MINUTES

WATER & SEWER COMMITTEE
AMUNDSON COMMUNITY CENTER
200 SPRING ST., CAMBRIDGE, WI 53523
TUESDAY, JUNE 16, 2026, 6:30 PM

1. **CALL TO ORDER/ROLL CALL:** President Hollenbeck called the meeting to order at 6:33 p.m.

   Members Present – President Hollenbeck, Steve Struss, and Matt Dozois

   Members Absent – Trustee Sands and Mat Hughson

   Others –Chase Przybylski (MSA Professional Services), Utility Superintendent Blake Darnell, and Village Clerk/Treasurer Brian Wilson

2. **PROOF OF POSTING:** Confirmed - Upper and Lower levels of the Amundson Center, Cambridge Post Office, Badger Bank, Bank First, and the Village website.

3. **PUBLIC COMMENT: None**

4. **APPROVAL OF MINUTES:**

   Motion by Struss to approve the minutes of May 19, 2026. Second by Dozois. Motion carried.

5. **APPROVAL OF BILLS:**

   It was noted that a $600 purchase of a Milwaukee weed whip should be re-coded to spilt the cost between the Stormwater Utility and Public Works.

   Motion by Struss to approve the bills in the amount of $78,959.69. Second by Dozois. Motion carried on a roll call vote.

   Yes – President Hollenbeck, Struss, and Dozois

   No - None

6. **UNFINISHED BUSINESS – ACTION REQUIRED**

   A. Discussion and possible action on MSA update-Well #2, Well #3

      This item was moved up in the agenda for discussion. Engineer Chase Przybylski with MSA Professional Services and Utility Superintendent Darnell gave the report:

      Well #3 Project

      - The fluoride system was temporarily turned off for three days during work on the water tower as a precaution against overdose.
      - A memo was sent to the DNR, and the system is now running well.

      Well # 2 Project

      - The project reached substantial completion in late May 2026, with the contractor making good progress on the punch list.
      - A one-year warranty period has begun, and a warranty letter is under review.
      - A $10,000 allowance for gas utility charges resulted in an estimated $7,200-$7,500 credit back to the village. An additional $2,000 credit was received from the generator manufacturer selection.
      - The project is funded through WEMS/FEMA, with the village having a 12.5% cost share.

Motion by Struss to approve the pay application presented by the engineer. Second made by President Hollenbeck. Motion carried on a roll call vote.

Yes – President Hollenbeck, Struss, and Dozois

No - None

7. NEW BUSINESS – ACTION REQUIRED

A. Discussion and possible action on 110 E. Main St. (Rowe Pottery) November 2025 bill

Rowe Pottery had an issue with a high water bill. As the utility customer was not present at the meeting the cause of the high bill was unknown. The committee did not know what the appropriate response should be.

Struss made a motion to table this matter until the next committee meeting. Second by Mat Dozois. Motion carried.

B. Discussion and possible action on Bette Hoesly's November 2025 bill

Bette Hoesly had previously reported a high water bill due to an outside spigot being left on with the water not entering the sewer system. A calculation was made to determine approximate water lost that did not go through the sewer system and an allowable refund of sewer charges was calculated.

A motion was made by Struss to credit Bette Hoesly's utility account for $323.40. Second by President Hollenbck. Motion carried on a roll call vote.

Yes – President Hollenbeck, Struss, and Dozois

No - None

C. Discussion and possible action of refund to 131 W Main St. for wrong meter being billed

It was discovered that the property was being billed for a 1-inch meter when a 3/4-inch meter is installed. The difference in the meter charge since the start of the error was calculated to be $424.58.

Struss made a motion to approve a billing adjustment credit of $424.58. Second by Dozois. Motion carried on a roll call vote.

Yes – President Hollenbeck, Struss, and Dozois

No - None

8. UNFINISHED BUSINESS – ACTION REQUIRED

A. Discussion and possible action Cross Connection proposal

A proposal from Hydrocorp to provide cross connection control services was discussed After reviewing one-year vs. two-year proposals for residential inspections, a motion was made and passed to approve a 2-year contract with Hydrocorp for a total of $24,887. The cost will be funded from the water fund's professional services line item.

