

VILLAGE OF GRAFTON
BOARD OF PUBLIC WORKS MEETING MINUTES
MONDAY, JUNE 12, 2017

The Board of Public Works meeting was called to order at 6:00 p.m. by Chair Sue Meinecke.

Board members present: Trustee Sue Meinecke, Trustee Tom Krueger, Les Blum and Pat Murray.

Board members excused: Trustee Dave Liss.

Staff present: Director of Public Works/Village Engineer Amber Thomas, Superintendent of Public Works Gary Helm, Future Superintendent of Public Works Jake Arndt, Utility Superintendent Tim Nennig, Utility Programs Coordinator Larry Roy and Administrative Assistant Melissa Depies.

Others present: Joe Poirier – Reporter for the Ozaukee Press.

HEAR PERSONS REQUESTING TO BE HEARD

None

MINUTES

Motion by Mr. Blum, seconded by Trustee Krueger, to approve the May 8, 2017 Board of Public Works meeting minutes, as presented.

Trustee Meinecke commented that the motion on page three for increase in sanitary sewer rates states they are contingent upon annual review and approval by the Village Board, but that may not be clear enough. She wanted to make it very clear that the recommendation from the Board of Public Works was to only approve the rate increase for the first year and any subsequent increases would need to be reviewed and approved by the Village Board.

Motion carried.

WATER & WASTEWATER

Change Order for Well #3 Rehabilitation Contract Work-Installation of Recycle Lines at Remaining Wells

Utility Programs Coordinator Larry Roy explained the 2017 budget includes funds for rehabilitation of Well #3 and installation of recycle lines at all remaining wells.

Municipal Well and Pump was awarded the rehabilitation work for Well #3; project is well underway. Municipal Well and Pump was the low bidder for installation of the recycle lines at all other wells for a low bid of \$9,310. Recycle lines will improve the water quality, and help prevent the build-up of iron bacteria in the wells and water main system.

Motion by Trustee Krueger, seconded by Mr. Murray to recommend the Village Board approve a change to the Well #3 Rehabilitation Project to include installation of

recycle lines at all remaining wells, and award the contract to Municipal Well and Pump in the amount of \$9,310. Motion carried.

2016 Compliance Maintenance Annual Report

Utility Superintendent Tim Nennig stated that the Compliance Maintenance Annual Report (CMAR) is a report to the DNR covering the operations, maintenance, and management activities of both sanitary sewer system and the wastewater treatment facility for a 12 month period ending December 31, 2016.

The Utility received an overall letter grade of "A or 4.0" in all 10 categories which places the Utility into the DNR's voluntary or no action required category.

The influent flows and loadings were all below the facility's average daily design capacities. The Utility has a maximum month design flow of 2.50 MGD and the average influent flow is 1.49 MGD which equates to approximately 59 percent of its design. It is also at 70 percent of its design for organic loading capacity.

The Utility has an exceptional high rate of effectiveness with conventional wastewater treatment for pollutant removal. Greater total phosphorus removal could be achieved; however, this would require additional chemical use resulting in increased costs.

Superintendent Nennig stated that he chose to comment on staffing level in the report indicating that an additional operator would increase the ability to elevate the Utility's level of municipal services provided to Village residents and businesses. The DNR does not comment or make direction on staffing levels.

The Financial Management portion of the report includes a very lengthy list of proposed major projects. These projects will help keep the collection and treatment systems functional and reliable for many years.

The CMAR included submittal of electrical and natural gas consumption information for the collection system and WWTP. This is a new category for the CMAR; unsure what the DNR is looking for or if there will be new energy efficiency requirements in the future. Utility staff is in discussions with Focus on Energy to identify areas where the Utility can improve.

Mr. Blum stated that the infiltration is still very high. Inflow and infiltration was discussed as to where the problem may be occurring. Superintendent Nennig commented that there are many possibilities which could explain the differences observed between daily water pumpage totals and daily influent totals at the WWTF; all need investigating to determine the true cause. Superintendent Nennig stated that Utility staff has an idea where some of the excess volumes may be coming from. Staff needs to get out into the collection system and begin tributary area flow monitoring to pinpoint where the excess flows are originating.

