

## MINUTES OF THE WATER COMMISSION MEETING – OCTOBER 22, 2013

### 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: Village President Michael Vanden Berg, MCO Rep. Jerry Verstegen, Village Administrator James Fenlon, Finance Director Teri Matheny, Village Clerk Vicki Schneider

EXCUSED: Director of Public Works Roy Van Gheem

### Public Appearance for Items Not on the Agenda

None

### Approval of Minutes

#### Water Commission Minutes of September 16, 2013

*Moved by Commissioner Gloudemans, seconded by Commissioner J. Wegand to approve the Minutes of September 16, 2013 as presented.* All Ayes – Motion Carried

### Discussion/Action – 2014 Kaukauna Utilities Billing Agreement

T. Matheny reported that the agreement has a small increase that is being driven by the payroll. The increase is \$2,666 or 4.3% for 2014. The customer base continues to increase with the Village North development and apartment units going up so the cost may go up based on the number of customers added in 2014. The agreement will be presented to the Village Board for approval on November 6.

*Moved by Commissioner Coffey, seconded by Commissioner Bevers to recommend to the Village Board approval of the 2014 Kaukauna Utilities Billing Agreement.*

All Ayes – Motion Carried

### Discuss/Action – 2014 Salt Bids

J. Verstegen reported on the bids submitted by three companies. The RFP for was sent to three vendors and it was a combined RFP for the communities of Little Chute, Kimberly, Darboy, Winneconne, and Brillion. The low bidder was North American Salt Company at \$84.41 per ton.

J. Verstegen reported that North American Salt Company is a responsible bidder and the price is very favorable as last year we paid \$90.00 per ton and the current low bid is the lowest price seen in a number of years and this will result in a \$10,000 savings from last year. J. Verstegen recommended that the Commission approve the bid submitted by North American Salt Company.

*Moved by Commissioner T. Wegand, seconded by J. Wegand to accept the North American Salt Company Bid in the amount of \$84.41 per ton.* All Ayes – Motion Carried

### Progress Reports

#### MCO Operations Update

J. Verstegen reported that the Well #1 motor had been installed and is operating and the VFD issue at Well #1 has been found in fixed internally. Fall hydrant flushing was completed and there were no issues or complaints reported. J. Verstegen reported on a large increase over the last few months in pumping and he believes there is a major leak taking place in the system and they are actively investigating to find the location of the leak. Several new large meters still have to be tested and new

meter installs have picked up. The inspection for tower #1 will be done on October 29<sup>th</sup> and the paint conditions will be looked at. If painting is needed, RFPs will be sent out. The Jefferson St. Plant booster pump project may start this week. The larger booster pump will be pulled and inspected and the pump should not need to be replaced, the motor may need to be rebuilt. J. Verstegen referenced the letter received from KU concerning the energy efficiencies that had been realized by the utility. The previous energy efficient study cost \$10,000 and so far \$8,000 in savings has been realized because of the upgrades made to the SCADA, so the cost of the study will pay for itself. WPPI Energy though KU is offering a grant of up to \$10,000 for conducting a further study to assist with finding additional areas to look at for energy savings in the system. J. Verstegen asked the Commission if they agreed that he should pursue looking into qualifying for the study grant. Commissioners indicated agreement with having J. Verstegen investigate further into the cost of a study and applying for the grant. J. Verstegen reported on an issue with chloride discharge and permitting requirements coming from the DNR concerning discharge into the river. J. Verstegen will keep the Commission updated on this issue.

***Director of Public Works***

No report

***Finance Director***

T. Matheny reviewed the water utility budget status and the proposed 2014 water utility operating budget. The revenue numbers as proposed include a simplified rate increase of 3% which the Finance Director is recommending. Discussion took place. Commissioners agreed with moving forward with the simplified rate case filing.

*Moved by Commissioner Bevers, seconded by Commissioner T. Wegand to approve the 2014 Water Utility Operating budget and recommend approval to the Village Board.*

All Ayes – Motion Carried

***Approval of Vouchers***

*Moved by Commissioner J. Wegand, seconded by Commissioner Gloudemans to approve and authorize payment of the vouchers in the amount of \$144,107.15 and draw from the respective funds.*

All Ayes – Motion Carried

***Unfinished Business***

J. Verstegen gave an update on the status of private well permitting.

***Items for Future Agenda***

Tour of facilities to follow November meeting. J. Verstegen will report back in approximately three months on the discharge permitting requirements of the DNR. Discussion of creating a Utility Commission. President Vanden Berg will discuss the Utility Commission proposal with Administrator Fenlon.

***Adjournment***

*Moved by Commissioner T. Wegand, seconded by Commissioner Bevers to adjourn the meeting at 6:40 p.m.*

All Ayes – Motion Carried

**VILLAGE OF LITTLE CHUTE**

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By: Kevin Coffey, Chair

Attest: Vicki Schneider, Village Clerk