Struss made a motion to approve a two-year contract for cross connection services from Hydrocorp at a cost of $24,887 with the cost for the second year to be put into the 2027 Budget. Second by Dozois. Motion carried on a roll call vote.

Yes – President Hollenbeck, Struss, and Dozois

No - None

9. REPORTS:

A. Utility Superintendent Report

- **Certifications & Reports:** The superintendent passed several certification tests, making them eligible for a wage increase. The Consumer Confidence Report was completed and published. The CMAR (wastewater) report is complete and will be on the next Village Board agenda.
- **Water Loss:** The PSC annual report shows water loss at 21% (down from 26%). Actions to reduce this toward the PSC 10% target include installing a missing meter at West Side Park, calibrating large meters, and replacing old meters.

- **System Maintenance:**
  - Over 100 valves have been exercised, with 5 found to be problematic.
  - Several curb stop issues were identified and are being addressed.
  - Two failing storm inlet catch basins were proactively replaced.
  - A hydrant damaged in a winter accident was replaced; an insurance claim will be filed.
  - Lift Station 1 was successfully cleaned.
- **Leak Detection:** Scheduled for June 26, 2026, to take advantage of foundry downtime for better detection, with a focus on a leak on Highway 18.
- **R&R Fund:** The required biennial review of the Repair and Replacement (R&R) fund is overdue. MSA will be contacted to perform an update.
- **Lead and Copper Sampling:** Samples were collected and submitted to the state lab; results are expected in 1–2 months.
- **Generator Maintenance:** Annual maintenance was performed by Total Energy Services. Costs are expected to increase to over $5,000 annually with the addition of new generators. Battery replacement at the Kenseth lift station was recommended.
- **Odor and Corrosion Issues (Main Street):** Two businesses are experiencing persistent hydrogen sulfide odors and corrosion issues. Rockdale has doubled its chemical dosing as an immediate step. Further diagnostics like pump tests, check valve installation, and smoke testing are being considered.

B. COWC report

COWC Contract and Rate Negotiation:

- A temporary compromise was reached with COWC for a 60% reduction in a fixed charge, with the remaining 40% intended for capital improvements.
- The existing 20-year contract is considered unclear and outdated, necessitating a rewrite. Law firms will be invited to pitch their services, starting with Boardman Clark.
- There is significant disagreement with Town and Country, the engineering firm advising COWC on rates. The committee expressed distrust in their upcoming rate study and suggested a financial expert should be used instead.

C. Budget report

- **Sewer Rate Changes:** A 34% increase in the variable O&M rate and a 60% reduction in the fixed charge were implemented, resulting in an estimated annual savings of $144,000. These savings are planned to be allocated toward I&I reduction efforts, such as manhole lid replacements and sewer lining.
- **True-Up Process:** Town & Country has been hired to conduct a rate study and review the "true-up" process for the last 3 years and the prior 17, which could result in a refund to the village.
- **Surplus Funds:** A surplus of approximately $898,000 from fixed fee collections exists. There is an ongoing debate on how to allocate these funds between capital improvements, the equipment replacement fund (target of $275,000), and a possible community refund.
- **Rate Increase Absorption:** The 34% rate increase is currently being absorbed by surplus funds to avoid passing it directly to ratepayers for now.
- **Budget Report:** The budget report was not prepared for the meeting.
- **Internet Service:** Internet options (Spectrum vs. Verizon) are being evaluated. A free fiber connection to one building may be possible through a PEG upgrade project.

10. QUESTIONS, STAFF REFERRALS, AND FUTURE AGENDA TOPICS:

- Rowe Pottery regarding billing issues.

11. ADJOURNMENT:

A motion to adjourn was made by Struss and seconded by Dozois. Motion carried

Meeting adjourned at 8:11 p.m.

Brian Wilson, Clerk/Treasurer

These minutes were approved by the Water & Sewer Committee on 07/21/2026.