Trustee Krueger stated that the CMOM program sets benchmark goals for the Utility; he questioned if the Utility would lose points on the CMAR if those benchmark goals are not reached. Superintendent Nennig stated that the DNR does not set goals for any community; they simply compare one community to another. The CMOM goals were set by us. Superintendent Nennig stated that his goals were to prevent sewer backups and get the inflow/infiltration under control.

It was questioned when the last time the Utility experienced a weather overflow or surcharge. Superintendent Nennig responded that such occurrences are no longer common and that all previously identified overflow locations have been eliminated. The Utility would be penalized for a sanitary sewer overflow event; however, sewage backing-up into basements is not considered an overflow event for CMOM purposes.

Motion by Trustee Krueger, seconded by Mr. Murray to recommend the Village Board adopt a resolution accepting the 2016 Compliance Maintenance Annual Report and submittal of the report electronically to the DNR as required. Motion carried.

DNR Inspection of Village's Wastewater Treatment Facility

Utility Superintendent Tim Nennig stated that a regulatory compliance inspection of the WWTF was conducted on May 23. The purpose of the inspection is to determine the WWTF's adherence to all requirements set forth within the current WI Pollution Discharge Elimination System permit. The last DNR inspection was completed in August 2013.

The WWTF was found to be in compliance with all effluent discharge limit values and all other terms and conditions of the permit. However there were three DNR-issued recommendations:

- The effluent weirs in both aeration compact plants indicate that overflow may not necessarily be equally distributed across the full diameter of the tank. Recommendation to check all weirs for levelness.
- With all the changes occurring to the Village's current sludge hauling practices over the past year or two, the DNR is recommending that the existing biosolids land application and sludge management plan be reviewed and updated to reflect the current practices.
- WWTF staff are currently providing a limited amount of post-aeration to the WWTF effluent prior to Milwaukee River discharge. This post-aeration is being done to ensure that the discharged effluent continues to meet permit limit requirements for dissolved oxygen levels. As the seasonal temperatures heat up there is likely a greater need for post-aeration to ensure dissolved oxygen saturability levels are being achieved to meet permit requirements. DNR recommends that staff decrease post-aeration volumes to the best extent possible as a way to realize some energy savings.

Once again energy use is a new category in both the CMAR and the WWTF inspection.

Utility Projects Update

Utility Superintendent Tim Nennig highlighted the Utility projects:

Annual Water System Valve Exercising and Leak Survey: No contracts have been awarded.

WWTP Final Clarifier #2 Rehabilitation: Contract was awarded to Sabel Mechanical for \$66,497. Scheduling of the rehab project will need to be postponed until after the ongoing WWTF alternative phosphorus removal chemical trials are completed. Expected completion date of the trial chemical addition is September 1.

Well #3 Rehabilitation: Well hole physical and chemical treatment has occurred and pumping equipment is in the process of being re-installed. Iron bacteria was chemically dislodged and cleaned. A circulation line with treatment chemicals will run for approximately two weeks with very high levels of chlorine to clean the system. The pump and casing pipes have been delivered.

Audubon Lift Station: Anticipated start date is late July possibly early August. Superintendent Nennig expressed that all areas will need to be repaved and/or restored before fall. Advance Construction believes that the project will be completed by late November including restoration. A preconstruction conference will be held on June 20.

Report of benchmark measurements-Utility

Utility Superintendent Tim Nennig highlighted the Utility benchmarks.

Two new operators were brought on staff on May 22. The Utility is now at full staff; however training is occurring which does slow progress down slightly. New operators are learning how to mark hotlines, perform sewer cleaning, do meter readings installs and perform Village lift station operation and maintenance. Four seasonal staff members have also been brought on board.

Last year at this time the Utility was already well into annual sanitary sewer cleaning, fire hydrant replacement and manhole reconstruction efforts. Due to staffing shortage the Utility is just starting to schedule these activities. The Utility remains several months behind with most all major field-related benchmark numbers.

Superintendent Nennig reported that there was a sewer main back up on June 10; however no properties were effected. This backup occurred in an area where the developer, Mr. Tillmann, installed a float into a sanitary manhole downstream from his property. The float's audible alarm then notified a tenant that levels were high. The tenants notified the police department, who in turn called in Utility staff.

