

VILLAGE OF BIRON
451 KAHOUN ROAD, WISCONSIN RAPIDS, WI 54494
WATER UTILITY COMMITTEE MEETING MINUTES
March 23rd, 2026 7:00 A.M.

Members Present: Jamie Biegel, Chairperson; Patty Gapen and Mark Honkomp, Committee Members

Others Present: Kayla Lumaye, Water Superintendent; Peggy Doughty, Utility Clerk

1. Chairperson Jamie Biegel called the meeting to order at 7:03 A.M.

2. Discuss updates on PSC information request and status of rate case study –

Kayla reported that she met with the PSC and the auditor on 03/13/2026, to address questions from their information request. The PSC requested additional details regarding wages for meter exchanges from 2022 through 2025, as well as water-related costs for the Red Hawk Court addition. Kayla provided the requested information on 03/17/2026. The PSC also indicated they hope to complete their review by the end of the month. The committee requested clarification on whether a simplified rate case must be completed annually if a full rate case study is completed every 7 to 10 years. They also asked Kayla or Peggy to invite the PSC to attend a meeting in person to explain the rate case study process to the board. In addition, the committee would like to ensure that a PSC representative is present in person at the public hearing.

3. Discussion and possible action on cla-valve repair kit proposals –

Kayla explained the issues with Well 3. The pilot flow control valve and diaphragm in the Cla-Val valve may need repair. The crew will first try disassembling, cleaning, and reassembling the valve to see if that fixes the problem. This work is scheduled for Tuesday and Wednesday. If the issue is resolved, no further action will be needed. If not, repair kits for the diaphragm and pilot flow control will be required. Motion Biegel, second Honkomp to purchase the repair kits if needed from Municipal Well and Pump for \$710. Motion carried. If the repair kits do not resolve the issue, the pilot control valve will need to be replaced, which will require board approval. The goal is to complete the initial work before the next board meeting so the board can vote on a replacement if needed.

4. Superintendent's report -

Kayla reminded the committee that her and Peggy will be at the annual WRWA conference Wednesday through Friday. Peggy discussed the need for a policy to limit the use of coins when paying bills, to prevent payments made entirely in change. The committee recommended modeling the policy after the Grand Rapids policy and bringing it to the board for approval.

5. Set next meeting date and time

The next meeting will be held on April 8th at 8:30 AM.

Motion to Adjourn: Jamie Biegel, second by: Patty Gapen

Time: 7:32 a.m.

Minutes Respectfully Submitted by: Kayla Lumaye, Water Superintendent