

(Approved)

**WATER AND SEWER UTILITY COMMISSION
Minutes**

March 21, 2016

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 McMahon, Randy Much from MCO, Paul Much from MCO, and Pete Litersky from MCO, City Administrator Clerk/Treasurer Lori Gosz, and Deputy Clerk/Treasurer Joy Buboltz.

GUESTS:

Chad Olson and Ron Wolf from McMahon.

APPROVAL OF AGENDA:

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

APPROVAL OF THE MINUTES OF THE FEBRUARY 15, 2016 WATER AND SEWER UTILITY MEETING:

Motion – Schwahn moved to approve the minutes of the February 15, 2016 Water and Sewer Utility meeting. Seconded by Krueger. Call vote taken. Motion carried unanimously.

APPROVAL OF VOUCHERS:

Motion – Sonnabend moved to approve the Water and Sewer Utility operating vouchers in the amount of \$119,966.18. Seconded by Krueger. Call vote taken. Motion carried unanimously.

CITIZEN INPUT:

None.

INFLOW & INFILTRATION REDUCTION PROJECT:

A. 2016 Inflow & Infiltration Reduction Project – Review Bids and Recommend Approval:

Ron Wolf, McMahon, presented the bid results from the bid opening for the 2016 I & I Lateral Project and the bid results for the 2016 Cleveland Street/Monroe Street Utility & Roadway Reconstruction. He reported the low bidder for the 2016 I & I Project is M & E Construction with a bid of \$218,795.00. He reported the low bidder for the 2016 Cleveland Street/Monroe Street Utility & Roadway Reconstruction Project is Donald Hietpas & Sons with a bid of \$410,498.59. Both bids came in lower than estimated.

Wolf explained with the Reconstruction project there will be new curb and gutter, road base, etc. M & E Construction will be doing the pipe bursting with this project.

(Approved)

Wolf stated the Utility Commission will need to make a recommendation to City Council to approve these two (2) bids. The City Council will approve these bids at their April City Council meeting. A Public Hearing will need to be held first before the City Council can approve these bids. The completion date of these projects is September 2nd.

Kopidlansky asked if MCO Staff are encouraging those homeowners with lead pipes to change their service from lead. He feels it would be a good gesture for MCO Staff to do so. Paul Much explained that the Utility has been testing homes with lead pipes for years. Those homeowners have been passing those tests. Vaclavik stated she felt it would be a good idea for the City to encourage homeowners to replace their lead pipes in their homes. It was noted that MCO is starting a list of homes that have lead services. Levash stated it would be good idea to give property owners the option of replacing their lead service during an I & I Project. Wolf stated that can be done.

Motion – Levash moved to recommend to City Council to award the bid for the 2016 I & I Lateral Project to M & E Construction, LLC in the amount of \$218,795.00. Seconded by Sonnabend. Call vote taken. Motion carried unanimously.

Motion – Sonnabend moved to recommend to City Council to award the bid for the 2016 Cleveland Street/Monroe Street Utility & Roadway Reconstruction Project to Donald Hietpas & Sons in the amount of \$410,498.59. Seconded by Schwahn. Call vote taken. Motion carried unanimously.

Wolf explained that due to the concrete roadway on Main Street and a detour that would need to be done for the work to be done on the east side of Main Street, where Utility work is scheduled to be completed this year, it is being proposed to go behind the curb and pipe burst into the home and slip line the pipe to the main. The pipe will then be sealed at the connection at the main.

Wolf explained that by the Brillion Elementary School it was found that some of the abandoned laterals weren't properly sealed off. He asked if he should charge the School to have those laterals properly sealed, at a cost of \$1,750 per line, or will the City pay for that cost. Mertens stated he feels the City should absorb that cost since it wasn't done properly years ago. The consensus of the Commission was to have the City absorb that cost. Litersky asked if the lines will be televised to make sure the seal was done properly. Wolf stated yes lines will be televised.

B. 2016 Sanitary Sewer & Lateral Televising – Update:

Vaclavik reported that the area for the 2017 I & I Project was recently televised; Custer Street, Center Street, Jackson Street. Protruding taps were found in that area. Also, by the Brillion Community Center a section of main was broken. It was determined that main was abandoned years ago. She reported that some leaking was found, and abandoned laterals were found. She explained that some sewer mains are also scheduled to be replaced with this project. She feels the 2017 I & I Project will eliminate a lot of clear water into the sanitary sewer system.

Vaclavik explained that the televising is done for now with the rest of the televising to be done from inside the homes at a later date.

