

## NEW RICHMOND UTILITY COMMISSION MINUTES

**January 10, 2017**

The regular meeting of the New Richmond Utility Commission was held on January 10, 2017 at 7:30 a.m. at the Civic Center.

Pat Becker called the meeting to order at 7:30 a.m.

Members Present: Jerry Frey, Bob Mullen, Gerry Warner, Dan Casey, and Pat Becker.

A motion was made by Bob Mullen to approve the agenda, seconded by Dan Casey, and carried.

A motion was made by Jerry Frey to approve the minutes of the November 17, 2016 meeting, approve November and December 2016 bills and disbursements, seconded by Gerry Warner, and carried.

**Public Comment:** None

### **Request for Sewer Credit – Marlene Haugen:**

In September Marlene Haugen, owner of Hair Unlimited, contacted New Richmond Utilities regarding a leak she discovered outside of her building. Rae Ann Ailts stated this water did not go to the Wastewater Treatment plant. Staff has reviewed the policy, and while the policy states “water pipe breaks...inside of building” we believe the intent of the policy is to 1) insure the additional water did not add to the volume processed at the WWTP facility, and 2) identify customer responsibility after the meter. Based upon this interpretation, staff recommends a sewer adjustment should be given as it was verified the water was absorbed within the ground and the application was completed pursuant to the policy. Staff further recommends the language under “Eligibility” within Water Leak Sewer Adjustment Policy be revised to read “.... Only water pipe breaks (leaks) that develop after metering...” instead of existing “.... Only water pipe breaks (leaks) that develop inside of the building...”.

A motion was made by Bob Mullen to give a sewer adjustment to Marlene Haugen in the amount of \$166.60, seconded by Dan Casey, and carried. A motion was made by Bob Mullen to revise the policy to read.... only water pipe breaks (leaks) that develop after the meter, seconded by Gerry Warner, and carried.

### **DNR:**

Jeremiah Wendt updated the commission on correspondence he received from the DNR, clarifying lead and copper rule requirements and recommendations. Jeremiah stated we are testing for both lead and copper. Over the last few years, lead goosenecks are replaced when street reconstruction occurs. Approximately 175 goosenecks are still in use. The question being presented is whether or not a 5 year goal should be set to replace the remaining lead goosenecks. This will be brought back to the March meeting to present analysis.

### **Hydro Corp Contract:**

New Richmond Utilities is tasked by the Wisconsin DNR with implementing a Cross-Connection Control Program. The majority of the program is run by Utility staff, but some of the more complex inspections require the assistance of an outside party. The Utility has contracted with Hydro Corp for the last several years with providing inspection services for the facilities that are beyond the expertise of Utility staff. This is an annual contract. A motion was made by Dan Casey to sign the 2017 contract with Hydro Corp in the amount of \$8,532.00 for 69 inspections, seconded by Bob Mullen, and carried.

### **Department Reports**

**Bob Meyer, Water Superintendent:**

Inventory has been completed. Form-A-Feeds, formerly Domain, has been having issues with their sewer line. Although it is their responsibility, staff has offered contact information to them. The owners hired A-1 to do the repairs. Frost level is approximately 24-28 inches. Staff is currently working on minor equipment issues, updating curb stop locations, and meter change outs. The first of the year brings DNR reporting. Jetting is ongoing. The Water Department is scheduled to replace two vehicles in 2017. Bidding for those two vehicles, (a truck and a van), will be brought back in February.

**Steve Skinner, Lead Wastewater Treatment Plant Operator:**

Steve is scheduling to have digester pipe valves repaired. This is due to some valves leading and being hard to operate. The MCC touchscreens at the plant are inoperable. Steve is currently waiting for quotes to replace them. The current touchscreens were installed in 1998 when the last plant upgrade was done. The panels are approximately \$2200.00 each plus programming.

**Tom Rickard, Electric Superintendent:**

The inventory audit has been completed. We have canvassed the City for areas needing tree trimming. Debbie Powers will get the notices sent out. We are dealing with two underground faults, one by the Baptist church, and the other at Hallewood Boulevard. The repair work will begin today. Energis was in town last week for three days doing substation testing. No major repairs needed.

**Jeremiah Wendt, Director of Public Works:**

Jeremiah has been working on the preliminary designs for the North 4<sup>th</sup> Street project. The preliminary designs are expected to be presented in February or March. Steve Skinner, along with Jeremiah, are currently working with MSA on biological phosphorous removal. This is requiring additional monitoring by Steve Skinner and Greg Hermansen. The WWTP is designed for biological phosphorous removal. However, it is a very sensitive process requiring the correct ratio of bugs needed to remove the phosphorous without use of chemicals. Mike Darrow shared with the Commissioners how impressed the Council was with staff involving North 4<sup>th</sup> Street residents in the project meetings. The North 4<sup>th</sup> Street Project is expected to go up for bids in March.

**Rae Ann Ailts, Finance Director:**

Rae Ann updated the Commission on financial standings as of November 30, 2017. Preliminary field work for the inventory audit was completed yesterday (1/9/17). Everything went well. Jill Albert & Diane Thielke will be attending the Northstar Billing (Utilities billing software) seminar at WPPI later in the month. WPPI approved modifications to the Energy Efficiency loan program allowing for a revolving type of loan. A grant for the APPA Legislative Rally was applied for and received. Mayor Horne will be attending the APPA Legislative Rally from January 27<sup>th</sup> through February 1<sup>st</sup>.

**Weston Arndt, WPPI Energy Services Rep:**

No report given.

**Noah Wiedenfeld, Management Analyst:**

Noah Wiedenfeld updated the Commission on a grant received through the DNR for an Emerald Ash Borer Management Plan. As part of this project, a computerized inventory of all trees in city parks and street boulevards will be created. Noah shared that we also received a \$42,500.00 matching grant from the DNR for retrofitting an existing stormwater pond located near Barley John's Brewing Company. This project was recommended in the 2016 Stormwater Quality Plan prepared by MSA.

**Mike Darrow, Utility Manager:**

Water bottles were handed out to the Utility Commission. The Council received theirs last night. All staff members will be receiving theirs in the near future. This is an initiative to promote sustainability by eliminating plastic bottles. There will be filling stations installed at the Civic Center and all departments. The next meeting will be Tuesday, February 7<sup>th</sup> at 7:30 a.m. at the

Airport. The budget books will be out next week. Mike asked for volunteers for the Comprehensive Plan. This committee will meet the 3<sup>rd</sup> Tuesday from 4:00 – 6:00.

There being no further business, a motion was made by Gerry Warner to adjourn, seconded by Dan Casey, and carried. The meeting adjourned at 8:30 a.m.

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Pat Becker, President

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Gerry Warner, Secretary