

VILLAGE OF GRAFTON
BOARD OF PUBLIC WORKS MEETING MINUTES
MONDAY, SEPTEMBER 10, 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, Utility Superintendent Tim Nennig, Facility Operations Coordinator Larry Roy, Field Operations Coordinator Jason Donohue, Administrative Assistant Melissa Depies, and Utility Clerk Stacie Nelson.

Others present: Greg Gunderson and Randy Herwig with MSA Professional Services, Tim West and Alan Thure with Core & Main formerly known as HD Supply Water Works, Melanie Boyung with the News Graphic, Trustee Lisa Uribe Harbeck, and many interested residents.

HEAR PERSONS REQUESTING TO BE HEARD

Trustee Krueger informed those present that this Board could hear any comments or concerns; however, no action or discussion could take place as this was a non-agenda item. Only items that are on the agenda can be discussed.

Richard Jackson, 1927 South Green Bay Road, Mr. Jackson stated that in the recent storms his basement was flooded out with sewage as well as rain water. He noted that this is the fifth or sixth time this has happened over the last 30 years. He requested an explanation of what the Village was going to do to resolve this matter.

Mr. Jackson provided the board with written questions they would like answers to. Judy Jackson wanted a timeline as to when the questions would be answered. Trustee Krueger stated that the questions will be directed to the appropriate staff member. Staff will make recommendation and bring forth to the October 8, 2018 meeting.

Neil Schuette, 1915 South Green Bay Road, Mr. Schuette stated that their homeowners insurance carriers want answers as to why this has occurred. He stated that the water was so deep on South Green Bay Road that you could have taken a speed boat down the road.

Judy Jackson requested an explanation as to how the water flowed in that area, where it goes and a reason why it continues to back up into the homes in that area.

Director of Public Works/Village Engineer Amber Thomas requested that Mr. Jackson read his questions aloud so that all in attendance could understand what he was requesting, and could ask additional questions they may have.

Mia Lilyquist, 1921 South Green Bay Road, Ms. Lilyquist was concerned that emergency personnel would not be able to reach her due to the deep flooding in the road.

Brenda Martin, 1909 South Green Bay Road, Ms. Martin indicated that she called the Police Department right away and nothing was done other than barricades placed. She questioned why the pond or storm sewer was not unclogged immediately.

Mr. Schuette questioned if homeowners could make a claim with the Village for costs incurred. Trustee Krueger stated the Village will receive claims through Kaity Olsen, Village Clerk, at 860 Badger Circle. The claims will be sent to the insurance carrier for determination of coverage, this does not guarantee that there will be any financial compensation.

Director Thomas stated that Ozaukee County is also taking information to try to obtain some disaster relief. All claims should be filed with the 211 program.

Paul Gasser, 1903 South Green Bay Road, Mr. Gasser indicated that his home has never experienced an issue until this last rain event and the water that came into the home was not just storm water but was sewage.

Ms. Martin stated that specialists needed to come into their homes to clean things up. They lost everything in the basement including rugs, partial walls, stored stuff, and keepsakes.

Those present were instructed that this matter would be placed on the October 8, 2018 Board of Public Works agenda. The meeting will be re-located to the Village Hall, 860 Badger Circle at 6:00 PM. Staff will research answers to the questions asked and try to provide communication back to residents prior to the meeting.

MINUTES

Motion by Trustee Liss, seconded by Mr. Blum, to approve the August 13, 2018 Board of Public Works meeting minutes as presented. Motion carried.

WATER & WASTEWATER

AMI Meter Program

Field Operations Coordinator Jason Donohue gave a brief overview of the existing meter program. He stated that currently the meters are replaced and/or serviced every 10 years. Field crews will place door hangers at the homes, letters are sent, calls are made. It is just getting harder each year to get into the homes to change out the meters. This proposal would change replacement to a 20 year cycle program.

With the current program every 10 years the meter is removed and taken back to the Utility where the meter is tested. If the meter tests out okay then it is placed back into the system. There could be meters in use that are 50+ years old. With the proposed system the meter is fully replaced after 20 years, no testing would be needed.

