

(Approved)

**WATER AND SEWER UTILITY COMMISSION  
Minutes**

**January 20, 2014**

**Brillion City Hall**

**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 and Ron Wolf from McMahan, Paul Much from MCO, Deputy Clerk/Treasurer Joy Buboltz, and City Administrator-Clerk/Treasurer Lori Gosz.

**GUESTS:**

None.

**APPROVAL OF AGENDA:**

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

**APPROVAL OF THE MINUTES OF THE DECEMBER 16, 2013 WATER AND SEWER UTILITY MEETINGS:**

**Motion** – Mertens moved to approve the minutes of the December 16, 2013 Water and Sewer Utility Meeting minutes. Seconded by Levash. Call vote taken. Motion carried unanimously.

**APPROVAL OF VOUCHERS:**

**2013:**

**Motion** –Sonnabend moved to approve the 2013 Water and Sewer Utility vouchers in the amount of \$124,759.42. Seconded by Mertens.

Krueger asked if the payment to the WI Department of Transportation is the last payment. Gosz stated the contractor for the USH 10 Project did need to come back for a few repairs on the project. Gosz stated she will contact the WI Department of Transportation to see what repairs that bill was for.

Levash commented that he hopes the shrub work done by Greenleaf Landscaping for the Main Street Well will not be ruined with the running of the transmission line to the Well.

Call vote taken. Motion carried unanimously.

**2014:**

**Motion** –Schwahn moved to approve the 2014 Water and Sewer Utility vouchers in the amount of \$24,589.31. Seconded by Levash. Call vote taken. Motion carried unanimously.

**CITIZEN INPUT:**

(Approved)

None.

**INFLOW & INFILTRATION REDUCTION PROJECTS:**

Gosz stated more information will be coming to the Commission at the Utility's February meeting. Thoughts and ideas for future projects will be discussed.

**MCO REPORT:**

**A. Draft Emergency Water Use Plan:**

Much reported MCO still needs to meet with industries on this issue.

**B. Monitor Metal Levels in Slug Discharges to the Wastewater Treatment Plant – Update:**

Much reported samples were taken from Professional Plating and the results from those samples it does appear the zinc is from Professional Plating. Professional Plating is now looking internally.

**Other:**

1. Much reported per a DNR Meeting it appears there will be new rules coming regarding the disposal of reeds. Per the DNR, if a municipality wants to land apply the sludge from the reed beds the sludge would need to be covered on a concrete pad for two (2) years before land applying. MCO is recommending that the City of Brillion continue to landfill their sludge. It is also being recommended by the DNR that each municipality with reed beds control the reeds around their facility.

Much stated the City is currently controlling the reed beds, but feels a plan should be implemented stating how we plan on controlling the reeds around the Wastewater Treatment Plant. One way to control the reeds would be to spray a radius around the Wastewater Treatment Plant so no reeds would grow around that area.

MCO Staff continues to work on this and will keep the Commission posted on any updates.

2. Water usage has increased in the last few days. Two (2) service leaks were found and repaired. Also, two (2) leaks were located at the Brillion Iron Works and were repaired.

3. MCO Employee Bill Drumm recently heard rumbling at Well #2. Layne was contacted on this and feels that it may be a shaft bearing. The pumps will need to be pulled. Layne thinks there may be a warrantee on the bearing.

Wittmann recommended contacting the local industries a week in advance prior to working on the Well.

4. The Ryan Street Lift Station needed to be cleaned again due to the collection of wipes and rubber gloves. Gosz suggested mailing a letter to the local businesses/industries reminding them not to flush wipes or gloves.

(Approved)

5. Much reported the Main Lift is having issues. It appears the drive is going and can no longer be serviced. A new VFD will need to be purchased. Gosz stated that cost can come from the Equipment Replacement Fund.

**Motion** – Krueger moved to purchase a new VFD at a cost of \$2,750. Seconded by Sonnabend. Call vote taken. Motion carried unanimously.

**ENGINEERS REPORT:**

**A. Evaluation of Viable Water Treatment Options - Update:**

Vaclavik stated there is nothing new to report at this time.

**B. Development of New Water Supply – Update:**

**1. Well #5 - Updates:**

**A. Review and Recommendation for Bid Award for Well #5 Construction Contract:**

Vaclavik reported four (4) bids were received for this project; ranging from \$74,700 to \$128,075. The low bidder was Sam’s Well Drilling, Inc. in the amount of \$74,700. She did ask Sam’s Well Drilling to double check their bid to make sure the amounts were correct and they indicated to her the amounts were correct.

Vaclavik stated Sam’s Well Drilling has drilled a lot of screen wells.

**Motion** – Schwahn moved to recommend to City Council to approve the bid from Sam’s Well Drilling, Inc. in the amount of \$74,700 for the Well #5 Construction Contract. Seconded by Levash. Call vote taken. Motion carried unanimously.

**B. Agreement for Professional Services – McMahon – Bidding & Construction Services for Well #5 Pump House and Transmission Main:**

Vaclavik presented and explained the Agreement for Professional Services with McMahon for the bidding and construction services for Well #5 Pump House and the transmission main. She explained the Scope of Services McMahon would provide with the Agreement.

Vaclavik explained this project would be split among three (3) contracts and explained why.

**Motion** – Sonnabend moved to approve the Agreement for Professional Services with McMahon for the bidding and construction services for Well #5 Pump House and Transmission Main in the amount of \$96,635. Seconded by Krueger.

