

(Approved)

**WATER AND SEWER UTILITY COMMISSION  
Minutes**

**October 20, 2014**

**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, and Dave Schwahn. Also present were Amy Vaclavik from McMahan, Randy Much from MCO, and City Administrator-Clerk/Treasurer Lori Gosz. Absent were Leonard Kopidlansky and Dan Mertens.

**GUESTS:**

None.

**APPROVAL OF AGENDA:**

**Motion** – Sonnabend moved to approve the agenda as printed and circulated. Seconded by Schwahn. Call vote taken. Motion carried unanimously.

**APPROVAL OF THE MINUTES OF THE SEPTEMBER 15, 2014 WATER AND SEWER UTILITY MEETING, SEPTEMBER 22, 2014 WATER AND SEWER UTILITY MEETING, AND THE OCTOBER 13, 2014 JOINT CITY COUNCIL/UTILITY COMMISSION MEETING:**

**Motion** – Levash moved to approve the minutes of the September 15, 2014 Water and Sewer Utility meeting, the September 22, 2014 Water and Sewer Utility meeting and the October 13, 2014 Joint City Council/Utility Commission meeting minutes. Seconded by Krueger. Call vote taken. Motion carried unanimously.

**APPROVAL OF VOUCHERS:**

**Motion** – Sonnabend moved to approve the Water and Sewer Utility vouchers in the amount of \$142,127.78. Seconded by Schwahn.

The amount to Advanced Disposal for landfill costs for the Reed Bed project was questioned. Vaclavik explained the cost is higher than last year's project due to the size of the reed beds, the amount of sludge removed and the weight of the sludge hauled.

Call vote taken. Motion carried unanimously.

**A. Well #5 Pumphouse & Softener Facilities Modifications – Certificate for Payment #3 – RJM Construction, LLC:**

**Motion** – Schwahn moved to approve Certificate for Payment #3, in the amount of \$68,001.95, to RJM Construction for the Well #5 Project. Seconded by Sonnabend. Call vote taken. Motion carried unanimously.

(Approved)

**B. Well #5 Construction Contract – Certification for Payment #1 – Sam’s Well Drilling:**

Vaclavik reviewed the Certificate for Payment to Sam’s Well Drilling. She explained that Sam’s has submitted a Change Order for the work done for acidization and air shocking and for development and test pumping of the Well. She reported that she has contacted Sam’s to negotiate in good faith a cost share of 50% for the Change Order. To date she has not heard back from Sam’s.

She explained she is proposing that the Commission consider paying Sam’s for the original contract amount only at this time. For Certificate for Payment #1 to Sam’s she is proposing to pay the contract amount except the grout and the test pumping of the Well. The amount Vaclavik is recommending for Certificate for Payment #1 is \$64,050.00, less a 5% retainage of \$3,202.50 for a subtotal of \$60,847.50.

**Motion** – Sonnabend moved to approve the Certificate for Payment #1 to Sam’s Well Drilling in the amount of \$60,847.50. Seconded by Schwahn. Call vote taken. Motion carried unanimously.

**C. Well #5 Wisconsin Public Service Contract:**

**Motion** – Levash moved to approve the payment to Wisconsin Public Service for the Well #5 project in the amount of \$64,260.05. Seconded by Krueger. Call vote taken. Motion carried unanimously.

**CITIZEN INPUT:**

None.

**INFLOW & INFILTRATION REDUCTION PROJECTS:**

**A. 2015 Inflow & Infiltration Reduction Project:**

Vaclavik reported that the survey work has been complete. She stated design engineering will begin in November.

**MCO REPORT:**

**A. WPDES Wastewater Permit Application:**

Much reported the WPDES (Wisconsin Pollutant Discharge Elimination System) permit application has been received. He explained the application requires information on industrial contributions to the system. He explained that the high levels of zinc will need to be reported in the application.

**B. Monitor Metal Levels in Slug Discharge to the Wastewater Treatment Plan - Update:**

Much reported on the zinc and phosphorus levels. He reported that die testing at PPI has been complete. During the testing there was a line that was found that showed higher levels of zinc. PPI will be correcting this and a future sample will be taken once the line has been cleaned out.

