

**Village of Caledonia Utility District Meeting
June 10, 2020**

1. Meeting Called to Order – The Regular Meeting of the Village of Caledonia Utility District was held on Wednesday, June 10, 2020, at the Caledonia Village Hall, located at 5043 Chester Lane 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, Commissioners Michael Pirk, Dave Ruffalo, Nicholas Sullivan, Tony Minto and Trustee Lee Wishau. Commissioner Mark Brigman was excused. Also present were Utility Manager Robert Lui, and Utility Director Anthony Bunkelman.

3. Election of Officers

Commissioner Minto nominated Howard Stacey to be the Utility District President, Seconded by Trustee Wishau. Howard Stacey accepted the nomination. **Motion Carried.**

President Stacey nominated Michael Pirk to be the Utility District Secretary, Seconded by Trustee Wishau. Michael Pirk accepted the nomination. **Motion Carried.**

4. Approval of Minutes

a. Upon a motion by Pirk and seconded by Wishau, the Commission approved the minutes from the Utility District's previous regular meeting held March 4, 2020. A copy of these minutes have been furnished to each Commissioner. **Motion Carried.**

b. Upon a motion by Minto and seconded by Wishau, the Commission approved the minutes from the Joint Meeting between the Village Board and Utility District held March 21, 2020. A copy of these minutes have been furnished to each Commissioner. **Motion Carried.** Commissioner Pirk abstained.

5. Citizen Comments – None

6. Communications and Announcements

a. Racine Water Utility Agenda & Minutes

The Commission looked over the February 25th Minutes and the March 17th Agenda for the Racine Water Utility.

b. Racine Wastewater Utility Agenda & Minutes

The Commission looked over the February 25th Minutes, and the March 17th Agenda for the Racine Wastewater Utility.

c. Racine Wastewater Update May 22, 2020 email

The Commission looked over the May 22, 2020 email from the Racine Wastewater Utility. Due to the rain there have been issues with exceedances of triggers. Foth and Staff are working on a plan. The Draft Plan will be shared when completed.

7. Approval of O&M Bills

a. Discussion was held on reducing engineering fees and on a direct purchase of a control building and generator. Upon a motion by Minto and seconded by Sullivan, the Commission approved payment of O&M Bills, related to the Sewer & Water Utility Districts totaling \$269,132.33. **Motion Carried.**

b. Upon a motion by Minto and seconded by Wishau, the Commission approved payment of O&M Bills related to the Storm Water District totaling \$42,579.01. **Motion Carried.**

8. Project Updates

a. Construction Contract Status

The current contract statuses were shared with the Commissioners.

b. Caddy Vista Improvements / Lift Station

Super Excavators has been working on restoration within the project area. There has been some additional culvert work and piping that has been added that will require a change order. The change order will be coming soon.

c. Riverbend Drive Lift Station Safety Site

Design of project will commence around Fall of 2020.

d. Lighthouse Drive Lift Station Upgrade Site

The new electrical service is scheduled to be done on Friday June 5th.

e. South Lane Sanitary Sewer

Reesman's has been submitting shop drawings for the Project. Project to potentially start in June.

f. Rio Vista Shorewood & Stonebridge Utility Improvements

Project bid opening held June 3rd. PTS Contractors Inc is the low bidder at \$930,020. Project award this evening and will go to the Village Board on June 15th.

g. DeBack Industrial Park Phase 3 Improvements

Information has been sent to the owners and the Special Assessment meeting will be held when the Village Hall can host larger public meetings.

h. Annual Televising Program – Sanitary Sewer

Sent out televising program (Phases 1 through 4) to 3 companies. 2 Companies returned proposals. Green Bay Pipe is the Low Bidder. They can start next week.

The Utility has already cleaned Phase 1. This is the 5th year of the 5-year program.

i. Water Impact Fee / Sewer Connection Fee Update

Discussed project briefly with Foth. They are almost ready to share preliminary numbers with the District. As of right now the preliminary numbers show a slight increase in the Impact Fee and Sewer Connection Fee.

j. EPA Risk & Resilience Assessment and Emergency Response Plan

Proposals received from 2 consultants. Recommendation for the work on agenda tonight.

k. Hoods Creek – Aldebaran Brushing Project

Awaiting dry weather and will reassess Aldebaran.

l. Tanglewood Avenue Storm Sewer Replacement Project

Reesman's will begin the project after Wind Point West is completed.

m. Wind Point West Subdivision Project

Easements are at the District and Village Board for approval. Tree Removal started on the project May 26th. Pipe installation is to begin on June 4th.

n. GIS Updates

GIS geodatabase being updated. Will review when received.

o. Jolson Street – Franksville Area Drainage

Manholes and Pipe Ordered. Awaiting delivery. Once delivered project will be installed.

p. Alcyn Drive – Drainage Complaint

Will be performing a QA/QC with the gas main to see if there are conflicts. Once completed will be finalizing drawings and will share with owners.

q. Douglas Avenue – OMG Ditch Project

Plans are near completed. Permits have been applied for and awaiting approval.

