

Approved
7.19.2016

VILLAGE OF WINDSOR – UTILITY COMMISSION MEETING

Tuesday, June 21, 2016 at 8 a.m.

Windsor Utility Building / 6716 Park St., Windsor WI 53598

MINUTES

1) Call Meeting to Order and Roll Call

Meeting convened by Chairperson Buchner at 8:00 a.m. Commissioners present: Nicholas Loomis, Kitty Repas, Dave Bomkamp and Alan Buchner.

Others present: Utility Engineer Jerry Groth, Baxter & Woodman; 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 Bomkamp led the Pledge of Allegiance.

3) Announcements:

Chair Buchner noted the Commission would end the meeting with a tour of Utility District 1 facilities.

4) Approve Minutes:

- a. May 17, 2016

Commissioner Repas moved to approve the May 17, 2016 minutes, seconded by Commissioner Loomis. Motion carried with a 4-0 vote.

5) Utility Engineer Report:

- a. Global Positioning System (GPS) survey of manholes will be completed by the end of June.
- b. Booster Station/Interconnect. Further discussion needed with the Village of DeForest on the Interconnect. Design criteria will be submitted to major manufacturers for the booster station skid and below grade interconnect for the purpose of pre-purchasing the equipment in advance of issuing a general contract for installing these items. Radio path survey for both the booster station and interconnect sites was performed, as well as how to connect all utilities.
- c. **Development Updates from Engineer Groth:**
 - i. Wolf Hollow Phase 5 - All sanitary sewer and sanitary laterals have been installed and have passed pressure testing and mandrel testing. All water

main and water services have been installed and have passed pressure testing and are bacteriologically safe.

- ii. Prairie Creek Phase 3A: Work began with sanitary sewer installation on Monday, June 13th.
- iii. Windsor Crossing Phase 1: No update from last meeting.

d. DNR Sanitary Survey Response

Engineer Groth reviewed the memorandum on the DNR Sanitary Survey Response which identified a number of deficiencies, recommendations, and non-conforming features.

1. Two Deficiencies were noted: Tank Inspection Report and Water System Map.

The Tank Inspection Report from October 15, 2012 was forwarded to David Barkhahn on February 24, 2016.

The current Water System Map was forwarded to David Barkhahn. An updated that includes Bear Tree Phase 1 and Pederson Crossing will be submitted upon receipt of information from the developers engineer but no later than August 14, 2016.

2. Two Recommendations: Comprehensive Evaluation and Leak Detection Study.

Comprehensive Evaluation Report was completed that highlights existing and future demands, source capacity, storage needs, and system pressure needs. Windsor will need a third well or additional well supply, by summer of 2018. Storage is currently adequate and a second elevated tank has been proposed in the future east of Highway 51.

Leak detection study was considered however as it is not fiscally feasible to complete a study due to the substantially low water loss in former Windsor Sanitary District No. 1. Less than 15% loss is normally considered a reasonable amount and the 5 year average loss for Windsor Sanitary District No. 1 is 10%.

3. Four Non-Conforming Features were as follows:

Secondary Containment at Well No. 2: Currently there are non-contained chemicals located in the southwest corner of the well. Engineer Groth recommends containing the chemicals with most effective and efficient method.

Separate Chemical Rooms at Well No. 2: The addition of a separate chemical room would be a substantial expense that requires additional review with staff and commission.

Adequately Sized Well Vents: The change in water levels in Windsor is very small and therefore the need for a larger diameter vent is not as critical, as other sandstone wells, with drawdowns of several hundred feet. A review of the casing

vent sizing with the well contract will take place later this fall and reported back to the Commission and DNR.

Entry Point Sample Tap at Well No. 2: The current entry point sample tap for Well No. 2 does not provide for adequate mixing time to sample for fluoride or chlorine levels and no room exists downstream of the chemical feed locations to allow for this to occur. To provide for a proper sample point the water main leaving on the south side of the well house would need to be tapped and a water service line brought inside the building and fitted with a sample faucet with an estimated cost of \$3,500.

Engineer Groth recommends some secondary containment, a review of well venting, and a new distribution water sample location tap; with the total expected cost of \$7,500.