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

Much reported that the DNR has not started training sessions on this program. Much intends to continue working on developing the program for the City.

(Approved)

**C. Phosphorus Limit Compliance – Update:**

Much reported the phosphorus limit will be determined once the WPDES permit is complete.

**Other:**

Much reported on the screen lining work that was done to determine the source of the debris that has been entering the Ryan Lift Station. He explained the results show the debris is coming from the Achievement Drive area and West Haven Assisted Living. It was recommended that MCO prepare a letter to be sent to the Manager at West Haven explaining the severity of the situation and that if it continues, per City Code, the City will change them for the cost to remove the debris.

Much reported with the recent wind storm and power outage, the generator at the Main Street Wells failed. Much asked the Commission if we should continue putting money into this generator or replace it. Much will get an opinion on this from a contractor that specializes in generators.

**ENGINEER'S REPORT:**

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

No report.

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

**i. Well #5 – Updates:**

Vaclavik reported on the pumphouse portion of the project. She reported when the contractor was cutting into the floor to install piping, an unidentified below grade concrete slab was found. The contractor had to reroute the piping which will result in a change order.

Vaclavik reported the Well should be on line near Thanksgiving.

Vaclavik reported on the application work for the Safe Drinking Water Loan. She reported that the DNR has approved the loan and she is working to finalize the required documentation for the loan. One of the requirements from the DNR is that there is an approved Agreement for Professional Services on file for all costs of the project. She explained that while she has not billed the Utility for any of her time for the additional development work on the Well, if the Utility should decide to pay her for her time and wanted to include this cost with the Safe Drinking Water Loan proceeds, the DNR would require that an approved agreement for her services be on file. She stated there would be no billing from McMahon as this time, just that an agreement be approved and on file for future consideration.

**Motion** – Sonnabend moved to approve the Agreement for Professional Services with McMahon in order to meet the Safe Drinking Water Loan requirements. Seconded by Krueger.

Levash voiced concern if approving the agreement obligates the City to pay McMahon for this time. Vaclavik suggested that McMahon draft a letter to the City explaining that the agreement does not obligate the City to payment.

Call vote taken. Motion carried unanimously.

(Approved)

Vaclavik reported the DNR has approved the Wellhead Protection Plan for Well #5.

**1. Sam's Well Drilling – 5 Year Performance Guarantee:**

Vaclavik reported that Sam's has initially given a negative response to the Utility's request for a 5 year performance guarantee. She is hoping that with payment from the Utility that Sam's will consider a longer guarantee than the (1) year per the contract.

**ii. Well #6 – Updates:**

Vaclavik reported a conference call was held with Pat Jurcek from Layne on the survey work. She reported that Layne anticipates beginning the survey work in November once the crops are off the field, but prior to the deer hunting season. Letters to Ariens and Kubichek has been sent explaining the project. She explained survey work will be done on the Kubichek property, just adjacent to the Well #5 site, to give geologic data for the well site.

**CHAIRMAN:**

No report.

**ADMINISTRATOR:**

No report.

**CITY CLERK/TREASURER:**

Gosz reported that Deputy Clerk/Treasurer Joy Buboltz sent out notices to all delinquent utility accounts, notifying that if not paid by November 7, 2014 the delinquent amount would be placed on the property tax roll for collection.

**OLD BUSINESS:**

**A. Water Rate Increase Application Update:**

Gosz reported the Public Service Commission has approved the Water Rate Increase Application submitted by the City. The new rates will go into effective December 1, 2014. She reported the overall increase in annual revenues is 73 percent.

**Motion** – Schwahn moved to approve the water rate increase with the overall annual increase in revenues of 73 percent as approved by the Public Service Commission, with the rates to go into effect December 1, 2014. Seconded by Krueger. Call vote taken. Motion carried unanimously.

**NEW BUSINESS:**

Krueger questioned a couple for line items in the budget comparison report. Gosz will review the items for clarification and will report back to the Commission.

**ADJOURNMENT:**

**Motion** – Sonnabend moved to adjourn the meeting. Seconded by Levash. Motion carried unanimously. The meeting was adjourned at 7:10 pm.

Lori M. Gosz  
Administrator/Clerk-Treasurer