADA generate an alarm if there is a difference in the readings of the two

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(2) pressure transducers exceeding a preset value. The cost to add a second transducer is \$414 for the transducer, \$20 for wiring, and a few dollars for other items that may be needed. MCO Staff would install the transducer and McMahon could take care of the programming.

Verstegen stated one of the transducers would have a snubber on it and the other transducer would not have a snubber. MCO Employee Bill Drumm suggested an alarm on the PSI and at the wells. Verstegen stated he has not seen snubbers on towers except when towers are located on the well property. He will research why the snubber was placed there. He does not see the need for a snubber. Verstegen also suggested that the altitude valve and the check valve be removed and a spool piece be installed instead. The cost of the spool piece is approximately \$1,500.

Mayor Deiter asked if the Glenview Tower overflowed this weekend. Verstegen stated yes, and it has been corrected. Right now the system is running off of the Horn Park Tower.

Mayor Deiter stated the City of Brillion is not “finger pointing” at anyone with these issues.

Verstegen stated it would be better for the system to level out both water towers.

Mayor Deiter suggested that the Utility Commission receive a weekly or monthly reported on how this process is going. Verstegen suggested possibly installing a pressure relief valve at the Horn Park tower.

Verstegen noted that when the Brillion Iron Works repaired their first break on their 10” water main; they failed to open a hydrant during the process of turning the water back on. It is important to have a hydrant open during the process of turning water on or filling a water line. It allows the air and sediment to be removed before it is allowed into the distribution system. Burke asked when the Brillion Iron Works will be receiving a Standards Operations Procedure for water main breaks. Verstegen stated MCO will be working on this, but it is important for MCO to know who the contractor will be in repairing the water main breaks.

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

Randy Much reported they are waiting for the DNR to hold classes.

B. Phosphorus Limit Compliance – Update:

Randy Much stated we are waiting for our permit.

C. Ryan Street Lift Station - Update:

Randy Much reported there will be looking at where the debris is coming from. Their next step it to install the screen earlier in the morning and leaving the screen there until later evening.

ENGINEER’S REPORT:

A. Agreement for Professional Services – Ryan Street Radio Telemetry Antenna Improvements:

Vaclavik explained the City’s radio telemetry has been experiencing communication failures between the SCADA at the WWTP and the Ryan Street Lift Station. The antenna was

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temporarily raised 10' which did improve the communication. Therefore, it is being suggested raising the antenna height 10' for better communication as soon as possible. She reviewed the Scope of Services with this Agreement.

Vaclavik stated she will request three (3) quotes for this project with the project to be completed in 2 ½ months after the authorization to proceed.

Levash asked what it will cost to extend the antenna 10'. Vaclavik stated she is not sure at this time. Levash asked if 10' is high enough. Vaclavik stated yes. Wittmann suggested obtaining a price for going higher than the 10'; maybe 20'. Vaclavik stated she is not sure if the cost of the design the higher you go.

Motion – Sonnabend moved to approve the Agreement for Professional Services for the Ryan Street Radio Telemetry Antenna Improvements with McMahon in the amount of \$3,750.00. Seconded by Krueger. Call vote taken. Motion carried unanimously.

B. Agreement for Professional Services – Control System Programming – Glenview Tower Transmitter:

Vaclavik explained this Agreement is for the programming of the transducer at the Glenview Tower. Vaclavik explained the Scope of Services with this Agreement. Verstegen stated this project could be done in stages. The cost of the spool is \$1,500 and the cost of the transducer is \$414. There will be some costs of other small items that may be needed, for a total cost of approximately \$2,100. MCO will supply the labor for the equipment.

Vaclavik stated McMahon's fee for this project is \$2,800 and the total cost of the project would be approximately \$4,900.

Motion – Sonnabend moved to approve the Agreement for Professional Services – Control System Programming for the Glenview Tower Transmitter in the amount of \$2,800. Seconded by Kopidlansky. Call vote taken. Motion carried unanimously.

C. Agreement for Professional Services – WPDES Chloride Variance Process:

Vaclavik explained the City has requested a variance to the chloride effluent limit. The US EPA and the DNR has indicated that the City is required to submit an economic analysis of options for water softening including an assessment of the economic factors as part of the variance request. A proposal must also be developed to reduce chlorides discharged to the sanitary sewer system to maintain the operation of the existing ion exchange softening facilities.

Vaclavik explained the Scope of Services with this Agreement. She stated it is difficult to say at this time the exact cost of the engineering fees for this project but estimated a cost of \$10,000 - \$20,000. A document will need to be completed including the economic assessment prepared in accordance with the US EPA and DNR guidelines.

Gosz stated she could notify the DNR and asked them if the City could include this project in their 2016 Budget. The Commission members agreed. Vaclavik suggested asking the DNR if there is any available funding for this type of project.

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D. Generator Projects – Update:

Vaclavik reported they are nearing the end of the design work on this project. This project will be advertised for bids with bids being opened on September 15th for the Commission's review at their September meeting.

E. Reed Bed Clean Out Project – Update:

Vaclavik reported the last three (3) reed beds have been cleaned out. MCO Staff will continue watering the reeds until they start growing again. To date all of the reed beds have been cleaned out. This won't need to be done again for the next 7-10 years.

F. Ortho-P Analyzer – Update:

Vaclavik reported the Ortho-P Analyzer has been installed and startup is scheduled for August 26th.

G. Evaluation of Viable Water Treatment Options – Update:

No report.

H. Development of New Water Supply – Update:

1. Well #5 Updates:

Vaclavik reported that Well #5 is operating with no problems. Mayor Deiter asked if the water tables are fine. Randy Much stated there have been no problems found. He stated that Well #2 is not pumping as hard as in the past.

2. Well #6 – Consider Option to Purchase Agreement:

No report.

CHAIRMAN:

No report.

ADMINISTRATOR:

A. Curbside Leaf Collection Policy:

Gosz reported she and Mayor Deiter attended a meeting on phosphorus in the water systems. She will be attending another meeting on this issue in October. Vaclavik suggested the City wait on changing their policy until after the DNR completes their study.

B. Budget Comparison Report:

Gosz explained some of the questions on the budget. She suggested leaving the budget as is for 2015, but reallocate her wages in the 2016 Budget.

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 this week in which she will find out more details on this new law.

OLD BUSINESS:

(Approved)

No report.

NEW BUSINESS:

Krueger expressed concern with the amount the Utility is paying for engineering fees. She asked if some of the engineering that is being done by McMahon should be done by City Staff. She feels we need to do due diligence and feels the Utility is not spending their money wisely. Krueger stated she would like to see one (1) year billings on engineering fees and would like to have copies of the engineering bills given to the Commission. Levash also expressed some concerns.

Gosz stated the Utility Commission could make a recommendation to the City Council to hire a Department of Public Works Director.

ADJOURNMENT:

Motion – Sonnabend moved to adjourn the meeting. Seconded by Schwahn. Motion carried unanimously. The meeting was adjourned at 7:38 pm.

Joy L. Buboltz
Deputy Clerk-Treasurer