With the current system field crews need to read each meter quarterly which takes about a day and a half to complete for just residential. They are also required to do meter readings

whenever there is a tenant change on a rental unit and/or each time there is a home sale. With the proposed system there is no required meter readings resulting in labor savings. The proposed system also provides live usage information at the desktop. Staff could monitor each home and if high usage suddenly occurs staff could notify the homeowner of a possible leak before a huge bill was generated; providing much better customer service.

Coordinator Donohue indicated that this project is costly and will take several years to fully implement; however, he believes now is the right time to start implementing the change as the current system will no longer be supported by Badger Meter.

Coordinator Donohue stated that the infrastructure to get this proposed system would be purchased and installed in 2018. The first round of new meters would then be purchased and installed in 2019.

Mr. Murray questioned if any dead spots in the equipment communication was anticipated. Coordinator Donohue stated that Core & Main does not anticipate any broadcasting problems as they own their own frequency and are able to broadcast at a higher wattage. Core & Main has one location where their antenna and hardware will be located whereas Badger Meter proposed nine separate antennas and locations, which would be a lot more infrastructure for the Village to maintain.

Coordinator Donohue stated that the cost for the older, less reliable meters is very similar to the cost of the newer, more accurate meters. The major cost of the proposed system is the cost to upgrade the infrastructure hardware and software. The new magnetic meters capture every 1/10 of a gallon used, capturing the low flows that right now are unknown and accounted for as unknown water loss.

Trustee Krueger questioned if the new system would be compatible with Caselle, which is the program currently used by staff. Utility Clerk Nelson stated that she has been in contact with representatives from Caselle and they have indicated that the proposed system will work in their system as well. It will be necessary to work with both systems for several years until all meters are upgraded.

Coordinator Donohue stated that Badger Meter has been failing at customer service and technical support. They are not supporting the system and they are providing limited assistance to their customers.

Trustee Krueger applauded staff for the work done to this point researching this project. He questioned the difference between the proposals. Coordinator Donohue stated that Badger Meter provided quotes for mechanical meters and could only guarantee rates for one year. Core & Main have the magnetic meters and have guaranteed rates for five years.

Coordinator Roy indicated that the capital costs for this project will be funded by the water budget where operation costs will be split between water and sewer. Utility Clerk Nelson indicated that Badger Meter has stated that their system will not be supported at all after the next two years. If we do not do this now, we will be forced to something in the near future.

Trustee Liss questioned how the meters are powered. The meter has a battery that is rated for 20 years and the meter has a 20 year accuracy guarantee.

Mr. Blum confirmed that costs are guaranteed for 2019 and 2020 and then there is a clause for a maximum of a two percent increase each year thereafter.

Motion by Mr. Blum, seconded by Mr. Murray, to recommend the Village Board accept the proposal from Core & Main to install all infrastructure needed (Tower Gateway base station, TGB and Antenna installation, RNI SaaS Setup, RNI core education Sensus Analytics setup, Sensus Analytics integration and training) for a cost not to exceed \$67,975. Motion carried.

WWTP Headworks Upgrade Project Engineering Proposal

Utility Superintendent Tim Nennig stated that staff is only providing one proposal for engineering for the headworks upgrade project. Utility staff has been working with MSA Professional Services (MSA) for seventeen months completing the Facilities Planning Study and due to the knowledge gained during this time they are uniquely qualified to handle the design work of the headworks facility upgrade.

MSA has provided an engineering proposal for \$888,600 which is less than 14 percent of the construction cost estimate. The proposal includes design engineering, administration of the public bidding, and construction related services for the duration of the project. According to MSA, typical engineering percentages for a project of this magnitude are 16 to 18 percent of construction costs.

A public hearing was held in July outlining why the project is necessary as well as the project timeline and estimated project costs.

Mr. Blum questioned if this fee was a fixed fee or a percentage fee. He stated that the estimated construction cost has a 25 percent contingency built into it and if the engineering fee is percentage based then we are paying fees on the contingency.

Greg Gunderson, MSA Professional Services, stated that the average engineering costs for this type of project is 16 to 18 percent of project cost. MSA is proposing fees slightly less than 14 percent. Mr. Gunderson referred to the cost detail sheet explaining they broke the project down by phase and detailed the hours and costs anticipated for each phase. The preliminary design, final design, bidding, construction administration and post-construction activities are all lump sum fees. The only time and material fee is construction observation; which will vary depending on the contractor awarded the project.

