

## NEW RICHMOND UTILITY COMMISSION MINUTES

June 6, 2018

The regular meeting of the New Richmond Utility Commission was held on June 6, 2018 at 3:30 p.m. at the Civic Center.

Pat Becker called the meeting to order at 3:30 p.m.

Members Present: Bob Mullen, Dan Casey, Mike Kastens, and Pat Becker.

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

A motion was made by Bob Mullen to approve the minutes of the May 9, 2018 meeting, seconded by Mike Kastens, and carried.

A motion was made by Mike Kastens to approve May 2018 bills and disbursements, seconded by Dan Casey, and carried.

### **Public Comment:**

None

### **Welcome Mike Kastens:**

Mike Darrow welcomed Mike Kastens to the Utility Commission. Mike Darrow met with Mike Kastens prior to this meeting to review the responsibilities of a commission member.

### **1Q18 Financial Report:**

Joel Enders reviewed the first quarter financials. The report will be posted on the Utility website.

### **RFP for Water and Sewer Rate Case:**

Joel Enders gave an overview of the RFP (Request for Proposals), defining the expected scope of work, services provided and submittal requirements associated with a typical rate study. Rae Ann Ailts explained how the PSC regulates water rates. Bob Mullen moved to approve proceeding with the RFP for the water and sewer rate case, seconded by Dan Casey, and carried. Mike Darrow stated an evite would be sent to members when interviews would take place.

### **Capital Improvement Plan 2018-2022:**

Rae Ann Ailts gave an overview of the Capital Improvement Plan process to date. Indicating, over the last several months, the Utility Commission has reviewed and discussed Capital Improvement Projects identified as critical – which is defined as “A project that is in need of immediate replacement/repair in the year identified. There is a direct impact on the safety or health of staff, residents, etc.” Rae Ann outlined the existing timeline to complete the CIP plan. Mike further explained if there is anything which needs to be given a different priority now is the time to discuss it.

Jeremiah Wendt reviewed the projects for the WWTP, street projects that included water and sewer main replacements, and refurbishing manholes. Weston Arndt reviewed the projects for the electrical department. Some projects involving underground wiring will be done in conjunction with the street department. Wes also stated during installation of new services, staff will look into doing upgrades in the area. Electric staff will also be doing pole inspections and replacement if needed.

### **Approval of 2017 CMAR Report and Resolution:**

Pursuant to Chapter 208 of the Wisconsin Administrative Code, all wastewater treatment facilities must submit an annual report to the Wisconsin DNR, referred to as the Compliance Maintenance Annual Report (CMAR). The CMAR evaluates the wastewater treatment system for potential problems or deficiencies. Management, operation, and maintenance activities are covered, as well as compliance with permit requirements. Around April 30 of each year, the DNR makes electronic CMAR forms available for the previous calendar year. The Utility Commission is required to pass a resolution that verifies it has reviewed the CMAR and authorizes the WWTP Operator to submit the report. Kudos to Steve & team for the high ratings. Bob Mullen moved to approve 2017 Resolution CMAR report as presented, seconded by Mike Kastens, and carried.

### **140<sup>th</sup> Street Lighting:**

In 2016, the City of New Richmond utilized an energy efficiency member loan from WPPI Energy to fund the installation of LED lighting in various locations throughout the city. Of the proceeds from the loan, \$191,993.55 remains that is allocated for LED street light installations. The installation of new street lighting on 140<sup>th</sup> Street was included the loan, and at the present time, there is no street lighting on 140<sup>th</sup> Street between County Rd K and Richmond Way.

The Electric Department is designing and plans to complete the installation of approximately 36 streetlights and poles along the east side of 140<sup>th</sup> Street, between County Rd K and Richmond Way. We will utilize 135 watt LED fixtures and similar pole design used in other areas of the city. Work is expected to begin in mid-June. This project has prior Utility Commission and City Council approval.

### **GIS Software:**

After assessing the City's Geographic Information Systems (GIS) software setup and meeting with different City departments to discuss their mapping needs, staff have identified the need for expanded GIS capabilities. Currently, the City holds three Basic Licenses through ESRI, the software provider, which allows for access to GIS on three desktop computers as well as access to ESRI's online web based mapping platform. With only Basic Licenses, GIS tools and functions are limited. By upgrading just one Basic License to a Standard License, mapping and information capabilities will be expanded significantly, including the type of information that staff can view, collect, and update in the field through the online web app. For example, during sewer jetting, Utility crews could add jetting logs as well as view old records associated with sections of sewer main while on site. Another instance could be for Electric crews to view transformer information and update installation records real-time. Having this type of information in the field will save time for crews and aid in timely and informed decisions. The benefits of upgrading to the Standard license is not limited to Utilities and field operations, but can improve data storage, accuracy, and analysis for a variety of City applications.

