

VILLAGE OF GRAFTON
BOARD OF PUBLIC WORKS MEETING MINUTES
MONDAY, AUGUST 13, 2018

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

Board members present: Trustee Tom Krueger, Trustee David Liss, Trustee Dean Proefrock, Pat Murray, and Les Blum.

Staff present: Director of Public Works/Village Engineer Amber Thomas, Superintendent of Public Works Jake Arndt, Facility Operations Coordinator Larry Roy, and Administrative Assistant Melissa Depies.

Others present: Erik Granum – Trilogy Consulting, Trustee Lisa Uribe Harbeck, Director of Administrative Services Paul Styduhar, Melanie Boyung with the News Graphic, and Joe Poirier with the Ozaukee Press.

HEAR PERSONS REQUESTING TO BE HEARD

None

MINUTES

Motion by Trustee Liss, seconded by Mr. Murray, to approve the July 9, 2018 Board of Public Works meeting minutes as presented. Motion carried.

WATER AND WASTEWATER

2018 Sewer Rate Increase

Facility Operations Coordinator Larry Roy explained that in 2017 Trilogy Consulting completed a sewer rate study which recommended to increase sewer rates every year for five years. The recommendation was 20 percent in 2017; 15.5 percent in 2018; 2.5 percent in 2019; two percent in 2020; and two percent in 2021. In 2017 the Village Board approved 20 percent increase; however required financial review each year before approval of future annual increases.

Trilogy Consulting has completed the 2018 financial review and is now recommending a 16.9 percent increase in September of 2018. Higher increases for future years are now also being recommended: 15.3 percent in 2019; 15 percent in 2020; and zero percent in 2021.

The recommendation for increases is due to capital improvement costs based on the 5-year Capital Improvement Plan and lower than expected water volume sales in 2017.

Erik Granum – Trilogy Consulting gave a brief presentation reiterating the findings of the latest financial review.

Trustee Krueger questioned if meter readings were compared year to year when determining lower than expected water volume sales. It was his opinion that at some point

water volume sales will stop decreasing. Mr. Granum stated that meter readings were compared and the new plan is much more conservative based on the history of decreased use.

Mr. Granum presented a chart showing where the Village was in relation to neighboring communities. Out of 13 communities Grafton falls at nine with an average bill per year at \$425.30. With the proposed increase in 2018 Grafton will move up to sixth highest with an average bill per year at \$497.90, compared to other communities' current rates.

Trustee Krueger stated that for 2018 it does not look too bad, Grafton still falls in the middle; however, he was concerned for future years noting that Grafton will be at the top of the chart with the highest annual bill and he does not believe Grafton residents are ready for that. He commented that staff is doing a great job outlining what projects and upgrades need to be done to keep the Utility running smoothly; however, this type of increase will need solid justification and explanation.

Facility Operations Coordinator Roy stated that a notice regarding the rate increase will be put in the paper, on the Village web site, and a notice in all Village buildings. He noted that a public hearing is not required for a sewer rate increase only Village Board approval.

Trustee Krueger requested a fact sheet be drafted explaining the reason for this and future increases. The sheet should be included with the next water billing and to all Trustees for the next Village Board meeting.

Motion by Mr. Blum, seconded by Mr. Murray, to recommend the Village Board increase the sanitary sewer rates 16.9 percent as advised by Trilogy Consulting effective September 20, 2018. Motion carried.

Master SCADA Computer Replacement

Facilities Operation Coordinator Larry Roy stated that the 2018 budget includes \$23,500 to replace the existing Master SCADA Computer, Back-up Dialer, and Dialer Software at the Utility. This project will consolidate the two existing SCADA computers into one.

Facilities Operation Coordinator Roy stated that various PLCs and other older hardware will also need to be replaced. Proposals for hardware and software replacement have been received and will be included in the 2019 budget.

The total project cost is \$29,500 as follows:

Master SCADA computer programming and technical support services - \$23,800
Computer PC from Taylor Computers - \$3,000
SCADAPhone application software and license - \$2,700

The project is \$6,000 over the budgeted amount; however, several other Utility projects that have been completed were under the budgeted amount therefore funds are available.

Motion by Mr. Blum, seconded by Trustee Proefrock, to recommend the Village Board approve awarding the Master SCADA Computer Replacement programming and technical support project to Ruekert & Mielke, Waukesha, WI for a total of

\$23,800; pc computer replacement from Taylor Computers for \$3,000; and application and software license purchase from SCADAPhone for \$2,700. Motion carried.

Two Emergency Trash Pumps

Facilities Operation Coordinator Larry Roy stated that the 2018 budget includes \$90,000 to purchase two six-inch trash pumps to replace two four-inch pumps. These pumps are used for emergency lift station bypass pumping when emergency power is not an option.

Larger more efficient pumps are necessary to handle the newer and larger lift stations such as Riverbend Road Lift Station. The pumps that the Utility currently owns are not capable of handling the Riverbend Road Lift Station.