Superintendent Nennig stated that the fee proposed includes an inspector on site at all times; this fee could be less. Mr. Gunderson stated that MSA will only charge for time and material that is actually spent on the project. Travel time will always be from their nearest office, which is in Beaver Dam.

Inspection services was discussed: qualifications of the inspector, when he/she needed to be there, who shoots the elevations, years of experience of the inspector, etc. Mr.

Gunderson stated that an inspector has not yet been assigned to this project, however he will provide that persons resume' once identified.

Mr. Gunderson highlighted the project team and the experience behind the team.

Superintendent Nennig stated that the 2018 Utility budget includes \$450,000 for initial work on the design engineering. To date none of those budgeted for engineering dollars have been spent. This is a very costly project that needs full commitment prior to any further work. Due to the high engineering costs, the Village should not move forward with approving and awarding the engineering proposal if there were any doubts that construction would actually occur.

Mr. Blum questioned what the construction schedule would be. Mr. Gunderson stated that construction would begin in fall of 2019 and take about 15 months to complete.

Director Thomas stated that there was considerable discussion between staff regarding bidding out the engineering portion of this project. It was determined that staff has worked with the team from MSA for the last year and a half and has gained much knowledge that another firm would not have. The team provided by MSA brings a lot of knowledge to the table. Utility Superintendent also noted that a fairly significant amount of preliminary design investigations had occurred during the Facilities Planning Study such as equipment and future process research saving current engineering proposal dollars.

Trustee Krueger noted that this project is also dependent on the sewer rate increase.

Motion by Trustee Liss, seconded by Trustee Proefrock, to recommend the Village Board approve the engineering services proposal presented by MSA Professional Services in the amount of \$888,600 for services related to the Village's WWTP Headworks Upgrade Project contingent upon review of the ENR average cost for this type of project or similar standard and Village Board approval of the proposed rate increase. Motion carried.

Trustee Krueger directed staff to include an IFC and supporting documents in the Village Board packet including all the contingencies discussed.

Superintendent Nennig indicated that the Utility intends to apply for a Clean Water Fund Loan at a very low interest rate. Engineering fees will be included in the loan application as well as construction fees. It will need to be determined if staff will manage the loan administration or if MSA should handle it. If it is determined that MSA should administer the loan there will be an additional fee from MSA, to be discussed and approved separately.

Proposed Sewer Rate Increase

Facility Operations Coordinator Larry Roy explained that the sewer rate increase had full support of this board at the August meeting; however, it failed at Village Board with a 3 to 3 vote.

Coordinator Roy stated that the Headworks Facility is only part of the needed rate increase. The increase is also needed to fund sewer repairs and replacements and to increase cash flow of the Utility.

Coordinator Roy stated that a representative from Trilogy will be present at the Village Board meeting to give a short presentation and answer any questions.

Director Thomas indicated that she drafted a statement highlighting the reasons why the rate increase was necessary which will be included in the Village Board packet. Mr. Blum suggested that all DNR requirements be included in that statement.

Superintendent Nennig stated that Trilogy has not included the pending WWTP phosphorus removal compliance actions, as required by the DNR, into the rate increase.

Coordinator Roy stated that it was one trustee's opinion at the Village Board meeting on September 3, 2018 that a 16.9 percent increase was just too high and wanted to cut the increase in half to eight percent. The rate increase study reviewed several options and it was determined that the best solution was to spread the necessary increase over a five year period. Mr. Blum agreed that it is better to get the higher percentage increase upfront rather than a lower one now and a higher one in the future.

Trustee Harbeck questioned the flat charges versus the usage rates, she believed that the usage charges should be increase so that the larger industrial users paid more. Coordinator Roy explained that the Utility has seen decreased water sales dating back to 2005. If the Utility only increases the usage rates the Utility will keep working backwards and will need to continue to ask for rate increases each year. Usage charges are being increased slightly; however, the larger increase is in flat charges. It is better for the Utility to increase the flat charges.

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

Review 2019 Proposed Budget – Water & Wastewater

Facility Operations Coordinator Larry Roy highlighted the major projects in the proposed 2019 Utility Budget.

Coordinator Roy stated that an additional field operator was included in the narrative portion; however, the 2019 proposed dollars do not reflect that. If an additional person is approved those dollar values will need to be increased.