The cost for the upgrade from Basic to Standard is a one-time fee of \$4,950. The one-time purchase for the upgrade is outside the 2018 adopted budget. The Utility has capital savings that can be utilized for this purpose with the following cost breakdown:

- SWU – 25%
- Utility – 75%, broken down as follows:
  - Electric – 40%
  - Water – 30%
  - Sewer – 30%

Note that after 2018, the annual maintenance fee for these licenses (two Basic and one Standard) would increase from \$1,000 to \$2,200. Dan Casey moved to authorize the \$4,950.00 software upgrade purchase, seconded by Mike Kastens, motion carried.

### **Utility Feasibility Study:**

Jeremiah presented a proposal from SEH for water/sewer needs analysis and feasibility study. As discussed at the previous Utility Commission meeting, the study will focus on current and future utility needs, as well as future line extensions in the area of New Richmond north of Highway 64 to the airport. Mike Kastens moved to table the feasibility study, seconded by Dan Casey, motion carried.

### **Utility-Community Celebration:**

Rae Ann Ailts provide an overview of prior celebrations in which the Utility has done in the past. Staff discussed options other than the Utility Picnic, and have decided on entering a float in the Fun Fest Parade. This would be a good marketing event. Giveaways could be done during Public Power Week.

### **Future Meeting Dates and Times:**

Discussion took place on future meeting times and dates. Consensus was to move meetings back to 8:00 a.m. on the first Wednesday of each month. However, the next meeting will be held on July 11<sup>th</sup> due to July 4<sup>th</sup> being a holiday. Discussion also took place on touring some of the facilities. Bob Mullen stated this is helpful to commissioners when making decisions on equipment replacement or other department needs.

### **Department Reports**

#### **Bob Meyer, Water Superintendent:**

- Very busy with locates, inspections and ongoing projects.
- Last water presentation was done at Paperjack School.
- Three inch and larger meters are being tested.
- Memorial weekend there were issues with the main water tower not filling. A small crack was found in a pressure line inside the cabinet and repaired, resolving the issue.
- CCR report is complete and has been sent to DNR.
- There is a meeting set with the DNR District representative in July.

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

- Finished up with the school presentations for 2018.
- Starr Elementary invited Steve Skinner to Career Day.

- Busy month for reports, Annual Sludge, CMAR, and monthly reports.
- SCADA antenna at Fox Run lift station was broken, possibly by a large bird, and has been repaired.
- VFD at the main lift station should be installed next week.

**Weston Arndt, Electric Superintendent:**

- Tjader & Highstrom completed joint trenching at Richmond Prairie Condos.
- Xcel Energy did some work at the Knowles substation.
- 19 new meters were set last month, averaging 6-10 new services per week.
- Faulted underground on West 8<sup>th</sup> Street kept staff busy.
- WPPI Regional dinner is next week.

**Rae Ann Ailts, Finance Director:**

- 2019 budget update – will continue to enhance community engagement this year. Leigh Alexander and Susan Affeldt attended a roundtable in Cornell, WI>
- Rae Ann recently attended the GFOA conference.
- Leigh Alexander & Joel Enders attended Local Government 101, presented by League of Wisconsin.
- Utility office is promoting e-billing. Currently have 35 new e-bill customers.

**Utility Update:**

- Disconnects took place this week. Staff is working with customer that is currently still disconnected.

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

- 125<sup>th</sup> Street and East 4<sup>th</sup> Street projects will begin in July.
- Currently working on Noble Road extension for Johnson Motors.
- Richmond Prairie Condo project continues. Should see pavement on Cassandra Drive soon.
- Alley reconstruction should begin on the west side before the next utility commission meeting.

**Mike Darrow, Utility Manager:**

- Staff is looking into the benefits of a two year budget cycle in the future.
- The Comprehensive Planning process has been completed. It will be brought to the City Council on Monday for approval. A large initiative as a result of the comprehensive planning is land annexation, and the impact this would have on certain territorial agreements.
- The city has a new economic development arm called Forward New Richmond. First meeting took place late last month, with an objective to look at economic development in a new rebranded light. Federal Foam will start construction on a 100,000 square foot addition next week. New home construction is outpacing the previous year as well.

There being no further business, a motion was made by Dan Casey to adjourn, seconded by Mike Kastens, and carried. The meeting adjourned at 4:55 p.m.

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Pat Becker, President

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Gerry Warner, Secretary