

**Village of Caledonia Utility District Meeting
June 6, 2018**

- 1. Meeting Called to Order** – The Regular Meeting of the Village of Caledonia Utility District was held on Wednesday, June 6, 2018, at the Caledonia Utility District Office, located at 333 4 ½ Mile Road Racine, Wisconsin. The meeting was called to order by President Howard Stacey at 6:00 pm.
- 2. Roll Call** – Those present were President Howard Stacey, Secretary Harry Garnette, Commissioners Mark Brigman, and Nicholas Sullivan. Commissioner Tony Minto arrived at 6:05pm and Commissioner Bill Infusino arrived at 6:21pm. Trustee Wishau was excused. Also present were Utility Director Anthony Bunkelman, Utility Manager Robert Lui, and Utility District Accountant Michele Jones.
- 3. Approval of Minutes**
 - a.** Upon a motion by Garnette and seconded by Minto, the Commission approved the minutes from the Utility District’s previous regular meeting held May 2, 2018. A copy of these minutes have been furnished to each Commissioner. **Motion Carried.**
- 4. Citizen Comments** – None
- 5. Recommendation for Investing Debt Service Reserve Fund – Michele Jones**

Utility District Accountant Michele Jones was present and reported to the Commission that she along with President Stacey, Manager Lui and Director Bunkelman met with AMG who provided an investment strategy which would yield significant additional interest on the Debt Service Reserve Funds required to be on hand for the various Utility Borrowings.
- 6. Communications and Announcements**

Utility District Operator Ulcek was in an accident on Monday morning with a Utility District vehicle. There were No apparent injuries and minor damage to a resident’s vehicle.
- 7. Approval of O&M Bills**
 - a.** Upon a motion by Garnette and seconded by Sullivan, the Commission approved payment of O&M Bills, related to the Utility District, listed under checks #13173 through #13212, totaling \$1,838,881.80. Minto recused himself from Check #13192. **Motion Carried.**
 - b.** Upon a motion by Minto and seconded by Sullivan, the Commission approved payment of O&M Bills related to the Storm Water District totaling \$5,058.17. **Motion Carried.**

8. Project Updates – Utility District

a. Caddy Vista Improvements / Lift Station

The Utility District recommended Option 2 to the Village Board. Option 2 was presented to the Village Board and they concur but required that the Utility District determine how the project will be funded. Later item on agenda to finalize funding. The design for the watermain extension is approximately 85% complete.

b. Caddy Lane Watermain Relay

Bunkelman reported that the restoration of the project was nearly completed.

c. Riverbend Drive Lift Station Safety Site

Bunkelman reported that Foth is working on the design of the second forcemain. Lui, Ludwig and Bunkelman met with Keith Haas to discuss peak hour discharge of lift station and modeling of downstream sewer. Awaiting information from Racine. A wetland delineation has been completed.

d. Lighthouse Drive Lift Station Upgrade Site

Bunkelman reported that Attorney Bjelajac and staff were working on finalizing the agreement. Owners are reviewing the requested landscape plan. The landscape plan is to be included in the agreement.

e. Ivy Lane Watermain Relay / West Johnson Sewer Rehabilitation

Bunkelman reported to the Commission that the final televising in West Johnson area is completed and under review. The Ivy Lane portion of the project had the storm sewer installed and restoration is under way.

f. STH 32 Utility Improvements Advance Utility Work

Bunkelman reported to the Commission that the watermain on Highway 32 was completed. 6 Mile Road watermain East of Highway 32 was scheduled for the middle of July. The sewer lining portion of the project was completed (minus the area near the box culvert being lined by the DOT). Sewer crossing at 5 Mile Road completed. Sewer crossing on Highway 31 at Kingdom Court scheduled for the middle of July. Rain has been a factor in this project. Highway 32 is scheduled to reopen to all traffic on May 31st.

g. Wind Point Sanitary Rehabilitation

Updated the cost estimate based on previous bid results and field inspection on the manholes on the Southern portion of the project. Northern portion based on the television review. Northern manholes to be inspected soon. Cost estimate based on the percentage of manholes from South side to the North side. Looking to bid the project this summer and allow a long time frame for completion.