Mr. Blum questioned why the Water Revenues-Non-Operation dollars were so inconsistent. Coordinator Roy replied that those are based on development.

Director Thomas provided the Board with a justification document, prepared by Superintendent Nennig, for hiring an additional field operator stating that in order to comply with various regulatory directives and guidelines; an additional 1,200 man hours are needed.

Trustee Liss stated that he supports the addition of the new field operator as this is not funded through tax dollars.

It was the consensus of the Board to support the addition of a Utility field operator in the 2019 budget.

Utility Projects Update

Well #5 Rehabilitation: All well and booster pumping equipment has been pulled, well hole has received physical and chemical treatment and the well has been televised both before and after treatment. Replacement equipment is being procured; Utility anticipates project completion by last week in September.

17th Avenue Lift Station Design Engineering: Short Elliott Hendricks and Utility Staff are currently working on preliminary design.

Annual Water System Valve Exercising: 308 system valves were operated, 31 new GPS points were added and several in-house repairs remain of various valves and valve boxes. The 2019 budget was increased to allow for twice as many valves to be exercised which is still only 1/3 of the system.

WWTP Roof Replacement: Project complete.

WWTP Anaerobic Digester Cleaning: This project has not yet been initiated.

Report of Benchmark measurements – Water & Wastewater

Utility Superintendent Tim Nennig highlighted the benchmark report and the activities of the field operators.

PUBLIC WORKS

Review 2019 Proposed Budget-Public Works

Director of Public Works/Village Engineer Amber Thomas highlighted the proposed 2019 Public Works Budget.

Director Thomas stated that the budget presented does include hiring an additional crewperson effective April 1, 2019. She also provided justification for this hiring stating that the Village has grown considerably since the last crewperson was added in 2006. The Village has added three subdivisions and two more are in the approval process. With each new subdivision brush chipping and leaf collection are increased, and catch basins and inlets are added that require cleaning and maintenance as required by the DNR issued stormwater permit. Four additional parks, larger Village facilities requiring additional building maintenance, three additional stormwater ponds, and maintenance and plowing of an additional four miles of sidewalk have been added. The mechanic has taken on the repair and maintenance of all the Fire Department fleet. With the growth of the Village forestry services are increased; street trees are planted in the right-of-way which requires trimming, removal, planting, etc. A new hire will allow for an additional plow route which would allow for the streets to be cleared in a more-timely manner to allow safe travels for the residents.

It was the consensus of the Board to support the addition of a crewperson in the 2019 budget.

Major Projects Update

Improved Traffic Signals at Wisconsin Avenue and Cedar Street: Final design is complete and ready for bid; however, staff decided to include alternate plans for spread footings due to the bedrock in this area. The decorative poles have been ordered and are slated for delivery in mid-October.

Repainting Wisconsin Avenue Railing: Weather has delayed progress on this project; however, there are only a couple weeks of work remaining.

Street Reconstruction: Project is complete, only punch list items remain.

RR Crossing Replacements at Hickory Street and Washington Street: Received notification from Canadian National Railroad that repairs to the crossing on Washington Street is scheduled for the week of October 22. Village crews will be completing cracksealing, asphalt work, and tree trimming during this time as well to take advantage of the road closure.

Report of benchmark measurements – Public Works Department

Superintendent of Public Works Jake Arndt highlighted the benchmark report and the activities of the crew.

A majority of the crews past two weeks of work has been cleaning up storm damage: trees, brush, and garbage from flood damage.

DIRECTOR'S UPDATE

Update on new crewperson hire: Director of Public Works/Village Engineer Amber Thomas stated that crewperson Jerry Kapp's official retire date is September 21. A replacement crewperson has been hired, Steven Hohensee will start employment on September 17. Mr. Hohensee recently graduated from UW Steven Point with a Bachelor's Degree in Urban Forestry and is an ISA certified arborist.

Update on posted utility plant operator position: Director Thomas explained that Richard Wesson will be retiring on November 30. The Village has posted his position in several locations. Unfortunately, to-date we have not received any applications with the type of experience we are looking for.

ADJOURN

Motion by Mr. Blum, seconded by Mr. Murray, to adjourn the meeting at 8:45 p.m. Motion carried.