

VILLAGE OF GRAFTON
BOARD OF PUBLIC WORKS MEETING MINUTES

DECEMBER 12, 2011

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

Members present: Richard Rieck, Sue Meinecke, Lisa Harbeck, Pat Murray, and Edwin Dietrich.

Staff Present: Director of Public Works/Village Engineer Dave Murphy, Utility Director Tom Krueger, Superintendent of Public Works Gary Helm, Utility Superintendent Tim Nennig, and Administrative Assistant Melissa Depies.

HEAR PERSONS REQUESTING TO BE HEARD

None

MINUTES

Motion by Trustee Harbeck, seconded by Trustee Meinecke, to approve the October 10, 2011, Board of Public Works meeting minutes. Approved unanimously.

WATER & WASTEWATER

Utility garage architectural services:

Utility Director Tom Krueger stated that Kueny Architects completed a facility site plan in August. It is now time to move to the next phase of the project which would include design and construction documents, bidding, construction-related services, evaluation services and project completion. Kueny Architects has submitted a proposal and agreement for an amount not to exceed \$76,188 for all phases of the project.

Mr. Krueger stated that the 2011 budget included \$60,000 for design work and the 2012 budget includes \$47,725. Bidding of this project is anticipated for early 2012.

Trustee Rieck questioned if the septage receiving station was included in this fee. Mr. Krueger responded that he is recommending another firm to design the septage receiving station.

Superintendent of Public Works Gary Helm stated that there is 12 feet of open drainage ditch that runs behind the incinerator building. He suggested that storm sewer pipe be installed as a component of the project. Mr. Krueger replied that some site improvements are included in the budget; however, he is unsure if storm sewer was included.

Director of Public Works/Village Engineer Dave Murphy questioned if it was a problem leaving this an open drainage ditch. Mr. Helm replied that it is not a problem; however, it is a high maintenance issue that could be corrected.

Motion by Mr. Murray, seconded by Mr. Dietrich, to recommend the Village Board approve the AIA Agreement with Kueny Architects, LLC, Pleasant Prairie, WI for architectural and engineering services related to a Utility vehicle and storage facility at 1900 Ninth Avenue for a not to exceed fee of \$76,188. Approved unanimously.

Septage receiving station engineering services:

Utility Director Tom Krueger explained that the septage receiving station was included on the site plan and is a part of overall project improvements to be completed. Because the septage receiving station is a specialized process that requires a knowledgeable consultant that has designed a number of these stations Utility staff opted to solicit proposals from Applied Technologies and Donohue & Associates. The Utility has worked well with both firms on other wastewater projects.

Mr. Krueger recommended awarding the design engineering to Donohue & Associates as they were the lowest bidder and had the most comprehensive bid.

Trustee Rieck questioned if there will be access for RVs to dump. Utility Superintendent Tim Nennig indicated that the Utility could provide the service; however, the user will need to communicate with the Utility at time of dumping.

Motion by Trustee Harbeck, seconded by Mr. Murray, to recommend the Village Board approve the engineering services proposal by Donohue & Associates, Inc., Sheboygan, WI for design and construction related services of a septage receiving station for a not to exceed fee of \$36,700. Approved unanimously.

Incinerator building usage:

Utility Director Tom Krueger explained that the incinerator building is currently empty of all Village uses. Mr. Krueger received a request from a resident to store furniture and household goods in the building until there is a need for them. This resident collects the items and stores them until he receives a request from a family in need and is able to arrange delivery.

Director of Public Works/Village Engineer Dave Murphy questioned if this person has liability insurance in case he would get hurt on Village property. Mr. Krueger will check into the insurance issue.

2011 Lead & Copper Compliance Results:

Utility Superintendent Tim Nennig explained that the Utility is required, by the EPA, to test for lead and copper levels in homes built between January 1983 and August 1984 on a 3 year cycle. The samples are collected at the tap location. If the water is too corrosive it

can cause lead and copper from plumbing materials to leach into the drinking water system.

Mr. Nennig stated that there are no maximum contaminant levels for lead or copper; however, there are action levels which are defined as the concentration of a contaminant which triggers treatment or other requirements.

Mr. Nennig explained that no more than 10 percent of all lead and copper samples can be above the action level. In the Village that would mean no more than 3 of the 30 homes tested could exceed their action level values. Of the 30 homes sampled, there were zero exceedances for lead or copper. No action is required, and the Utility will retest in 3 years.

Third Quarter – 2011 SDWA VOC Compliance Results:

Utility Superintendent Tim Nennig stated that there is nothing new with this round of sampling. Everything is pretty much status quo.

Utility Director Tom Krueger added that the MCLs at Well 4 have actually dropped. Mr. Nennig stated that this well may be very slowly cleaning itself up. If the trend continues, it is a very, very slow process.

Mr. Nennig stated that fourth quarter sampling was completed today and those results will be presented at the January meeting.

