

Approved
5.17.16

VILLAGE OF WINDSOR – UTILITY COMMISSION MEETING

Tuesday, April 19, 2016 at 8 a.m.

Windsor Municipal Building / Meeting Room, 4084 Mueller Rd, DeForest, WI

MINUTES

1) Call Meeting to Order and Roll Call

Meeting convened by Chairperson Buchner at 8:02 a.m. Commissioners present: Nicholas Loomis, Kitty Repas and Alan Buchner. Commissioner Merlin Dorman has resigned.

Others present: Utility Commission Attorney Tim Fenner, Village Attorney Connie Anderson, Utility Engineer Jerry Groth, Baxter & Woodman; Village Engineer Kevin Richardson, Village Accountant Kevin Krysinski, Johnson Block; Utility District Staff: Jeff Bartosiak and Jon Claas, Village Director of Finance Tina Butteris, and Village President Bob Wipperfurth.

2) Recitation of the Pledge of Allegiance

Commissioner Loomis led the Pledge of Allegiance.

3) Announcements:

Chair Buchner noted that Commissioner Merlin Dorman has resigned. Chair Buchner extends thanks and gratitude on behalf of the Village for all his years of service to the Windsor Sanitary District and most recently to the Windsor Utility Commission.

Chair Buchner announced that Dave Bomkamp will be joining the Utility Commission. Dave comes to the Commission with past experience as a member of the City of Columbus Water and Light Commission and as a former Mayor and City Councilperson.

4) Approve Minutes:

- a. February 23, 2016

Commissioner Repas moved to approve the February 23, 2016 minutes, seconded by Commissioner Loomis. Motion carried with a 3-0 vote.

5) Finance Report

- a. Invoices

Finance Director Butteris gave the Finance Report. Commissioner Loomis moved to approve the Finance Report and Invoices as presented, seconded by Commissioner Repas. Motion carried with a 3 – 0 vote.

6) Staff Report

There was no staff report.

7) Debt Refinancing

Jim Mann, Ehlers, Windsor's Financial Advisor, provided a report on possible refinancing of existing debt. The potential savings, after issuance costs is \$221,478.03 over the next 13 years.

Chair Buchner moved to recommend the Village Board proceed with refinancing debt of the Utility District, seconded by Commissioner Loomis. Motion carried with a 3 – 0 vote.

8) Accounting Issues – Transition Decisions

Accountant Kevin Krysinski discussed accounting and transition issues with the Commission.

Commissioner Repas moved to accept the accountant's assumptions and recommendations, including 01/01/15 opening balances, for the prior Windsor Sanitary District, seconded by Commissioner Loomis. Motion carried with a 3 – 0 vote.

Chair Buchner moved to accept the accountant's assumptions and recommendations, including 1/01/15 opening balances, for the prior Morrisonville Sanitary District, seconded by Commissioner Loomis. Motion carried with a 3 – 0 vote.

9) Authorization to Combine Bank Accounts

Finance Director Butteris noted upon becoming the Village of Windsor, Windsor inherited many bank accounts from the then Sanitary Districts.

DMB UD 1 – Windsor Sanitary District (Fund 401 & 402)
DMB UD 1 – Lake Windsor (Fund 402)
DMB UD 1 – Oak Springs (Fund 402)
DMB UD 2 – Morrisonville (Fund 403 & 404)
DMB UD 2 – Morrisonville Rental Accounts (Fund 403 & 404)

It is very cumbersome and time consuming to process payroll, accounts payable, accounts receivable and reconciliations with this many accounts. The Village of Windsor has several different funds that are comingled into one bank account at both DMB and Settlers Bank.

Finance Director Butteris requested authorization to combine the above DMB accounts into one bank account and track them as funds and to transfer several accounts that are deposited with the Local Government Investment Pool (LGIP) (Windsor Sanitary District - 11 and Morrisonville-2) to Settlers Bank ICS account.

Commissioner Repas moved to recommend the combination of bank accounts as discussed by Finance Director Butteris, seconded by Chair Buchner. Motion carried with a 3 – 0 vote.