(Approved)

MCO REPORT:

A. Main Lift Station Operational Issues:

Paul Much reported there are surging issues at the Wastewater Treatment Plant during dry times. It appears there is an issue at the Main Lift Station with the programming with the VFD.

Paul Much also reported that Great Lakes cleaned all of the lift stations. The Main Lift Station was full of rags.

D. Ryan Street Lift Station Update:

It was reported that foam ear plugs were found at the Ryan Street Lift Station. No rags were found at this time there.

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

Paul Much reported the CMOM has been completed except for a few minor additions.

C. Phosphorus Limit Compliance – Update:

Nothing new.

E. Monthly Superintendent Report/Update:

Litersky reviewed his Monthly Superintendent Report/Update with the Commission.

Mayor Deiter stated he feels it is important that the Utility keeps up with the maintenance of the water lines and conduct their normal flushing routine.

Litersky stated he would like to set up a bulk water station and purchase a back flow preventer for the meter on the bulk water filling station. The bulk water station could be housed at the DPW Garage. The cost for this back flow preventer is approximately \$1,500. This item will be placed on the April meeting agenda.

Krueger suggested placing on the Utility's GIS System the information MCO obtains during their water meter change outs.

ENGINEER'S REPORT:

A. Standby Generator Improvements Project – Change Order #2 – Pieper Electric Inc.:

B. Findings – Investigation into Common Mode Currents of Variable Frequency Drives Used on Water System Pumps:

Vaclavik reported that the generator has been installed at the Main Street Pumphouse. It is scheduled to start on March 24th. The gas services will need to be increased then. The plan is to go to Well #3 and permanently install the portable generator there. It is hoped to have that generator installed by April 4th.

Vaclavik stated she is requesting that approval on the Change Order #2 and Agenda Item #B – “Findings – Investigation into Common Mode Currents of Variable Frequency Drives Used on Water System Pumps” be tabled until next month's meeting. She is recommending that shielded cables be installed at Well #3 and at the Main Street Pumphouse. This will be discussed at next month's meeting.

(Approved)

C. Agreement for Professional Services – Ferric Chloride Bulk Storage Tank

Replacement:

Chad Olson, McMahon, stated this Agreement includes the enclosure portion of the tank. The engineering fee for this Project is \$17,900, which is part of the estimate of \$108,550 given to the Commission for this Tank Replacement.

D. Utility Capital Improvement Plan – Summary List and Funding Options:

Vaclavik presented a prioritized list of Utility Capital Improvements to the Commission. This List was reviewed and discussed by those present.

Vaclavik explained that Donald Hietpas & Sons stated they would be willing to do the work on the underground piping replacement. No engineering would be required with the project.

Wittmann asked if McMahon/MCO is working on the improvements of the connection to the transmission system (Horn Park water tower to the Glenview Avenue water tower) to the west side of the City. Mayor Deiter stated he feels this should be a priority of the Commission. Levash stated he feels that “tying” the two water towers together is a good idea. Kopidlansky and Levash suggested that McMahon create a plan to tie the two water towers together and present that plan to the Commission. Vaclavik stated she would suggest at least a 12” main through the City. Sonnabend suggested a 16” main. Vaclavik stated she will bring a plan to next month’s meeting.

Gosz stated she would like to see that the City Council and the Utility Commission meet jointly more often to discuss the City’s 5 Year Capital Improvement Plan.

C. Agreement for Professional Services – Ferric Chloride Bulk Storage Tank Replacement (Cont.):

Levash asked how many gallons would be on this tank. Olson stated approximately 6,000 gallons.

Motion – Kopidlansky moved to approve the Agreement for Professional Services for the Ferric Chloride Bulk Storage Tank Replacement in the amount of \$17,900. Seconded by Krueger. Call vote taken. Motion carried unanimously.

CHAIRMAN:

No report.

ADMINISTRATOR:

Gosz reported that the City was able to collect through the City’s Insurance Company \$30,575.82 on the two water main breaks in the City.

CITY CLERK/TREASURER:

Buboltz reported that she was able to collect two delinquent water and sewer bills through the Tax Refund Intercept Program.

(Approved)

Gosz stated that the 1st quarter 2016 water and sewer bills were recently mailed and the 6% sewer rate increase was included on that billing.

OLD BUSINESS:

None.

NEW BUSINESS:

Levash asked if the 5 Year I & I Plan have been recently updated with added streets. Vaclavik will bring that information to the next meeting.

ADJOURNMENT:

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

Joy L. Buboltz
Deputy Clerk-Treasurer