

(Approved)

**WATER AND SEWER UTILITY COMMISSION
Minutes**

April 21, 2014

Brillion Community Center

6:00 pm

CALL TO ORDER:

Chairperson Jeff Wittmann called the meeting to order at 6:12 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 and Paul Much from MCO, Deputy Clerk/Treasurer Joy Buboltz, and City Administrator-Clerk/Treasurer Lori Gosz.

GUESTS:

None.

APPROVAL OF AGENDA:

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

APPROVAL OF THE MINUTES OF THE MARCH 17, 2014 WATER AND SEWER UTILITY MEETING AND THE APRIL 14, 2014 JOINT CITY COUNCIL AND WATER AND SEWER UTILITY COMMISSION MEETING:

Motion – Mertens moved to collectively approve the minutes of the March 17, 2014 Water and Sewer Utility Meeting minutes and the April 14, 2014 Joint City Council and Water and Sewer Utility Commission Meeting minutes. Seconded by Krueger. Call vote taken. Motion carried unanimously.

APPROVAL OF VOUCHERS:

Motion – Schwahn moved to approve the Water and Sewer Utility vouchers in the amount of \$89,752.07. Seconded by Mertens.

Mertens asked if MCO is any closer to finding out where the debris is coming from that is collecting at the Ryan Lift Station. Much stated the debris is small toweling type material that may be coming from the Achievement Drive area. Much noted that debris again collected at the Ryan Street Lift and had to be cleaned out.

Call vote taken. Motion carried unanimously.

CITIZEN INPUT:

None.

WATER RATE INCREASE APPLICATION:

Gosz reported that she spoke with Jon Cameron, Ehlers, regarding the water rate increase application. Cameron informed her of three (3) options of how the water rate increase could

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work. She read an email from Cameron explaining those options. She stated that Cameron feels that if the development of Well #5 may take longer than expected to proceed with a “back to back” water rate increase; a rate increase in 2014 and another rate increase in 2015. It was also noted that a water rate increase application could be submitted at this time with possibly amending the application during the process.

It was noted that the PSC would need to be contacted if the well site would move or if the cost of the project increases 10% or more.

Sonnabend suggested not waiting to file the water rate increase application. Wittmann asked what the cost is for filing for a water rate increase. Gosz stated she is not sure what those costs are. Wittmann suggested obtaining that information. Vaclavik informed the Commission that one advantage to filing the water rate increase application now is that it takes the PSC 120 days to review and process any water rate increase application. Vaclavik noted that the City cannot file for the Safe Water Drinking Loan until the water rate increase is completed. It sounds as if the Utility can amend their application during the review process if need be.

Levash noted that the Water Utility is currently operating in the red and feels that the Utility should proceed with the proposed water rate increase even if it takes two (2) phases. Levash asked if the water rate increase would occur in phases, what those amounts would be. Gosz stated she is not sure of those amounts.

Schwahn asked how late in the application process can the Utility submit additional costs. Gosz explained a conference call is held with the PSC and a notice must be published informing the public of the increase.

Motion – Sonnabend moved to proceed with the water rate increase application as proposed. Seconded by Kopidlansky. Call vote taken. Motion carried unanimously.

CONSIDER MONTHLY UTILITY BILLINGS:

Gosz stated at the last Joint meeting it was suggested to consider going to monthly water and sewer billing versus quarterly billing. She asked the Commission is they would like to consider this at this time.

Buboltz explained the billing process.

Schwahn suggested promoting, to those that want to, paying a certain amount each month on their bill.

No action taken at this time.

INFLOW & INFILTRATION REDUCTION PROJECTS:

A. Review of Sanitary Sewer Main Cleaning & Wet Weather Televising:

Much informed the Commission that wet weather televising was done during the recent rain event. He stated that Trier Street, Dewey Street, Schley Street, and S. Francis Street were televised during that time. The flows were up on Trier Street, Dewey Street and Schley Street.

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Much explained the findings on those streets. On Trier Street every lateral had water flowing that started 13' outside of the main. It also showed the first 50' – 60' the clay mains were cracked. On Dewey Street it was noticed that there were a lot of tree roots in the main and also a lot of water flow. On Schley Street the amount of tree roots was more than the other streets.

Much explained that televising was done on S. Francis Street in the area where the work was done last year. Three (3) blocks were televised with those laterals being dry. It was noticed at 233 S. Francis Street a slight trickle in the lateral, at 213 S. Francis Street also a slight trickle into the lateral, and at 203 S. Francis Street a heavier trickle by the area of the connection to the cast iron portion of the lateral at the home.

Much reported it was hoped to televise Columbus Avenue, but ran out of time.

Much also reported that some of the manholes were inspected during the heavy rain event. The manhole that ties into Francis Street showed a high flow. Those streets that flow to the manhole include Water Street towards Main Street and Cleveland Street to the south. He stated the manholes along Kennedy Drive and Madison Street also showed high flows, and the manhole along USH 10 also showed high flows. These may be possible projects for the year 2016. MCO Staff will continue to work on this project.