10) Geographic Information Systems (GIS) “Data Tracing” for Sanitary Sewer Mapping

Utility Engineer Groth noted that paper maps have been received from Lake Windsor Sanitary District and Oak Springs Sanitary District showing the existing sanitary sewer infrastructure. Incorporating these areas into the Windsor Utility District No. 1 GIS map could be performed by several methods. The first and lowest cost alternative is to graphically “trace” over the existing maps to add the information to the current Utility GIS map. This provides a nice picture however the information is limited in its usefulness and accuracy of the paper maps. Estimated cost for this item is \$4,000. Engineer Groth does not recommend pursuing this alternative.

11) Global Positioning System (GPS) Survey of Manholes

Utility Engineer Groth discussed a Global Position System (GPS) Survey of Manholes. This option is an alternative to item 10 above. This alternative is to provide a GPS survey of the sanitary sewer infrastructure in the same coordinate system as the existing Utility Map. In addition the manhole will be accurately located, and its depth and its condition noted. Costs for this option have been estimated at \$6,500 which includes Birrenkott surveying at \$4,000. Engineer Groth recommends approval of this method.

Chair Buchner moved to approve the GPS survey and updating of the utility maps for Utility District No. 1 to include Oak Springs SD and Lake Windsor SD at \$6,500, second by Commissioner Loomis. Motion carried with a 3 – 0 vote.

12) Final Runway Sewer Residential Equivalent Unit (REU) Charge Update

Utility Engineer Groth noted that the former Windsor SD #1 financed construction of a sanitary sewer line in 2005 to serve the Wolf Hollow, Prairie Creek, Pleasant Hill, and future Blieffernicht (now Windsor Crossing) developments. The new REU Charge has been finalized from a base of \$733/REU to approximately \$470/REU. This ultimately provides rebates to the developers of Wolf Hollow, Lot 97, and Prairie Creek; and finalizes the REU issue.

Informational only, no action was taken.

13) Booster Station/Interconnect Update

Utility Engineer Groth stated that they have finalized the design of the booster station skid and below grade interconnect and are preparing to obtain quotes for this work. The Village of DeForest had also requested that we meet with them to discuss changes to the Intergovernmental Agreement. A letter to DeForest regarding the Interconnect has been drafted. Both of these stations will also need SCADA connections.

Chair Buchner moved to authorize Engineer Groth send the letter to the Village of DeForest, upon review of the Village attorney’s, and approval to meet with DeForest as necessary, seconded by Commissioner Repas. Motion carried with a 3 – 0 vote.

Utility Engineer Groth requests approval to submit design criteria to major manufacturer's for the booster station skid and below grade interconnect for the purpose of pre-purchasing this equipment in advance of issuing a general contract for installing these items.

Chair Buchner moved to approve the request to submit the design criteria, seconded by Commissioner Loomis. Motion carried with a 3 – 0 vote.

Utility Engineer Groth requested authorization to obtain a quote from LW Allen to perform a radio path survey for both the booster station and interconnect sites and to determine how to integrate the two SCADA systems at Utility District No. 1 (former WSD#1) with Utility District No. 2. (Formerly Morrisonville).

The commission concurred for Utility Engineer Groth to obtain the quote.

14) Development Updates

- a. Wolf Hollow Phase 5**
- b. Prairie Creek Phase 3A and Pleasant Hill Phase 1**
- c. Windsor Crossing Phase 1**

Utility Engineer Groth provided the following development status updates:

Wolf Hollow Phase 5 and Prairie Creek Phase 3A and Pleasant Hill Phase 1: Owner approval letters have been provided to permitting authorities for items and they are waiting for permit approvals, Letter of Credits and developer's agreements. A preconstruction conference for these items was held on April 12, 2016. Sanitary sewer and water main shop drawings for the projects have been submitted and reviewed. Work is expected to start soon with sanitary sewer work expected around May 5, 2016.

Windsor Crossing Phase 1: Plans have been reviewed and comments provided to the developer's engineer. Owner approval letters will be provided to permitting authorities upon receipt of final plans.