PUBLIC WORKS

Major projects update

Director of Public Works/Village Engineer Amber Thomas updated the Board on current projects:

Lumberyard Plaza: Ribbon cutting is scheduled for June 13. There are some small punch list items that still need to be completed; but this should not interfere with the ribbon cutting. The elevated area is private property and was completed by the developer. The ground level area is public property and was completed by the Village's contractor and will be maintained by Village staff.

Towneplace Suites Hotel Public Utility Installation: The major portion of the Utility work has been completed and tested. Site grading for the hotel has begun.

Sidewalk Replacement Program: All sidewalk has been installed. Contractor is working on restoration. Project deadline is Saturday, June 17.

Street Reconstruction: Sanitary sewer, watermain and storm sewer on Power Street, Tenth Avenue and Elm Street have been completed. Crews are currently installing facilities on Seventh Avenue, Sixth Avenue will follow. Concrete work on Power Street is complete and started on Tenth Avenue. Asphalt crews will follow after concrete work is complete.

Report of benchmark measurements-Public Works

Superintendent of Public Works Gary Helm highlighted the benchmarks:

Crack Sealing: Project is completed for the year. Benchmark tracking was changed from square feet to pounds used. 18,000 pounds of material was used in 2017.

Asphalt placed by Village Staff: This activity is just starting.

Forestry: There are approximately 410 more Village Ash Trees that need to be removed. As you drive through the Village you will start to see the effect of the Emerald Ash Borer. Staff has also noticed that many private Ash trees are diseased with the EAB. If property owners do not take the trees down, the Village may need to order trees be removed as they will be very hazardous. Trustee Krueger stated that he was approached by a resident who wanted to volunteer to remove the dead trees from Lions Park. Mr. Helm stated that there is liability issues with having volunteers cut down trees. Trees are removed in order of most hazardous.

Stormwater Management: Catch basin cleaning and repairs have not yet started. Hoping to start this project next week with a collapsing catch basin on Falls Road at the Pick n' Save entrance.

OLD BUSINESS

Update on vacant crewperson positions at the Public Works Department

Director of Public Works/Village Engineer Amber Thomas introduced Jake Arndt. Mr. Arndt will be taking over the duties as the Superintendent of Public Works upon Mr. Helm's retirement; July 21.

With this promotion and the transfer of a Public Works crewperson to the Water and Wastewater Utility, the Public Works Department will be hiring two new crewpersons. 28 applications have been received, and upon quick review it appears that there are some good qualified applicants. The Fire Department requirement was discussed slightly.

NEW BUSINESS.

Town use of Yard Waste Site: Director of Public Works/Village Engineer Amber Thomas explained that Village President Jim Brunnquell and Town Chairman Lester Bartelt have had discussions regarding allowing the Town residents to use the Residential Remote Site and requested staff to research the matter. There have been internal discussions between the Village Administrator Jesse Thyges and Director of Public Works/Village Engineer Amber Thomas. A one-year trial of 20 Town users has been proposed.

Superintendent of Public Works Gary Helm stated that the site was built based on the size of the Village only. Town properties were not considered during construction as they were not interested in shared use at that time.

Administrative Assistant Melissa Depies stated that there is not enough time administratively to handle additional users. Additional office staff would be needed if Town residents were allowed to use the site.

Superintendent Helm also noted that an agreement has been made between the Village and Liesener Soils where they take the material at no cost. If the material volume gets to be too much this agreement may be discontinued. Ms. Depies stated that previously the Village paid approximately \$8,000 per year to dispose of the yard waste material. If the agreement with Liesener is cancelled costs could easily exceed that. It was also noted that with the EAB the site will see much more material just from Village residents as the trees begin to die and are removed.

Staff strongly disagrees with the option of allowing Town residents to use the site; the board members agreed and noted that a review by the Board of Public Works and Village Board would be needed for a program like this to be considered in the future.

Director of Public Works/Village Engineer Amber Thomas stated that she received a letter from the League of WI Municipalities indicating that they would like to complete a study with the DNR relating to leaf collection and the effects on phosphorus levels. They are requesting \$2,000 per year for the next three budget cycles to complete the study. It was the consensus that Director Thomas contact them to discuss benefits a contributing community may receive for funding the study.

ADJOURN

Motion by Mr. Blum, seconded by Trustee Krueger to adjourn the meeting at 7:23 p.m. Motion carried.