9. Action Items

a. Briarwood – Storm Water Management Plan & Engineering Improvement Plan – Approval

Director Bunkelman stated that he had approved the plans during COVID but since the project had not started yet he would bring them to the Commission for official approval. Bunkelman explained that the plans have been reviewed and meet the Ordinances. There are 4 conditions of approval contained within the June 3, 2020 memo.

Upon a motion by Minto and seconded by Wishau the Commission moved to approve the Storm Water Management Plan for Briarwood and moved to approve the Engineering Improvement Plan for Briarwood subject to the 4 conditions on the June 3rd Memo. **Motion Carried.**

b. Rio Vista, Shorewood & Stonebridge Utility Improvements – Contract Award

Upon a motion by Minto and seconded by Pirk, the Commission moved to authorize the Caledonia Utility District to issue the Notice of Award to PTS Contractors Inc. for the Rio Vista, Shorewood & Stonebridge Utility Improvements Project in the amount of \$930,020.00. **Motion Carried.**

Upon a motion by Minto and seconded by Wishau, the Commission moved to authorize the Caledonia Utility District President and Secretary to execute any contract documents as necessary. **Motion Carried.**

c. EPA Risk & Resilience Assessment and Emergency Response Plan – Contract Award

Director Bunkelman shared the RFP's with the Commission. He also explained that the EPA provided additional guidance after the RFP when out and that the RFP was updated to give an alternative to use the additional guidance. 2 Proposals were received (Foth and Strand). Based on review of each of the proposals, it has been recommended that the Foth proposal using the VSAT Web 2.0 be selected. It was discussed that using the VSAT Web 2.0 the District would receive a more comprehensive review.

Upon a motion by Ruffalo and seconded by Sullivan, the Commission moved to award a contract for the EPA Risk & Resilience Assessment and Emergency Response Plan to Foth Infrastructure & Environment using the VSAT Web 2.0 RRA in the not to exceed amount of \$18,850.00. **Motion Carried.**

d. Storm Water Easement Agreement – Elizabeth Zurowski – Authorization of Signatures

Upon a motion by Minto and seconded by Wishau, the Commission moved to authorize the President and Secretary of the Caledonia Utility District to execute the Stormwater Easement Agreement with Elizabeth Zurowski of 5317 Idlewood Drive. **Motion Carried.**

e. Storm Water Easement Agreement – Kristen Fulmer – Authorization of Signatures

Upon a motion by Minto and seconded by Wishau, the Commission moved to authorize the President and Secretary of the Caledonia Utility District to execute the Stormwater Easement Agreement with Kristen Fulmer of 5234 Worsley Lane. **Motion Carried.**

f. Storm Water Easement Agreement – Daniel Szymczak – Authorization of Signatures

Upon a motion by Minto and seconded by Wishau, the Commission moved to authorize the President and Secretary of the Caledonia Utility District to execute the Stormwater Easement Agreement with Daniel Szymczak of 5249 Erie Street. **Motion Carried.**

g. Storm Water Easement Agreement – Dorothy Sykes – Authorization of Signatures

Upon a motion by Minto and seconded by Wishau, the Commission moved to authorize the President and Secretary of the Caledonia Utility District to execute the Stormwater Easement Agreement with Dorothy Sykes of 351 Hialeah Drive. **Motion Carried.**

h. Summary of Racine Water Rate Case & Water Utility Cash Flow Analysis

Director Bunkelman shared the review of the Racine’s Water Rate Case and Cash Flow Analysis that was prepared by Ehlers. The Racine rate case results in an estimated \$383,087 increase in revenues needed. This results in an 8.3% increase in rates. In regard to the cash flow analysis, the additional \$265,000 results in a 7.19% increase in rates. Overall, with all increases together, water rates are projected to increase 17.6%. This increase is subject to PSC approval and can not be applied for until both the Racine Rate Case is approved, and the Village takes formal action.

i. St. Rita’s Road Generator – Discussion

Trustee Wishau gave a summary of his review of the situation. The Ordinance for Surplus Property was old and poorly written. Since that time the Ordinance has been rewritten to clearly define how to dispose of assets. Fixed Asset lists are also being reviewed and updated Village wide. If any of the Commissioners are contacted about the anonymous letter received, they are to refer them to the Village Administrator for the official response.

10. Adjournment

Upon a motion by Minto and seconded by Pirk, the Commission moved to adjourn the regular meeting at 7:58 pm. **Motion Carried.**

Respectively submitted,
Anthony A. Bunkelman P.E. Utility Director