Commissioner Loomis moved to authorize Utility Engineer Groth to send owner approval letters to permitting authorities upon receipt of final plans for Windsor Crossing Phase 1, seconded by Commissioner Repas. Motion carried with a 3 – 0 vote.

15) Morrisonville Concession Stand Utility Service

Utility Engineer Groth noted that at the last Village Board meeting discussion occurred regarding water and sanitary service to a concession stand (near existing rest rooms) at the baseball fields off of County Highway DM in Morrisonville.

Engineer Groth has reviewed the pdf maps of the water main and sanitary sewer along DM and it looked like water and sanitary sewer have been extended along DM to the parking lot. It is assumed that a sanitary lateral extends to the rest rooms and would assume that water service follows the same sanitary sewer lateral trench.

Engineer Groth alerted the Engineer Richardson of their findings and suggested that we search for existing drawings that would show this or make a physical check in the field to

determine if a water service shutoff box or cleanout is visible. Will see if plans are available for the current rest rooms or possibly one of the former Commissioner's would know where the restrooms get water and sanitary service.

Commissioner Repas moved to permit Utility Engineer Groth to follow up on this issue, if requested by the Village Engineer Richardson, seconded by Commissioner Loomis. Motion carried with a 3 – 0 vote.

16) Lot 97 Reimbursement for Upsizing

Utility Engineer Groth noted that Lot 97 in Wolf Hollow installed 12 inch watermain across its lot to provide a connection from the elevated tank to the North Towne Road. Additionally an 8-inch line was installed to eliminate a dead-end on Grosbeak Glen. Per WSD#1 policy and agreement with the Developer, we agreed to pay for the difference in upsizing the 12 inch watermain from minimum 8-inch watermain cost and for one half of the costs for the 8 inch to connect Grosbeak Glen. The estimated reimbursement is noted below:

Reimbursement Items	Estimated Costs
1/2 The cost of 8" DIP and Valves	\$ 6,222.50
Upcharge to 12" DIP and 12" Valve	\$ 23,042.50
TOTAL REIMBURSEMENT	\$ 29,265.00

Commissioner Loomis moved to accept Utility Engineer Groth request for approval to reimburse North Towne Homes the cost of upsizing, \$29,265, based on policy and development agreement, seconded by Chair Buchner. Motion carried with a 3 – 0 vote.

17) Retain MSA Professional Service, Inc. to close Safe Drinking Water Loan for New Well and CADD Data Transfer

MSA has remaining work to close out the Safe Drinking Water Loan program for Morrisonville's new well. Engineer Groth has received pdf copies of water distribution and sanitary sewer maps for former Morrisonville SD area. The maps are not complete nor are the updatable.

Engineer Groth has requested that the maps be provided preferably in GIS format or AutoCADD if not in GIS format. [Note that B&W views that Village electronic data is the Villages. We will freely give you electronic copies of data, spreadsheets, reports, etc. that we have on file and is easily transmittable.]

Village Engineer Kevin Richardson is working with MSA to retrieve this information and is working on a cost to provide this. We request that the Utility Commission approve of these charges as Village Engineer can negotiate.

Commissioner Loomis moved to approve Engineers Groth and Richardson work to obtain the information at a cost of \$2,500, seconded by Commissioner Repas.

18) High Strength Waste Discharger Update

Engineer Groth noted there is an on-going investigation that Madison Metropolitan Sewerage District (MMSD) alerted Windsor Sanitary District to late last year.

Discharger B: The waste discharges from this facility have resulted in concerns with “unsafe conditions” in the sanitary sewer collection system and potential excess surcharges in fees that the Village would need to pay MMSD as a result of high strength waste discharges.

Engineer Groth requested permission to write Discharger B a letter and ask for them to voluntarily perform a general review and condition assessment of their pretreatment system. A draft letter was completed for review.

Commissioner Repas moved to send Discharger B the proposed letter requesting voluntary compliance with their waste discharges upon approval of by the Village Attorney, seconded by Commissioner Loomis. Motion carried with a 3 – 0 vote.

