

(Approved)

**WATER AND SEWER UTILITY COMMISSION
Minutes**

March 20, 2017

Brillion City Hall

5:15 pm

CALL TO ORDER:

Chairperson Wittmann called the meeting to order at 5:15 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 Paul Much from MCO, Pete Litersky from MCO, Amy Vaclavik from McMahon, Public Works Director Andy Geiger, City Administrator Clerk/Treasurer Lori Gosz, and Deputy Clerk/Treasurer Joy Buboltz.

GUESTS:

None.

APPROVAL OF AMENDED AGENDA:

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

APPROVAL OF THE MINUTES OF THE FEBRUARY 20, 2017 WATER AND SEWER UTILITY MEETING:

Motion – Krueger moved to approve the minutes of the February 20, 2017 Water and Sewer Utility meeting. Seconded by Schwahn. 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 \$80,173.91. Seconded by Krueger.

Schwahn asked if the acuator valve was the only thing needed to be done for the sand filter. Litersky stated yes.

Call vote taken. Motion carried unanimously.

CITIZEN INPUT:

None.

INFLOW & INFILTRATION REDUCTION PROJECT:

A. 2017 Mini-Storm Project - Update:

Vaclavik reported that City Staff has recommended the entire block of Valley View Drive be included in the 2017 Mini-Storm Project. The affected property owners were invited to the March 13th Committee of the Whole Meeting, with the proposed project being explained to those that attended the meeting. The Committee of the Whole recommended to City Council to move forward with the added portion of the Valley View Drive to the 2017 Mini-Storm Project.

(Approved)

Vaclavik explained it is proposed to open bids for the project on April 18th and holding a Public Hearing on April 24th.

Schwahn asked if there has been a problem with the area of that street that is being added to the project. Mertens stated that it appears that the west end of Valley View Drive is sinking away and is not allowing the water to flow off the street. Geiger stated he is researching to see where the existing storm sewers are located on Valley View Drive and where the water is flowing too.

Levash asked when Valley View Drive is reconstructed will the installed mini-storm sewers be affected. Vaclavik stated no, since the mini-storm sewers will be installed in the terrace area.

B. Department of Natural Resources – I/I Enforcement:

Vaclavik reported a meeting was held with the Department of Natural Resources (DNR) to review the projects that the City/Utility were done and the proposed 2017 mini-storm sewer project. The DNR was informed that the City has decided to not do an I/I Project in 2017 or 2018. The DNR was satisfied with the City not doing the I/I Projects in 2017 or 2018. The DNR issued a letter to the City/Utility notifying us that they have taken the City out of the enforcement action against the City. However, the DNR is requiring that the City submit a letter each year to them to recap the I/I work and list of future and ongoing projects.

MCO REPORT:

A. Phosphorus Limit Compliance – Update:

Much reported they are waiting for the WPDES Permit which should come in October.

B. Main Street Well Heater and WWTP Boiler Repairs – Update:

Litersky reported the boiler should be installed on Tuesday.

C. Ryan Street Lift:

Litersky stated the Ryan Street Lift Station remains clean with no issues occurring.

C. Monthly Superintendent Report/Update:

Litersky reviewed his report with the Commission and reported on the following:

- Took filters offline due to high flows on March 1st. The filters were off line for only one day.
- The Ryan Lift Station went down on March 4th due to a blown fuse.

Litersky reported that when water meters are changed they are inspecting for cross connections also. They are in the process of creating a spreadsheet for each home in which they will document on that spreadsheet if a water softener is in the home, is there a boiler system, a sump pump in the home, etc. They are in the process of collecting that data. They will also note the date when the home was constructed.

Kopidlansky asked if it is known what cause the fuse to blow at the Ryan Lift Station. Litersky stated no. Litersky stated he is looking at building up inventory so if a situation similar to the blown fuse happens they will have supplies readily available to make the needed repairs.

(Approved)

Mayor Deiter asked the status of back flow preventers being installed in homes in the City. Gosz stated it was suggested to have homes install back flow preventers, since the City cannot require homes to install back flow preventers. Vaclavik explained that during I/I projects property owners are asked if they would like a back flow preventer installed in their home. The City can require new homes to have back flow preventers installed.

ENGINEER'S REPORT:

A. WPDES Permit Chloride Variance:

Vaclavik reported chloride source reduction measures were discussed with the DNR as part of their meeting on the I/I Enforcement. The Commission reviewed the proposed dates submitted for the Chloride Source Reduction Plan for the City of Brillion.

The Committee was in agreement with the dates submitted on the Plan.

B. Water Distribution System Improvements – Transmission Main Connection Project:

Vaclavik distributed a proposed map outlining a proposed route for the transmission main. It is proposed to install a 12" main along the old railroad bed. Easements will need to be obtained from the affected property owners. Preliminary surveying will need to be done first before contacting the affected property owners. She stated a proposal from McMahon will be given to the Utility Commission in April for their approval for the engineering for this project.

Geiger stated horizontal boring may be done on the east side of Main Street to the Verve-A-Credit Union property. This may be done in order not to disturb the parking lot by Tadych's Econo Foods, State Bank of Chilton, and Verve, and to disturb traffic along Main Street.

Vaclavik stated this transmission main project will be part of the proposed 2017 borrowing by the City.

CHAIRMAN:

No report.

PUBLIC WORKS DIRECTOR:

Geiger reported that MCO Staff will be doing a hydrant flush on the north end of the City, near Professional Plating. This is being done due to water quality concerns by Professional Plating and Ariens Company. They will be doing this flush on Tuesday and then will do a City wide flush later in spring.

Geiger reported he recently attended a webinar on lead service lines. This will be the one of the next targets areas.

CITY ADMINISTRATOR/CITY CLERK/TREASURER:

Gosz reported that the 2016 Financial Audit will be presented at the March 27th Committee of the Whole Meeting. She invited the Utility Commission to attend that meeting.

OLD BUSINESS:

(Approved)

A. Water User Rate Study & Debt Refinancing Update:

Gosz reported that Ehlers has filed the water rate increase application with the PSC. The City Council will need to pass Resolutions at their March meeting with the awarding of the refinancing done in April.

Gosz reported that the affected property owners in the 2017 I/I Project will be notified that the I/I Project will not occur in 2017. This will be done after the City Council meeting in April.

NEW BUSINESS:

None.

ADJOURNMENT:

Motion – Sonnabend moved to adjourn the meeting. Seconded by Levash. Motion carried unanimously. The meeting was adjourned at 5:53 pm.

Joy L. Buboltz
Deputy Clerk/Treasurer