Vaclavik explained the pump house will be constructed of split block; 16’ X 25’. An emergency generator will be placed outside of the building and will be in a locked case. There will be no windows in the building. The pump house will not be fenced in, but will have an alarm located on the door.

Vaclavik stated MCO Staff would like to see the driveway to the building blacktopped instead of gravel. Vaclavik stated she will ask for an alternative bid for a blacktop driveway instead of a gravel driveway.

(Approved)

Schwahn stated that security around this pump house is important.

Call vote taken. Motion carried unanimously.

**C. Review and Approval of Quotation for Geotechnical Exploration Services:**

Vaclavik reported three (3) quotes were received for this service. McMahon is recommending awarding the project to Midwest Engineering Services (MES) in the amount of \$2,150. Their quote included a more aggressive schedule to complete the work compared to the others and was competitively priced. Furthermore, their proposed scope is complete and included an additional two (2) borings in the access road area, which wasn't included in the other quotes.

Vaclavik stated these soil borings will help with the construction of the new pump house.

**Motion** – Sonnabend moved to approve the quote from Midwest Engineering Services for the Geotechnical Exploration Service. Seconded by Krueger. Call vote taken. Motion carried unanimously.

Ron Wolf reported a meeting was held with the Town of Brillion regarding Round Lake Road and the construction of Well #5 off of Round Lake Road. He stated the Town of Brillion representatives did not have issues at this time. They requested that any damage to the road be repaired by the City.

Gosz and Wolf explained the transmission lines along Round Lake Road will need to be moved to the west side of the road, versus where they are currently located on the east side of the road. This is a request from American Transmission and WI Public Service. Wolf stated a new three phase power will need to be extended to the new pump house.

Gosz stated pictures of the area will be taken in spring, before the project starts.

Vaclavik informed the Commission the schedule for the development of Well #5 is aggressive. The goal is to have water pumping by July 11<sup>th</sup>. So far the City has received one (1) approval from the DNR with more approvals to come. An update on the schedule will be given to the Commission at their monthly meetings.

**D. Project Financing:**

Gosz informed the Commission the intent for financing for this project is to continue the application process to receive financing through the Safe Drinking Water loan through the DNR. However, if the City receives the Safe Drinking Water Loan the financing would not be available until the fall of 2014, which by that time the project should be completed. Phil Cossen from Ehlers suggested interim financing with a Revenue BAN. This financing would provide the City with the necessary funds within 60 to 90 days. Quarles & Brady will be working on obtaining information on the Revenue BAN for the January City Council meeting. If this financing is approved by the City Council, funds for the project could be available by March.

**2. Well #6 – Updates:**

**A. Proposals for Investigations Related to Identifying a Location for Well #6:**

(Approved)

**B. Option to Purchase Offers:**

Gosz stated City Staff will need to work on proposals to secure options to purchase.

**C. Agreement for Professional Services – McMahon – Reed Bed Clean-Out:**

Vaclavik reported that it was determined that the cleaning of the reed beds is considered maintenance. With this Agreement, McMahon will prepare documents for the removal and disposal of the sludge from three (3) of the nine (9) reed beds at the Wastewater Treatment Plant, along with the construction services during the clean-out effort. The Construction Documents will be submitted to the DNR for review and approval.

**Motion** – Sonnabend moved to approve the Agreement for Professional Services with McMahon for the Reed Bed Clean Out, in the amount of \$8,500. Seconded by Schwahn. Call vote taken. Motion carried unanimously.

**CHAIRMAN:**

No report.

**ADMINISTRATOR:**

**A. Water Rate Increase:**

Gosz presented a Proposed Project Timeline for a Water Rate Study with Ehlers. She stated the average time from the submittal of a rate application to actually obtaining the new rates is approximately 120 days. So it may be the 3<sup>rd</sup> or 4<sup>th</sup> quarter water billing before the new rates would go into effect.

Gosz explained the PSC looks at a one (1) year window and approve the water rate increase based on that information.

Krueger asked where the fee for this service would come from in the budget. Gosz stated Professional Services.

**Motion** – Sonnabend moved to approve the Water Rate Study with Ehlers, in the amount of \$7,000. Seconded by Levash. Call vote taken. Motion carried unanimously.

**B. 2014 Water and Sewer Utility Budget:**

Gosz reported some of the figures in the proposed budget are based from the audit reports. Wittmann asked if funds are being budgeted for the clean out of the reed beds. Gosz stated yes.

Vaclavik suggested increasing the amount being contributed to the Replacement User Fund. Sonnabend stated he feels the proposed amount should be doubled.

Gosz stated the Commission should consider adopting this budget without the debt service for Well #5 and the water rate increase. The budget can be amended at a later date to include these amounts.

The proposed 2014 Water and Sewer Budget was reviewed and discussed by the Commission. Suggested changes were made.

(Approved)

**Motion** – Krueger moved to approve the 2014 Water and Sewer Utility Budget with suggested changes. Seconded by Kopidlansky. Call vote taken. Motion carried unanimously.

**CITY CLERK/TREASURER:**

Buboltz reported the collection of delinquent water and sewer bills through the tax collection process is going well. She also reported that postcards can no longer be mailed to our residents without being stuffed in envelopes.

**OLD BUSINESS:**

Wittmann suggested that MCO Staff check some of the manholes for the gloves, napkins, etc. near the Ryan Street Lift Station.

**NEW BUSINESS:**

None.

**ADJOURNMENT:**

**Motion** – Sonnabend moved to adjourn the meeting. Seconded by Levash. Motion carried unanimously. The meeting was adjourned at 7:21 pm.

Joy L. Buboltz  
Deputy Clerk-Treasurer