

MINUTES OF THE WATER COMMISSION MEETING – OCTOBER 16, 2012

Call to Order

The Water Commission meeting was called to order at 6:00 P.M. by Kevin Coffey, Chair

Roll Call

PRESENT: Kevin Coffey, Chair
Tim Bevers
Mark Gloudemans
Jason Wegand
Tim Wegand

ALSO PRESENT: President Vanden Berg, MCO Rep. Jerry Verstegen, Village Administrator Charles Kell, Finance Director Teri Matheny, Public Works Director Roy Van Gheem, Village Clerk Vicki Schneider

Public Appearance for Items Not on the Agenda

None

Moved by Chair Coffey, seconded by Commissioner Wegand to amend the agenda and take up agenda items 4, 5 and 6(c) at this time.
All Ayes – Motion Carried

Review/Approve – 2013 Kaukauna Utilities Billing Agreement

T. Matheny reported that the increase is \$384 or \$0.06% over the 2012 cost and she recommended approval of the agreement. T. Matheny reported that the agreement will also be going before the Village Board for approval if it is approved by the Commission. T. Matheny reported on a possible new rate that may go in to affect in the future for residential multi-family customers.

Moved by Commissioner T. Wegand, seconded by Commissioner Bevers to Approve the 2013 Kaukauna Utilities Billing Agreement at the cost of \$1.276 per bill.

All Ayes – Motion Carried

Discussion – 2013 Water Utility Budget

T. Matheny reported that she does not have the formal budget ready to present but she plans to bring it to the Commission in November and that will be before the Village Board formally adopts the budget. T. Matheny stated the budget hearing is planned for the last Wednesday in November. T. Matheny reported on what she had heard at the WWA meeting and that is that across the State water consumption is going down and the Village has had a full year of the rate increase which was a 17% increase and what the Village is realizing is a 10.5% increase from the previous year. T. Matheny stated staff will be analyzing the data to see if mid-year next year, a request for a simplified rate case should be requested. T. Matheny stated that the rate case may also be needed because of the Main Street project. T. Matheny stated that a simplified rate case, if approved, would allow for a 3.2% increase. T. Matheny commented that the MCO contract is proposed to come in flat and she commented on the increase of employer/employee costs for retirement and health insurance but she noted that this is a small amount of money for personnel costs and it is for staff time that is allocated to the utility. T. Matheny also noted that electric rates will likely be going up 9%.

Progress Reports

c. Finance Director

T. Matheny reviewed a yearly comparison report on delinquent water/sewer customers.

Approval of Minutes

Water Commission Minutes of June 19, 2012

Moved by Commissioner Gloudemans, seconded by Commissioner T. Wegand to approve the minutes of September 18, 2012 as presented.
All Ayes – Motion Carried

Review/Approve 2013 Salt Bids

J. Verstegen stated a request for quotation was sent to three bulk salt companies and the bid is for bulk water treatment salt for 2013 for the Little Chute, Kimberly and Darboy Water Departments. All three companies bid and Cargill submitted the lowest bid at \$90.00 per ton which is a decrease of \$0.97 per ton from 2012. J. Verstegen stated he is recommending that the Commission approve the bid submitted by Cargill. Discussion took place.

Moved by Commissioner Bevers, seconded by Commissioner Gloudemans to approve the salt bid from Cargill at \$90.00 per ton for 2013.
All Ayes – Motion Carried

Review/Approve – Proposal for Professional Services for Jefferson Street Plant Project

J. Verstegen stated that an RFQ was developed and sent to three engineering companies which were Short Elliot Hendrickson Inc. (SEH), McMahons, and Robert E. Lee. The RFQ was for design services, bidding services, and construction services for the upgrades to Pump House #2. The upgrades include replacing Booster Pump #4's motor and pump and motor starter with a VFD, pull and inspect Booster #3 motor and pump and replace soft start with a VFD, and SCADA revision associated with VFD installations. SEH Inc. submitted the lowest proposal of \$5,900 and this company is located in Appleton and is a qualified low bidder. J. Verstegen and R. Van Gheem stated they are recommending approval of the proposal submitted by SEH Inc. as they are a reputable company. J. Verstegen stated there are still efficiency incentives provided by KU and as part of the proposal it is required that those incentives will be applied for. Discussion took place.

Moved by Chair Coffey, seconded by Commissioner Gloudemans to approve the proposal for Professional Services for the Jefferson Street Plan Project submitted by SEH Inc. for \$5,900.
All Ayes – Motion Carried

Progress Reports

MCO Operations Update

J. Verstegen reported on softener valve repairs at Well #1 and maintenance and inspections done on the well motors. J. Verstegen also reported about three water main breaks, a service break on Fox Point, a valve repair on the corner of Freedom and Evergreen and a curb box repair on Taylor St. J. Verstegen stated the fall hydrant flush was completed and they found two hydrants that need repairs. J. Verstegen reported there were not any problems reported on Riverside Dr. but there were still some concerns in the Garfield Ave. area and staff has asked the residents to contact them immediately if they find discolored water. J. Verstegen reported that both mobile home parks have contacted Hietpas & Sons in regard to correcting their meter situations. J. Verstegen reported on possibly switching to electrically activated valves. J. Verstegen reported that there is another company that is now available to bid on chemicals so an RFP will be sent out for chemical pricing.

Director of Public Works

R. Van Gheem stated that the concrete paving contract on Buchanan, Polk and Sanitorium Roads calls for the project to be completed by November 16. R. Van Gheem reported that preliminary work is beginning on the Main St. project and he noted that it is going to be a very long project with the Village replacing sewer/water main, and the State replacing/installing storm sewer and installing the new concrete.

Approval of Vouchers

Moved by Commissioner Bevers, seconded by Commissioner T. Wegand to approve and authorize payment of the vouchers as presented in the amount of \$79,074.19 and draw from their respective funds.
All Ayes – Motion Carried

Unfinished Business

None

Items for Future Agenda

2013 Budget Review

MCO Contract/Truck Purchases

Adjournment

Moved by Commissioner T. Wegand, seconded by Chair Coffey to adjourn the meeting at 6:50 p.m.
All Ayes - Motion Carried

VILLAGE OF LITTLE CHUTE

By: Kevin Coffey, Chair

Attest: Vicki Schneider, Village Clerk