Commissioner Loomis moved to acknowledge and accept the engineer's recommendation, seconded by Commissioner Bomkamp. Motion carried with a 4 – 0 vote.

e. Water System Comprehensive Evaluation Letter Report Recommendations

Engineer Groth reviewed the water system comprehensive evaluation report conclusions and recommendations as follows:

1. Complete the proposed High Zone Booster Pumping Station for Bear Tree development, along with the Interconnect with Deforest.
2. Inspect the well pump at Well No. 2 in the fall of 2016 and perform additional investigations to determine if it is reasonable to marginally increase flow rates. The testing could be done anytime, but we would not want to pull the pump until this fall. Expected costs include \$2,000 to test pump the well and around \$25,000 to pull the pump and make minor repairs.
3. Begin a formalized Well Head Survey and Preliminary Design efforts to determine the preferred location for the next well.
4. Inspect the well pump at Well No. 1 by early spring of 2017 to ensure that it is reliable for the next 8 to 10 years.
5. A new third well with a design capacity of 650 gpm, should be constructed and put on-line by summer of 2018 (or a few years later if additional capacity could be obtained from Well No. 2).
6. Future storage of approximately 400,000 to 500,000 gallons should be constructed east of Highway 51 in the future. Future development will dictate when this tank will go on line. We recommend that you revisit the timing of this tank when demands begin to approach 400,000 gallons per day.

Commissioner Loomis moved to acknowledge the recommendation from the evaluation, seconded by Commissioner Bomkamp. Motion carried with a 4 – 0 vote.

f. High Strength Waste Discharger

High Strength Waste Discharger was expected to attend the meeting and provide updates; however, he arrived while on tours and will be rescheduled for a future meeting.

g. Chloride Mitigation

Engineer Groth requested permission to propose a \$50 rebate for large users to have their water softeners inspected.

Commissioner Bomkamp moved to proceed as requested and offer a \$50 rebate for large users to have their water softeners inspected, seconded by Commission Repas. Motion carried with a 4 – 0 vote.

h. 2015 CMOM (Capacity, Management, Operation and Maintenance) Report (Sewer)

The 2015 CMOM is being worked on and will be available at a future meeting.

6) 2015 CMAR (Compliance Maintenance Annual Report) (Sewer)

- a. Morrisonville
- b. Lake Windsor
- c. Oak Springs
- d. Windsor/Hidden Springs

Commissioner Bomkamp moved to approve Resolution 2016-01 2015 Compliance Maintenance Annual Reports for sewer, seconded by Commissioner Loomis. Motion carried with a 4 – 0 vote.

7) Finance Operations

a. Invoices

Commissioner Repas moved to approve the invoices as presented, seconded by Chair Buchner. Motion carried with a 4 – 0 vote.

b. Collection of Fire Protection Charge

Discussed with 7- e.

c. Under Collection of Fire Protection Charges

Discussed with 7 – e.

d. Debt Refinancing

Finance Director Butteris Update: The closing for the refinancing of the Village is being held on June 21st. Windsor completed the rating process with Standard and Poor's and was moved to an AA Rating. This is indicative of solid financials, stable management, and a well-run community. Ehlers took bids on Windsor's behalf for \$2,065,000 of bonds. There were six bids. The bid from Banker's Bank, in conjunction with DMB Community Bank, was the low bid at 1.69%. Instead of the original \$2,065,000 of bonds we will have \$1,970,000 of bonds due to the actual rates. An overall savings of approximately \$250,000 will be seen for the utility districts.

e. Timeline for Public Service Commission (PSC) on Transition

On June 16, 2016 the Village Board approved the submittal of a timeline for the PSC for review and recommendation.

The Commission reviewed the timeline on transition.

Commissioner Bomkamp moved to acknowledge supporting the submittal of the timeline created by the Village Board to the Public Service Commission, seconded by Commissioner Repas. Motion carried with a 4 – 0 vote.

f. Sewer Rates

There was no discussion on the sewer rates.

8) Staff Report

Staff has been working on reading the meters for second quarter 2016 billing and ongoing dialing operations including hydrant flushing.

9) Facility Tour/Utility District 1

Tours of Utility District 1 facilities began at 8:51 a.m. Painting of water tower should be considered in Village capital budget.

10) Adjournment

Commissioner Loomis moved to adjourn at 9:55 a.m., second by Commissioner Repas. Motion carried with a 4 – 0 vote.

Respectfully submitted,



Tina Butteris
Director of Finance/HR Manager