

Approved
8.23.2016

VILLAGE OF WINDSOR – UTILITY COMMISSION MEETING

Tuesday, July 19, 2016 - 8 a.m.

Windsor Municipal Building / 4084 Mueller Rd., DeForest, WI 53532

MINUTES

1) Call Meeting to Order and Roll Call

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

Others present: Utility Engineer Jerry Groth, Baxter & Woodman; Utility District Staff: Jeff Bartosiak and Jon Claas and Village Director of Finance Tina Butteris.

2) Recitation of the Pledge of Allegiance

Commissioner Repas led the Pledge of Allegiance.

3) Announcements:

There were no announcements.

4) Approve Minutes:

- a. June 21, 2016

Commissioner Bomkamp moved to approve the June 21, 2016 minutes, second by Commissioner Repas. Motion carried with a 3-0 vote.

5) Utility Engineer Report:

- a. Global Positioning System (GPS) Survey of Manholes

Engineer Groth noted that the surveying of manholes is reportedly complete, but they have not received the electronic data; once received the data will be integrated into the overall system maps.

- b. Booster Station/Interconnect

Engineer Groth provided a status update as follows:

1. He attended a Village of DeForest meeting on July 5 to discuss the booster station/interconnect and have had subsequent discussions.

2. Engineer Groth was requesting permission to send out “Requests for Proposals” to major manufacturers for the booster station skid and below grade interconnect. This is for the purpose of pre-purchasing the equipment in advance of issuing a general contract for installing of the equipment. Obtaining the proposals would not obligate the Village to any capital expenditures.

Commissioner Bomkamp moved to approve Engineer Groth’s request to seek “Requests for Proposals” for the booster station skid and below grade interconnect solely for the purpose of pre-purchasing the equipment in advance of issuing a general contract for installing these items (with no obligation for purchase), seconded by Commissioner Repas. Motion carried with a 3 – 0 vote.

3. LW Allen does not have the radio path survey complete yet.

c. Development Infrastructure

Status update from Engineer Groth as follows:

1. Wolf Hollow Phase 5 utility construction is complete. Sewer televising, documentation and paperwork still needs to be completed.
2. Prairie Creek Phase 3A and Pleasant Hill Phase 1 work is progressing. The sanitary sewer construction is complete; the 16” watermain lowering the week of 7/18/16.
3. Windsor Crossing Phase 1 has provided the final development; however they are aware there are several items needed prior to issuing Owner Approval letters.

d. Water System Comprehensive Evaluation Letter Report Recommendations

1. Engineer Groth requested permission to 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. CTW Corporation has worked with Windsor and Morrisonville in past; expected costs include \$2,000 to test pump the well and around \$25,000 to pull the pump and make minor repairs.
2. Engineer Groth requested permission to begin a formalized Well Head Survey and Preliminary Design efforts to determine the preferred location for the next well.

e. High Waste Discharger

Rod Bott missed the utility meeting last month and he was of the July Commission meeting time and location.

f. Chloride Mitigation

Large meter softener system service users received a mailing which offered a potential rebate based on their softening system.

g. Capacity, Management, Operation and Maintenance (CMOM) Report

Final draft of Windsor CMOM completed. Draft Morrisonville CMOM to be sent to staff for review the week of 7/18/16, which includes data from Morrisonville's existing CMOM, with updates due to becoming part of Village of Windsor.

6) Finance Operations

a. Invoices

Commissioner Bomkamp moved to approve the invoices as presented, second by Chair Buchner. Motion carried with a 3 – 0 vote.

b. Transition

Director of Finance Butteris provided an update on the transition timeline. Work continues with the Public Service Commission to move the utilities forward.

c. Billing (monthly vs. quarterly)

Pros and Cons of monthly vs. quarterly billing were discussed. Chair Buchner moved to support monthly billing of the utility bills, second by Commissioner Repas. Motion carried with a 3 – 0 vote.

7) Staff Report

There was no additional information brought forward under staff report.

8) Adjournment

Commissioner Repas moved to adjourn at 9:05 a.m., second by Commissioner Bomkamp. Motion carried with a 3 – 0 vote.

Respectfully submitted,



Tina Butteris
Director of Finance/HR Manager