

(Approved)

**WATER AND SEWER UTILITY COMMISSION
Minutes**

February 18, 2019

Brillion City Center

6:00 pm

CALL TO ORDER:

Chairperson Wittmann called the meeting to order at 6:00 pm.

ROLL CALL:

Present were Mayor Gary Deiter, Jeff Wittmann, Mary Jo Krueger, Wally Sonnabend, Russ Boldt, Dave Schwahn, Leonard Kopidlansky, and Dan Mertens. Also present were City Administrator Clerk/Treasurer Lori Gosz, Ron Wolf from McMahon, Public Works Director Andy Geiger, Pete Litersky from MCO, and Deputy Clerk/Treasurer Joy Buboltz. Absent was Paul Much from MCO.

GUESTS:

None.

APPROVAL OF AGENDA:

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

APPROVAL OF THE MINUTES OF THE JANUARY 21, 2019 WATER AND SEWER UTILITY MEETING:

Motion – Schwahn moved to approve the January 21, 2019 Water and Sewer Utility Meeting minutes. Seconded by Mertens. Call vote taken. Motion carried unanimously.

APPROVAL OF VOUCHERS:

Motion – Boldt moved to approve the Water and Sewer Utility operating vouchers in the amount of \$86,452.85. Seconded by Krueger.

Schwahn questioned the MCO voucher for March services and asked if the Utility pays in advanced for their service. Gosz stated yes and that January payment was also included for approved since it was missed in December.

Call vote taken. Motion carried unanimously.

CITIZEN INPUT:

None.

BEACON ADVANCED MEETING ANALYTICS PROPOSAL:

Buboltz explained that the current Connect water meter reading software is not reliable. She explained that the Utility budgeted \$6,000 for new software. The cost of Beacon software is \$8,160. She explained how the water read information is given to MCO Staff to read. Mertens questioned how much time it takes MCO Staff to read meters.

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Litersky explained the current laptop MCO uses for meter reading is no longer working. They are looking for a mobile unit to use, which is part of the proposal given by Beacon. He explained as ROM's are being changed the Connect software is not picked up the new ROM signal. It was noted that the Connect software has been used by City Staff since 2003.

Geiger explained there are two (2) components with this proposal; the software and the laptop. He is suggesting the Utility go with the tablet at a cost of \$4,350.

Krueger stated she feels another quote for software should be obtained. Buboltz stated she will obtain a quote for the Galaxy software and will bring that information back to the next meeting.

INFLOW & INFILTRATION REDUCTION PROJECT:

A. 2019 Project:

B. Update on Bidding:

Wolf explained that the topo survey has already been completed for the Market Street and Elm Street projects. The understanding is that Market Street is the base project and that Elm Street is an optional project.

Wolf explained the proposed project will be similar to the Custer Street Project with road reconstruction, spot curb, gutter, and sidewalk replacement, full replacement of mains and laterals, and the installation of mini storm sewers. It is hoped to advertise for bids in the February 27th and March 6th Brillion News with the opening of bids on March 14th.

Geiger informed the Commission that he did contact the DNR and was informed that an enforcement meeting for the City regarding the percentage of lead services that must be replaced has not been scheduled yet. He is hoping to hear back from the DNR by May 15th. Wittmann asked if these two (2) streets being proposed to be done in 2019 is part of that enforcement meeting discussion. Geiger stated yes.

Geiger reported that the Utility received a sample testing back, which came back favorable. The first week of March a recording test with the DNR will be done and if that test passes it is hoped to be "off of the DNR's radar".

Litersky stated that he feels the Utility does not need to raise the chemical feed for lead. He also informed the Commission that the DNR is allowing seasonal sites be removed as testing sites, but that new sites will need to take those removed.

Geiger stated there are funds available to have both of the proposed streets done in 2019. Gosz explained that if the City Council reallocates funds from borrowing there would then be \$387,435 available for the 2019 proposed projects. We would still be \$100,000 short. Wolf explained that approximately \$135,000 of the proposed projects is utility related.

Motion – Krueger moved to recommend to City Council the Agreement for Professional Services with McMahon for the 2019 Street/Utility project in the amount of \$20,250. Seconded by Mertens. Call vote. Motion carried.

(Approved)

MCO REPORT:

A. Monthly Superintendent Report/Update:

Litersky reviewed the Monthly Superintendent Report with the Commission and reported on the following:

1. The Waste Pump (that pumps to the reed beds) was pulled and is at VPC.
2. The Brine Pump piping at the Main Street Well was repaired.
3. Generator Maintenance.
4. Frozen water service.
5. Service at 125 Dewey Street is leaking.
6. Twitch's Bar had a pipe break twice. The compression fitting broke in the cold weather.
7. New pump is at the Treatment Plant.
8. Ryan Street Lift Station is clean.

Other:

There is scheduled testing at PPI with Paul Much, the DNR, and representatives from PPI.

B. Consider Approval of Blower Motor at WWTP:

Litersky stated this blower motor is for the digester and aeration basin. Wittmann asked if this replacement was budgeted and is it an energy star motor. Litersky stated this motor runs continuously and that they are meeting with Focus on Energy.

Mertens asked the cost of this motor. Litersky stated \$2,600. Gosz stated this expense can come from the Sewer User Replacement account.

Motion – Mertens moved to approve the purchase of a blower motor for the WWTP. Seconded by Schwahn. Call vote. Motion carried unanimously.

ENGINEER'S REPORT:

No report.

CHAIRMAN:

No report.

PUBLIC WORKS DIRECTOR:

Geiger reported a meeting will be held with Focus on Energy on Wednesday. The meeting will be mainly geared towards lighting.

Schwahn questioned if any more information has been received on the dredger for the Brillion Marsh. Geiger explained that he met with a Representative from the DNR and they looked at the Brillion Marsh. They reviewed the area from Center Road and from Spring Creek entrance. They will be looking at entering from Spring Creek.

Geiger reported that the DPW Staff is currently cutting down overhanging branches from around Spring Creek so the dredger can go through. Right now he does not have commitment from the DNR that the dredger will be coming to Brillion this year. The DNR is discussing spraying the channels and doing burning next fall.

(Approved)

CITY ADMINISTRATOR/CITY CLERK/TREASURER:

A. Consider Write Off – Delinquent Account #003-0030-02:

Mayor Deiter asked if the Commission had any ideas on how to collect on delinquent accounts. He feels the Utility should not have to “eat” these charges. Gosz reminded the Commission that we need to follow PSC Rules. She suggested developing a policy for writing off delinquent amounts. Krueger suggest after a year of trying to collect, to write off the delinquent amount. Gosz stated she will check with neighboring communities if they have a policy on this.

Motion – Krueger moved write off the balance owed on Account #003-0030-02. Seconded by Mertens. Call vote. Motion carried unanimously.

OLD BUSINESS:

A. Lead Water Service Line Replacement/Education:

No report.

C. Well #6 – Consider Location:

No report.

NEW BUSINESS:

None.

ADJOURNMENT:

Meeting adjourned at 7:14 PM.

Joy L. Buboltz
Deputy Clerk/Treasurer