News from the field:

Utility Director Tom Krueger stated that a number of correspondence items have been received in the last month that are pertinent and timely:

1. Ozaukee County Emergency Management letter recognizing elimination of chlorine and sulfur dioxides from the wastewater treatment process. Utility Superintendent Tim Nennig stated that Grafton was the last utility in Ozaukee County to use chlorine and sulfur dioxides for disinfection.
2. Chateau Park Cobblestone Village letter recognizing efficient service rendered by the contractor and Water Utility with repair of a water valve.
3. Wisconsin Department of Health Services letter and award recognizing the Grafton Water Utility for maintaining optimal fluoride concentrations in its drinking water for all of 2010.
4. Wisconsin water fact sheet. The fact sheet indicates that water usage state wide has been decreasing over the last 5 years.

Utility Projects update

Ultraviolet Light Disinfection Project: UV disinfection and control gate equipment has been delivered and installation is scheduled to be completed by December 20.

Regional Lake Water Supply Study: Have been meeting with Cedarburg, Mequon and consulting firm to review and rank alternatives. A phase 1 draft report should be completed by January 11, 2012.

Water System Leak Detection Survey: Every water main, every hydrant, every service lateral in the Village has been tested for leaks. A handful of breaks were found and repaired, and a few leaky hydrants were also repaired. However this was not enough to account for the prior years' volume of lost water. Further investigations by Utility staff found a number of large meter commercial and industrial customers that have been incorrectly billed for the past several years. Mr. Krueger explained that the automated meter readers were not registering the last number, and therefore showed an inaccurate amount of water usage. The Utility is in process of sending out back-bills to recover loss revenues over the last 2 years. Mr. Krueger commented that he believes this meter reading error may very well account for a large share of the percentage of unaccounted for water.

Utility budget dashboard measurements update

Utility Director Tom Krueger indicated that these are budgetary benchmarks that are provided monthly for Board information.

Report of benchmark measurements – Utility

The benchmark report was reviewed by Board members.

Utility Superintendent Tim Nennig stated that fire hydrant repairs are not at goal because the goal was set too high. The goal for repairs was set at 50; however, hydrant repair work orders have only totaled 22. Of those 22 work orders, 7 were completed. Mr. Nennig noted that all hydrants are fully operational and available for use. The necessary repairs will just make them a little more efficient.

Mr. Nennig noted that there have only been four water main breaks so far this year and zero sewer backups. He felt this was pretty amazing since there is over 54 miles of sanitary sewer in the ground.

PUBLIC WORKS

Access card fees for the residential yard waste site:

Director of Public Works/Village Engineer Dave Murphy indicated that with this years' renewal process we found that many residents were complacent with the location of their yard access card, the proposed fee structure will cover the cost of replacing the card should the resident misplace it.

Motion by Trustee Meinecke, seconded by Trustee Harbeck, to recommend the Village Board set the fees for the Residential Yard Waste Site as follows:

\$5 for new issue or reactivation without a card;

\$20 for reactivation with a card;

\$10 to replace lost card within the year, \$5 refunded if found;

\$0 if a card is damaged and needs to be replaced.

Approved unanimously.

Major project updates - DPW

Director of Public Works/Village Engineer Dave Murphy stated all 2011 projects are complete and the report lists the 2012 proposed projects. He explained the Street

Reconstruction project and the sidewalk replacement program indicating that there were no major changes in the scope of these projects.

Bridge Street Dam Repair: Mr. Murphy noted that the Village was successful in receiving a DNR grant in the amount of \$282,695 for repairs to the Bridge Street Dam. Mr. Murphy noted that this will be a fast paced project. Mr. Murphy will be sending out RFPs to eight firms for design engineering with selection to occur in February. Mr. Murphy noted that a DNR permit will be required for this project and like with the fish passage the DNR can include some contingencies onto the project, such as a portage area.

Report of benchmark measurements-Public Works

The board reviewed the benchmarks report.

Trustee Meinecke questioned if the City of Cedarburg was going to be cost sharing the Cracksealer with the Village. Mr. Murphy responded that the City of Cedarburg has approved the joint purchase and the Village of Grafton will be billing Cedarburg for their share in January.

OLD BUSINESS

None

NEW BUSINESS

Director of Public Works/Village Engineer Dave Murphy stated that he and Mr. Krueger attended a DNR meeting regarding a study being completed on the Milwaukee River basin with MMSD relative to the Total Maximum Daily Load (TMDL) of pollutants that can be put into the River without exceeding established water quality standards. Mr. Murphy stated that this study could affect the Utility relative to the treatment plant's allowable phosphorus discharge limit and may also cause tighter restrictions on our storm water discharge permit. They will attend follow up meetings and continue to report back to this board.

ADJOURN

Motion by Trustee Harbeck, seconded by Mr. Murray, to adjourn the meeting at 6:51 p.m. Approved unanimously.