

1 **SPECIAL SEWER AND WATER UTILITIES COMMITTEE MEETING MINUTES**
2 **TUESDAY, OCTOBER 29, 2024**
3 **VIA VIDEO CONFERENCE**
4 **(APPROVED VERSION)**
5

6 The October 29, 2024 meeting of the Sewer and Water Utilities Committee was called to order by
7 Committee Chairperson Denise Bhirdo at 3:45 P.M.

8
9 **Present:** Chairperson Denise Bhirdo and members Kurt Harff and Alison Werner

10
11 **Staff Members:** Utilities Director Megan Barnes, and Utilities Clerk Kara Kroll

12
13 **Others:** Josh Steffeck, Laurel Harff

14
15 **Approval of the Agenda:**

16 *A motion was made by Harff, seconded by Werner that the Agenda for the October 29, 2024 meeting of*
17 *the Sewer and Water Utilities Committee be approved as presented. Motion carried – all ayes.*
18

19 **Approval of the minutes:**

20 *A motion was made by Harff, seconded by Werner to approve the minutes of the September 10, 2024*
21 *meeting of the Sewer and Water Utilities Committee as presented. Motion carried – all ayes.*
22

23 **Public Comments and Correspondence**

24
25 No correspondence was received for this meeting.
26

27 **Discussion Items:**

28 **a) Wastewater Treatment Plant Operations Report**

29 A copy of the Sewer and Water Utility operations report prepared by Barnes was included in the meeting
30 packet for the members to review. Bhirdo questioned the annual water tower inspection deficiencies and
31 Barnes said the light bulbs and mesh are on order and once they are received the items will be repaired
32 before the November 12, 2024, deadline.
33

34 **b) Land Lease/ Sludge Land Application/ Sludge PFAs Testing**

35 The old land lease official notice was included in the meeting packet for the member to review. It was
36 decided that the official notice form should be updated, if it continues to be used in the future. Barnes
37 explained that she reached out to some of the labs in Wisconsin for PFAs testing on our sludge and the
38 State Lab is the only facility that offers testing. Barnes is waiting for the State Lab to respond with the cost
39 for PFA testing. If the test shows that there aren't any PFAs in the sludge, then the utilities would be able
40 land apply the sludge on vacant land owned by the Utilities, if they needed.
41
42

43 **c) Rate Study**

44 Barnes received an email from the Villages auditor and the email was discussed at the meeting. The auditor
45 would like to switch the process for conducting a treatment/collection rate case going forward. The auditors
46 recommended that the Utilities move to a yearly review during the budget of operating revenues and
47 expenses in comparison to cash on hand while taking into consideration the capital and maintenance

1 schedule. Barnes said this would use revenue and cash flow instead of FLOW, BOD and SS. Josh Steffek
2 from Robert E Lee attended the meeting and discussed how the Utilities would be able to conduct future
3 rate studies themselves and it would take a fraction of the time to complete, if we use the new model.
4

5 **d) Utilities Online Scheduling and Forms**

6 Barnes discussed adding online forms and scheduling to the Village website for meter exchanges and sludge
7 hauling. Barnes would like to limit the quantity of septage disposed of at the plant per day. She would like
8 to track the amount of waste the haulers dispose of on a calendar that counts down to zero, so the system
9 doesn't get overloaded. Barnes would also like to change the meter exchange process and use emails to
10 contact customers, so the utility staff doesn't have to spend as much time trying to track down customers.
11 Barnes is looking at making the process more efficient. Barnes will create forms for the Village website and
12 bring them to the Utilities Committee for review.
13

14 **e) Wastewater Treatment Plant Facilities Plan**

15 Barnes would like to complete a new facilities plan for the Utilities. Barnes thinks it would be good to look
16 at capacities on the plant side, the wells and see what needs to be done for our expectancy for the next 30
17 years. Barnes would like a request for bid for a facilities plan. An engineer from Donohue and Associates is
18 submitting an intent to apply free of charge and the engineer also recommended a new facilities plan when
19 she met with Barnes. Bhirdo asked Barnes if the village is at about 50% capacity. Barnes responded with yes,
20 but in the summer the capacity was as high as 74%. Barnes would like to see if there is a different way to
21 operate in the summer. There is money in the budget for a facilities plan.
22

23 *A motion was made by Harff, seconded by Werner to put out a request for proposal for a utilities plan as*
24 *presented. Motion carried-all ayes.*
25

26 **f) Record Retention Ordinance**

27 Kroll explained that the Utilities need to have their own record retention schedule separate from the Villages
28 record retention schedule. The Utilities schedule needs to include the Department of Natural Resources, the
29 Public Service Commission of Wisconsin and the Wisconsin Municipal Records Schedule. Kroll received
30 approval from the Public Records Board, the Wisconsin Public Service Commission and the Department of
31 Natural Resources. Bhirdo questioned how long maps need to be kept. Barnes said she keeps maps and DNR
32 records far longer than the retention schedule requires.
33

34 *A motion was made by Werner, seconded by Harff to recommend to the Village Board the approval of the*
35 *Utilities record retention schedule be approved as presented. Motion carried- all ayes.*
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37

38 **Discussion regarding matters to be placed on a future agenda or referred to a Committee, Official, or**
39 **Employee.**
40

- 41 • Rate Study
- 42 • Online Forms
- 43 • Utilities Facilities Plan
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- 45
- 46
- 47

48 **Adjournment**

1 *At 4:22 P.M. a motion was made by Harff, seconded by Werner to adjourn the October 29, 2024 meeting*
2 *of the Sewer and Water Utilities Committee. Motion carried – all ayes.*

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4 *The next meeting of the Sewer and Water Utilities Committee will be conducted at 3:45 P.M. on Tuesday,*
5 *November 12, 2024 via Video Conference.*

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7
8 Respectfully submitted,

9 

10 Kara Kroll

11 Utilities Clerk