19) Meter Reading Equipment Upgrade

Windsor Utility District # 1 uses Sensus water meters, radios, and radio reading equipment. Sensus works to improve their product, but in the process current products may require updating.

The current model of radio will be phased out in the next year or two. The new radios have a much more powerful radio signal, which would allow reading from further distances.

In order to read the new style radios, we will need an add-on device to the existing hardware, at a cost of \$400 to \$900; depending if more than one component is required.

20) Utility District No. 2

- a. Installation of sensus meters
- b. Existing customers without meters, or without outside readers

Water meters are scheduled to be tested on a 10 year cycle (although new meters may be permitted to be installed for up to 20 years). This ensures accuracy for the utility and customer. In Morrisonville, some meters have been changed in the last few years, but many have been in place for much longer than 10 years.

Currently, Morrisonville uses a mix of meter brands with a manual read outside reading attachment. There can be discrepancies between the inside and the outside reader and meters can stop working overtime. Staff believes both of these instances exist in Morrisonville.

When meters in Morrisonville are changed, staff is recommending to transition to the same metering and reading system in place in Windsor. The cost of each water meter is \$115. The cost of each radio is \$125. There are 155 customers in Morrisonville, so the total cost to replace all of the meters and add radios would be around \$38,000.

When complete, meter reading would be finished in 10 minutes, compared to 4-5 hours currently. This also would eliminate the need to hand record the readings in the billing system, saving more hours. Finally, this would reduce the chance for human error. The new

meters are also more accurate for the life of the meters, as they have no internal moving parts.

Chair Buchner moved to replace the meters as new meters are needed or old meters need replacing, seconded by Commissioner Repas. Motion carried with a 3 – 0 vote.

21) Utility District No. 1

a. Existing customers transition decisions

There are 14 current water customers who had their sewer provided by Lake Windsor. These customers have been charged as a suburban customer for water, which means they were charged a 25% surcharge on their rates. This is authorized by the PSC.

One of the customers was also 7 Windsor Sanitary customers. The units are individually metered, but they were charged 1 sewer usage charge by Lake Windsor.

Of the 7 customers, 1 is residential and 6 are workshops/small business shops with minimal usage.

One of these units uses approximately 170,000 gallons per quarter. Staff believes this customer runs a mobile truck wash and fills a tank at the site but does not necessarily discharge into the sewer.

Windsor Sanitary District #1 did not offer non-sewered meters. (All water through the meter is billed for water and sewer). Sewer volume charges are \$3.27/ 1,000 gallons currently.

The above customers were billed for the 2016 first quarter at the Lake Windsor sewer rate. Each of the 7 units received a bill, rather than one bill as previously mentioned.

The owner of the 7 units has since stated his concern about the change in billing practice, especially since he was not notified ahead of time. His existing agreement with his customers states that he pays the sewer portion of the bill.

Commissioner Loomis moved for staff to work with counsel to address the billing differential, seconded by Chair Buchner. Motion carried with a 3 – 0 vote.

22) Sewer Rates

No action was taken. General discussion on sewer rates; rates will be discussed further at the next meeting.

23) Water Rates

No action was taken. General discussion on water rates; rates will be reviewed and a rate case filed in 2017 after there is a year of fiscal record with the Village.

24) Collection of Fire Protection Charge

No action was taken. Discussions continue with the Public Service Commission on the collection of the Fire Protection Charge.

25) Under Collection of Fire Protection Charges

No action was taken. Discussions continue with the Public Service Commission the under collection of Fire Protection Charges from prior years.

26) Sanitary Sewer Permit Administrative Fee

No action was taken. Engineer Richardson is looking at the costs associated with the Sanitary Sewer Permit Administrative Fee and will bring additional information forward at a future meeting.

27) Facility Tours

No action was taken; facility tours will be established in the future when there is a full commission.

28) Adjournment

Commissioner Repas moved to adjourn at 10:18 a.m., seconded by Chair Buchner. Motion carried with a 3 – 0 vote.

Respectfully submitted,



Tina Butteris
Finance Director/Treasurer
HR Mgr/Deputy Clerk