

Village of Egg Harbor
Utility Committee Meeting Notice and Agenda
Tuesday, July 25th, 2017 at 11:00 a.m.
Paul J. Bertschinger Community Center
7860 STH 42, Egg Harbor, WI 54209

1. Call to Order and Approval of the Agenda

Heller called the meeting to order at 11:04 a.m. Those in attendance were John Heller, Adolf Walser, Tom Prohl, TC Johnson, Tom Strong, Paul Peterson, Ryan Heise, and Megan Vandermause.

Prohl moved to approve the agenda, second by Heller, motion carried.

2. Approve June 22, 2017 Utility Committee Meeting Minutes

Walser moved to approve the June 22, 2017 meeting minutes, second by Prohl, motion carried.

3. Open Session (Limited to Ten Minutes)

- Heise explained that there was a pretty good storm a few weeks ago and Peterson came in to the WWTP without being called in and spent the night to monitor everything.
- Prohl asked where the committee is at with the WWTP personnel discussion and suggested that the Village not wait until Peterson is ready to retire to look for a replacement.
- Heise said that he had a conversation with Peterson about this and the question is when to bring in the new employee.
- Heise stated that Peterson's response was that the new employee needs to start as soon as possible.
- Heise said that this creates an overlap in budget periods and the budget will need to be looked at if there needs to be an overlap during the current fiscal year.
- Heise stated that the new employee will need to be trained on the specifics of the WWTP.
- Prohl said that he feels that the Village needs to make sure that there is enough time for the new employee to get comfortable with the plant before Peterson is ready to retire.
- Heise said that Peterson could provide the Village with a better idea of the uniqueness of the WWTP and what the overlap period needs to be.
- Peterson suggested that there be 6 month overlap period.
- Peterson said that right now the WWTP is in its peak season and a new employee could learn more in a month now than they would learn in the slow season.
- Strong asked if Peterson would consider staying hired by the Village as a consultant one day a week to help the new employee even after he retires.
- Peterson said that this is probably not something that he is interested in.
- Strong stated that this is just something that he is asking Peterson to consider.
- Prohl said that the wealth of knowledge that Peterson has regarding the Egg Harbor WWTP is valuable and if a question needed to be answered if he would be willing to answer the questions.
- Heller stated that Desotelle is still going to be working in the plant and has been working in the plant for a long time
- Walser asked how frequently major problems occur and if the new employee will be exposed to major problems before Peterson retires.
- Peterson explained that there are still problems that occur that he hasn't seen, and Walser asked what a good guess would be.

- Peterson said that it depends what is considered a major problem.
- Peterson explained that there was a major problem a few weeks ago during the storm.
- Prohl stated that this is an excellent question but there is no way to predict when problems will occur.
- Heller stated that this is an issue for continued discussion.
- Walser asked if there is an operator's manual where the procedures are described, and Peterson stated that there are manuals on the equipment but not specific procedures.
- Prohl stated that the process comes from actually doing the job.
- Walser confirmed that the new employee has to experience the procedures to learn how to complete them.
- Johnson asked if Vandermause will be sending some information out with the sewer bills.
- Vandermause explained that she did not have enough time to get a brochure in the most recent sewer billing, but she will be looking for a "What Not to Flush Down the Toilet" brochure for the next billing cycle.
- Johnson also suggested providing some information on other municipality's in Door County sewer rates in comparison to the Village of Egg Harbor.

4. Discuss 2015 Rate Study Report

- Heise stated that this is the basis for how the Village's sewer rates are configured.
- Heller asked how long the debt payments are going to exist.
- Heise stated that he doesn't know that he has an end date, but he can research this.
- Heller asked about the 25% debt coverage amount for the Clean Water Fund.
- Heller asked why there is not a line item for the replacement fund, and Strong said that there is a separate line item on table 4.
- Heller asked for more information on the Clean Water Fund.
- Johnson asked who put together the tables, and Heller explained that McMahon Engineering completed the entire report.
- Heller asked if the committee should be talking about the depreciation fund.
- Strong explained that he talked to Ohnesorge a week ago and that line item is on the books as far as the depreciation of all of the equipment, but this is a non-cash expense.
- The revenue versus the actual cash expense is close.
- Heise stated that the Utility fund is a separate fund, but all funds exist in the same account.
- Heise recommended inviting the Village account to the next meeting to explain the depreciation fund.
- Prohl stated that the accountant will need to explain the accounting in a way that the committee will understand it.
- Strong said that the depreciation is for all property at the WWTP, but money is only set aside for the replacement of equipment.
- Strong said that he finds both the hauling rates and the sewer rates to be reasonable rates and the capital costs on hand are at an adequate level for replacing items.
- Strong said that he thinks the rates are reasonable compared to the expenses, but does believe they should be reviewed every year.
- Johnson asked how much is budgeted for McMahon Engineering in the Administrative and Operations outside services item, and Heller said that \$10,000 a year is budget a year for McMahon.
- Heise explained that the general engineering services are budget for, for odds and ends that come up throughout the year.

- Heise said that special projects such as the major equipment replacement project are paid for with capital reserve funds.
- Prohl asked where the committee is at on the rate study report, and Heller stated that the committee wanted to understand the reason for the increases that were put into effect.

5. Operations Update

- Peterson said that the waste pump and the VFDs will be installed August 1st.
- Heller asked if the project will be complete at this point, and Peterson said that this is correct as long as everything is done.
- Peterson said after these items are installed the project will be completed.
- Heise stated that he and Peterson sat down and put together a list of action items and went through and prioritized the list.
- Heise said that opportunities to outsource will be looked into and Heise and Peterson will go through this together.
- Prohl asked if this last pump installation will tie up the main project that has been worked on and Peterson said that this is correct.

6. Lateral Leak Inspections and Repair Plan

- Heller referred to an article from the Peninsula Pulse that explained that the Fish Creek Sanitary System was overwhelmed during a storm and raw sewage overflowed into the bay.
- Heller explained that during the last big storm the pumps at the Egg Harbor WWTP did not shut off.
- Heller stated that the system could be overwhelmed because of leaks in the laterals or because sub pumps are hooked up to the system.
- Johnson asked how leaks are handled.
- Heise stated that the Village had a letter drafted to inform property owners of possible leaks.
- Vandermause stated that she has a draft letter for inspections and for notice of televising and leaks.
- Heise stated that he would suggest the Village cover the costs of televising from the house because property owners may not be very motivated to fix their lateral lines if the inspections are at their expense.
- Peterson said that he has a list of seven properties that have water coming out of the lateral and could have a potential leak.
- Heller stated that this would be the opportunity to inspect the properties for sub pumps.
- Prohl asked if there is language in the ordinance that allows the Village to complete inspections on properties and Heise stated that this is correct.

Prohl moved to direct staff to complete the inspections on the lateral leaks and to take appropriate action, second by Johnson the committee discussed:

- Johnson asked if the Village will complete these inspections and Peterson explained that a company like Septic Maintenance would be hired to do the televising.
- Heise said that staff would be accompanying the Septic Maintenance during the televising and to complete the inspection.

The committee voted, all aye, motion carried.

7. CMAR Report Review

- Heise stated that this is an annual report that Peterson puts together.
- Heise said that there is no action needed on this item, this is just for the committee's review.

8. Next Meeting Time and Date

The next meeting is Tuesday, August 22nd, 2017 at 11:00 a.m.

9. Adjourn

Prohl moved to adjourn at 11:54 a.m., second by Strong, motion carried.

*Respectfully submitted by,
Megan Vandermause*

DRAFT