The new pumps will have a vacuum assist feature that primes the pump within minutes, they also include a programmable controller that will automatically start, stop, speed up or slow down the pump according to wet-well level; which will allow the field operator to set up the equipment and leave. The existing pumps do not have any of these features and must be attended the entire time it is in operation.

Mr. Blum stated that the pump is able to automatically prime 28 feet of suction lift from dry. He questioned if 28 feet was adequate. Facilities Operation Coordinator Roy stated that many of the wells are much deeper than that; however in an emergency situation they would fill and then the pump would kick in.

Facilities Operation Coordinator Roy stated that with the recommended additions; Block Heater, Level Transducers, and Float Sets, this purchase is \$5,575 under the budgeted amount.

Motion by Trustee Liss, seconded by Mr. Murray, to recommend the Village Board approve the purchase of two six inch trash pumps, including the add-ons from Lincoln Contractor Supply, for a total cost of \$84,425. Motion carried.

Utility Projects Update

Facilities Operation Coordinator Larry Roy highlighted the Utility projects:

Well #5 Rehabilitation: Project began the week of August 6. Reports from Water Well Solutions are that the equipment is in fairly good condition.

17th Avenue Lift Station Design Engineering: Engineering contract approved with Short Elliott Hendrickson. Project kick-off meeting scheduled for August 16.

Annual Water System Valve Exercising: Trustee Krueger stated that there is a note that states the DNR is requesting that a greater number of valves be inspected and exercised each year. He questioned how much more.

Facilities Operation Coordinator Roy Stated that the PSC would like to have 50 percent of all valves exercised each year; however, the Village has only completed approximately 33 percent. Mr. Roy then explained that the valves were exercised using the hydrant isolation

method this year. Which means that when the valves were exercised there was a complete water shutdown which allowed for verification that a valve would hold. As a result less valves were exercised; however, a much better inspection was completed. During the annual inspection from the DNR they noted that the Village was not exercising enough valves and that they would like to see more.

Report of Benchmark measurements-Water and Wastewater Utility

The benchmark report was reviewed.

Sewer Mainline Jetting (Cleaned): Trustee Krueger noted that there is a statement “In order to comply with various components of the Utility’s 2015 Capacity, Management, Operations & Maintenance (CMOM) program requirement, this annual benchmark goal must increase.” He stated that the current goal is 100,000 lineal feet and staff is approximately 50 percent to goal. He questioned what the statement meant and who directed it. Facilities Operation Coordinator Roy did not know and suggested that this be questioned when Utility Superintendent Tim Nennig was available.

PUBLIC WORKS

Major Projects Update

Director of Public Works/Village Engineer Amber Thomas highlighted the projects:

Improved Traffic Signals at Wisconsin Avenue and Cedar Street: Design is substantially complete. Design engineer and staff is researching poles that are similar in appearance as to what is currently out there as well as trying to find something that will withstand traffic accidents better and are more cost effective. Construction cost estimates are slightly under budget.

Repainting Wisconsin Avenue Railing: Removing the existing paint has been a challenge. This phase of the project is going very slow, but progressing as anticipated.

Street Reconstruction (18-03): Currently working on the final layer of asphalt and restoration. Cheyenne Court has been milled. The intention was mill one day and pave the next; however, there is an area that has bad base that needs to be resolved before paving. Scheduled to pave in the next few days.

Bridge Street Dam Repairs: Engineering plans are complete. Construction costs are estimated at \$16,000. The Village has received an extension of time to November 1, 2019 from the DNR. Hoping to bid the project very early in the year to obtain better pricing.

Report of Benchmark measurements-Public Works

Public Works Superintendent Jake Arndt highlighted the benchmark report.

DIRECTOR’S UPDATE

Update on new Utility Operator Hire: Director of Public Works/Village Engineer Amber Thomas stated that Eric Nierode began employment on July 30. Mr. Nierode comes to us from the Village of Belgium with some experience in a smaller WWTP. Facilities Operation Coordinator Roy stated that Eric is doing very well. He brings a lot of energy and wants to learn.

Director Thomas stated that the next Utility retirement is scheduled for the end of November. An ad for the position will be posted soon. Hoping to allow enough time to get a qualified candidate hired in time for some overlap with the existing employee.

Update on DPW Crewperson (Arborist) Applications: Director Thomas stated that the Village received approximately 14 applications from the ad; however, this time they also put an ad on indeed.com. Approximately 20 applications were received from this site. Applications have been reviewed and currently looking to interview six candidates.

Trustee Liss questioned if hydrants on private properties were flushed and maintained with those on public property. Facilities Operation Coordinator Roy stated that the Village will flush and maintain private hydrants with permission. If there is a yellow hydrant on a property that is a signal that the hydrant has not been maintained by the Village.

ADJOURN

Motion by Mr. Blum, seconded by Mr. Murray, to adjourn the meeting at 7:08 p.m. Motion carried.