Much stated it is hoped to televise the MacArthur Avenue and Wisconsin Avenue streets yet this year. Levash asked if the north side of Columbus Avenue will be televised this year. Much stated yes. Much noted that on Trier Street the Utility may look at the first 50' of that street. Krueger noted that the Utility/City must also be prepared to replace/repair their portion of that street.

Wittmann asked how much of an overflow occurred with the recent rain event. Much explained there were a large overflow at the Wastewater Treatment Plant and some overflow at the Main Lift Station. A notice was published in the Brillion News on this overflow.

Much noted that he feels that good data was achieved with this televising.

Krueger asked if the Utility plans on having the property owners on S. Francis Street that had some flow into the lateral correct that problem. Much stated that amount of water is minor, and that trickle of water may have come from the property owner using water at that time of the televising.

Mayor Deiter stated he feels the information we obtained from this last televising on S. Francis Street shows the project that was done last year on S. Francis Street was successful in removing most of the clear water entering the City's sanitary sewer system on that portion of the street. Much stated he feels that project was successful. Mayor Deiter stated the S. Francis Street Project would be used as a "gauge" for future I & I Projects.

MCO REPORT:

A. Repair Work at Well #3:

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Much stated he would like to start the repair work on Well #3 when the Brillion Iron Works has production shut down for a week.

B. Draft Emergency Water Use Plan:

Much reported a draft has been created of this plan and MCO Employee Bill Drumm will work on this Plan when he returns to work.

C. Monitor Metal Levels in Slug Discharges to the Wastewater Treatment Plan – Update:

Much distributed and explained the results of the zinc sampling done at Professional Plating. He stated those results are within Professional Plating permit range, except for March 20th. When these results are compared to their sampling results in 2009 the current results are higher. It appears from the current test results that Professional Plating is making progress on correcting the zinc discharge problem.

Much stated he feels that it makes the most sense to install monitoring manhole samplers at the local industries. Vaclavik stated McMahan would like to survey these manhole areas for the slope. She stated McMahan will draft a proposal for the design of the manhole on this for next month's meeting. The industries would then bore the cost of this installation of the manhole samplers. Schwahn noted that if the City designs the manhole samplers there is then a uniform design for all of the industries.

D. Capacity, Management, Operation and Maintenance (CMOM) Program:

Much reported that training sessions on the CMOM Program will start soon.

E. Phosphorus Limit Compliance:

No new information at this time.

F. Discuss and Consider the Installation of Monitoring Manholes:

Much stated that they will move forward on this.

G. Discussion of Potential Sewer Use Ordinance Amendments:

Much stated that in the current City's Sewer User Ordinance the Utility is unable to recoup some of their costs. Language is also being proposed that the Utility will design the monitoring manholes and the industries will bore the cost of the monitoring of those manholes. Much and Gosz will work on the ordinance changes.

Other:

Much reported the re-test of the bio monitoring of the water fleas failed at 0% survival of the water fleas. Another test could be redone but feels that may be a waste of money. He feels the DNR may require the Utility to do toxicity testing. He suggested that Chad Olson from McMahan contact the bio-monitoring coordinator in Madison on this. The cost for toxicity testing is approximately \$10,000. Much stated he does not think it is the metals that are killing the water fleas.

Krueger agreed that another test should not be done. Wittmann suggested that MCO Staff work on this since this is a maintenance issue.

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ENGINEER'S REPORT:

A. Evaluation of Viable Water Treatment Options – Update:

No report at this time.

B. Development of New Water Supply – Update:

i). Professional Services Agreement – Layne Christiansen:

Vaclavik stated she would like to see a Professional Services Agreement with Layne Christiansen on a time and expense basis. She would like to have them look at the boring site if a new site would need to be chosen for Well #5.

ii. Well #5 Updates:

iii. Well #6 – Updates:

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

B. Option to Purchase Offers:

Gosz reported a very brief meeting was held with Mike Ariens regarding their property along Round Lake Road. A map of the area for a proposed Well #6 was given to the Ariens for their consideration to sell that portion of their property to the City for Well #6.

Wittmann explained the reason the Utility is looking at moving 50' away from the monitoring well is that area looked better for a new well. It was noted that if another well needs to be drilled, the current Well #5 would remain as Well #5, the new well on that site would be Well #6, and the well on the possible Ariens property would be Well #7.

Other:

Vaclavik reported she will be requesting quotes for the cleaning of the reed beds. She should have those quotes by next month's meeting.

CHAIRMAN:

Wittmann reminded the Commissioners to be careful in the sending of the emails per the Open Records Law.

Wittmann asked if a letter will be mailed to the property owners along S. Francis Street notifying them of the success of the S. Francis Street Project and the I & I Project. Gosz stated a letter will be mailed to those property owners when they receive their bill for the special assessment amount for that project.

ADMINISTRATOR:

No report.

CITY CLERK/TREASURER:

None.

OLD BUSINESS:

None.

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NEW BUSINESS:

None.

ADJOURNMENT:

Motion – Sonnabend moved to adjourn the meeting. Seconded by Levash. Motion carried unanimously. The meeting was adjourned at 7:27 pm.

Joy L. Buboltz
Deputy Clerk-Treasurer