h. Hoods Creek – Aldebaran Brushing Project

Bunkelman reported that the project will commence as weather permits.

i. Tanglewood Avenue Storm Sewer Replacement Project

Bunkelman reported to the Commission that the project is in Design and should be ready soon to bid. Potential to bid projects together.

j. Wind Point West Subdivision Project

Bunkelman reported to the Commission that the project is in Design and should be ready soon to bid. Potential to bid projects together.

k. Ivy Lane Storm Water Improvement Project

Bunkelman reported to the Commission that the Storm Sewer is in and restoration is underway.

l. GIS Updates

Bunkelman informed the Commission that the GIS Updates Project was for the Storm Sewer Facilities Map Books. Review of books has been completed and marked up books have been forwarded to Foth. When finalized, Diggers Hotline will be contacted to create 1 overall District for facilities marking.

9. Action Items

a. Consider Final Acceptance of Hwy K, to Carol Drive, Sewer and Water Extension Project.

Bunkelman reported that he has been in contact with Attorney Ekes. Not all of the proper paperwork, including final lien waivers, were submitted. Bunkelman requested this be laid over.

Upon a motion by Garnette and seconded by Minto, the Commission moved to lay this item over. **Motion Carried.**

b. Resolution 2018-01 – CMAR

Lui reported that he has completed the CMAR report for satisfying the Utility District's DNR requirement. A resolution is required to be passed by the District as part of the requirement.

Upon a motion by Infusino and seconded by Sullivan, the Commission moved to approve Resolution 2018-01. **Motion Carried.**

c. Authorization of signatures of Development Agreement Cascade Ridge

Bunkelman reported that the Development Agreement for Cascade Ridge has been approved by the Village Board and will require signatures from the Officers of the Utility District.

Upon a motion by Minto and seconded by Infusino, the Commission moved to authorize the President and Secretary of the Caledonia Utility District to execute the Development Agreement for Cascade Ridge. **Motion Carried.**

d. 12908 Highway K – Letter disputing connection to sanitary sewer – Anthony Platt

Bunkelman informed the Commission that a letter disputing the connection to sanitary sewer was received. Mr. Platt whom attended the meeting felt that he should not be required to connect due to the location of the lateral to the home. Bunkelman informed the Commission of the Ordinance and that he would be required to connect. Bunkelman also informed the Commission that he had met with a potential developer of the parcel. As part of that potential development the home would be removed. Bunkelman suggested that since there was development potential in the near future because of his meeting with the developer that a six month extension could be granted. This would allow sufficient time to explore the development opportunity. Bunkelman informed the Commission and Mr. Platt that the home would need to be connected to the sanitary sewer if the development opportunity falls through.

Upon a motion by Brigman and seconded by Sullivan, the Utility District recommends to the Village Board a six month extension be granted to connect the home to sanitary sewer (January 24, 2019) to allow the owner to explore the development opportunity on the parcel. **Motion Carried.**

e. Relocation Order DeBack Farms Business Park Sanitary Sewer

Bunkelman informed the Commission that a relocation order was run through the Village Board to get the process moving for the easement acquisition for a Sanitary Sewer main to be installed from DeBack Lane to 4 Mile Road and West to the East Frontage Road.

f. Casey's General Store – Storm Water Management Plan – Conditional Approval

Bunkelman explained to the Commission that the Storm Water Management Plan for Casey's General Store to be located on the Northeast corner of Charles Street and 4 Mile Road was ready for conditional approval. Bunkelman gave a brief overview of the storm water management plan for the site and the outstanding items. Bunkelman also stated that an updated plan has been submitted but has yet to be reviewed. The Design Engineer for the project Lauren Downing, was also present.

Upon a motion by Garnette and seconded by Brigman, the Utility District conditionally approved the Storm Water Management Plan for Casey's General Store subject to the Utility Director's May 23rd memo. **Motion Carried.**

g. Casey's General Store – Site Grading & Drainage Plan – Conditional Approval

Bunkelman explained to the Commission that the Site Grading & Drainage Plan for Casey's General Store to be located on the Northeast corner of Charles Street and 4 Mile Road was ready for conditional approval. Bunkelman gave a brief overview of the site grading & drainage plan for the site and the outstanding

items. Bunkelman also stated that an updated plan has been submitted but has yet to be reviewed. The Design Engineer for the project Lauren Downing, was also present.

Upon a motion by Garnette and seconded by Sullivan, the Utility District conditionally approved the Site Grading & Drainage Plan for Casey's General Store subject to the Utility Director's May 23rd memo. **Motion Carried.**

h. Caddy Vista Sanitary Sewer Improvements – Budget Information

Bunkelman informed the Commission that he had presented Option 2 for Sanitary Sewer in the Caddy Vista area to the Village Board and the Village Board approved it with a condition of determining how the project would be paid for. Since the meeting with the Village Board, the Utility District's CIP was reviewed and the Wind Point Sanitary Rehabilitation Project cost estimate was re-reviewed. The infrastructure in Wind Point was in a little better condition than anticipated and the Wind Point project will not cost as much as originally estimated. It was then recommended that a Budget modification be done at the time of the project as necessary to adjust project costs for both the Caddy Vista project and the Wind Point project.

Upon a motion by Brigman and seconded by Infusino the Commission moved to recommend that the Utility District amend the CIP to add \$900,000.00 to the Caddy Vista Sewer Improvements West in 2019 for a total amount of \$4.1 million dollars and reduce the Wind Point Sewer Rehabilitation \$900,000.00 in 2019 for a remaining total project amount of \$2.5 million dollars. Further refinements to the CIP will be made during the 2019 Budget review. **Motion Carried.**

i. Allocation of Sanitary Sewer Connection Points

Bunkelman informed the Commission that he was working on satisfying the Obligations of the Caledonia, Mount Pleasant, and Racine County MOU. One of the Obligations is that Caledonia transfer 1 MGD of sewer treatment capacity to Mount Pleasant. This transfer will need to be certified by the Racine Wastewater Commission. Bunkelman had put together a spreadsheet outlining the re-allocation of sewer treatment capacity.

Upon a motion by Minto and seconded by Sullivan, the Utility District recommend forwarding the Reallocation Recommendations to the Racine Wastewater Utility Commission for certification to meet the Contingency of the Memorandum of Understanding between the Village of Caledonia, Village of Mount Pleasant and Racine County. **Motion Carried.**

j. Recommendation for Investment Strategy

Michele Jones presented to the Commission an investment strategy for laddering investments with AMG to accrue additional interest on the Debt Service Reserve Fund.

Upon a motion by Infusino and seconded by Garnette, the Utility District approved the investment strategy as proposed. **Motion Carried.**

k. Change Order for Highway 32 Advanced Utility Work

Bunkelman explained to the Commission that as part of the Highway 32 project there were several items that required a Change Order. Change Order #1 was for a cost increase of \$59,350.00 and a time extension to October 13, 2018.

Upon a motion by Brigman and seconded by Garnette, the Utility District approved Change Order #1 for the Highway 32 Advanced Utility Work Project. **Motion Carried.**

l. Proposal from Ehlers for Simplified Water Rate Application

Bunkelman and Lui informed the Commission that a Simplified Water Rate Application can be applied for. A proposal from Ehlers was obtained on an as needed basis for the application of the Simplified Water Rate Case.

Upon a motion by Infusino seconded by Minto, the Utility District approved staff utilizing Ehlers for the Simplified Water Rate Application on an as needed basis. **Motion Carried.**

m. Set meeting date for July

Bunkelman asked the Commission what date would work for the July Utility District meeting due to the regularly scheduled meeting falling on the 4th of July. The Commission agreed that July 11th would be date for the July Utility District meeting.

10. Adjournment

Upon a motion by Infusino and seconded by Sullivan, the Commission voted to adjourn the regular meeting at 7:15pm. **Motion Carried.**

Respectively submitted,

Anthony A. Bunkelman P.E.
Utility Director