

**Village of Caledonia Utility District Meeting
January 13, 2021**

1. Meeting Called to Order – The Regular Meeting of the Village of Caledonia Utility District was held on Wednesday, January 13, 2021, via Zoom. The meeting was called to order by President Howard Stacey at 6:00 pm.

2. Roll Call – Those present on the Zoom call were President Howard Stacey, Commissioners Michael Pirk, Tony Minto, Dave Ruffalo, Nick Sullivan, and Trustee Lee Wishau. Commissioner Mark Brigman was excused. Also present on the call were Utility Manager Robert Lui, and Utility Director Anthony Bunkelman.

3. Approval of Minutes

a. Upon a motion by Pirk and seconded by Sullivan, the Commission approved the minutes from the Utility District’s previous regular meeting held December 2, 2020. A copy of these minutes have been furnished to each Commissioner.

Motion Carried.

4. Citizen Comments – None

5. Communications and Announcements

a. Racine Water Utility Agenda & Minutes

The Commission looked over the November 17th Minutes and the December 15th Agenda for the Racine Water Utility.

b. Racine Wastewater Utility Agenda & Minutes

The Commission looked over the November 17th Minutes, and the December 15th Agenda for the Racine Wastewater Utility.

c. Operator Position

The Commission was informed that applications for the Operator position were received and reviewed. None of the applicants stood out so the position was being re-advertised. The applications are now due by January 29th.

d. PWAC submitted 12/29 (proposed implementation 2/15)

Staff has filed the Purchase Water Adjustment Clause for the increase from the Racine Water Rate Case. Staff is working with PSC on providing additional information.

6. Approval of O&M Bills

a. Upon a motion by Wishau and seconded by Sullivan, the Commission approved payment of O&M Bills, related to the Sewer Utility District totaling \$207,007.78. **Motion Carried.**

b. Upon a motion by Wishau and seconded by Pirk, the Commission approved payment of O&M Bills, related to the Water Utility District totaling \$982,990.89. **Motion Carried.**

- c. Upon a motion by Wishau and seconded by Minto, the Commission approved payment of O&M Bills related to the Storm Water Utility District totaling \$12,810.59. **Motion Carried.**

7. Project Updates

a. Construction Contract Status

The current contract statuses were shared with the Commissioners.

b. Riverbend Lift Station Safety Site

Working on Facilities Plan. To be completed by July 2021 and submitted to the DNR by September 2021. Preliminary design to be ready by June 2021. Proposed to be bid in January 2022 with Construction February 2022 – September 2022.

c. Riverbend Lift Station & Forcemain Upgrade

Working on Facilities Plan. To be completed by July 2021 and submitted to the DNR by September 2021.

d. Lighthouse Drive Lift Station Upgrade Site

Project completed. Awaiting Final Pay Request. Retainage remains on the contract.

e. South Lane Sanitary Sewer

Project completed minus one lateral that will need to be televised. Reesman's was out to televise this lateral and their camera was not working. There are getting their camera serviced and will then televise the lateral.

f. Rio Vista Shorewood & Stonebridge Utility Improvements

Sanitary Sewer lining portion of project remains. Visu Sewer looking to start the lining the week of January 18th.

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

Will be reviewing results when received. Preparing 2021 program.

i. Water Impact Fee / Sewer Connection Fee Update

Will bring to meeting when ready. Issues that needed to be discussed with consultant on proposed fees.

j. EPA Risk & Resilience Assessment and Emergency Response Plan

Received information on facilities and started performing review of them for Assessment.

k. Hoods Creek Attenuation Basin Expansion

Preliminary Design to be ready by the end of January 2021. Submitted to DNR by June 2021. Proposed to be bid in August 2021 with Construction September 2021 – August 2022.

l. Central Lift Station Safety Site

Working on facilities plan. To be completed by February 2021 and submitted to the DNR by April 2021. Preliminary Design to be ready by February 2021. Proposed to be bid in September 2021 with Construction October 2021 – May 2022.

m. Central Attenuation Basin

Preliminary Design to be ready by September 2022. Submitted to DNR by March 2023. Proposed to be bid in April 2023 with Construction May 2023 – July 2024.

n. Hoods Creek – Aldebaran Brushing Project

Awaiting frozen ground and weather. Will re-assess the needs of the Hoods Creek along the Aldebaran Subdivision.

o. Tanglewood Avenue Storm Sewer Replacement Project

Project completed. Awaiting Final Pay Request. Retainage remains on contract.

p. Wind Point West Subdivision Project

Project completed. Awaiting Final Pay Request. Retainage remains on contract.

q. GIS Updates

Hyperlinking of Easement documents ongoing. Working on gathering construction plans for hyperlinking. Will do as time allows.

r. Alcyn Drive – Drainage Complaint

Waiting for contractor pricing. Then will respond to owners.

s. Douglas Avenue – OMG Ditch Project

Will be sending out letters to additional property owners to the North for buy in on the project for DNR Application.

t. Turtle Creek Restoration

Will be obtaining files from Root Pike WIN for creating Easement documents for a Relocation Order.

8. Action Items

a. Discussion on Consultant Fees

Director Bunkelman explained that Commissioner Minto and himself had been discussing consultant fees in addition to the Commission discussing consultant fees in the recent past. Commissioner Minto prepared spreadsheets using information from Director Bunkelman and from previous Commission packets. The idea is to look into

bringing some of this consultant work back inhouse to save cost. Those savings would then be used to hire additional staff. The Engineering Department currently has an Intern that we would like to keep on. He would be an intern until May of 2021, when he graduates. The idea is to create a Technician position. The first year the Utility would need to fund about 7 months of salary.

Some Commissioners had concerns about the work that would be done by this position in the Engineering Department and how that would be handled. There were also concerns about the economy taking a turn and then the possibility of not having work for this position to do.

Discussion then revolved around construction inspection and concerns arose about if the Intern is qualified to perform these duties. Discussion then revolved around liability that the Village would incur if an unqualified inspector is performing this work. References were made to a prior Village project and previous Board members.

Director Bunkelman has been requested to review the consultant charges for 2019 and 2020 to see what work can be done by this position. Also look/forecast to make sure that there will be work for this position in the future.

b. Racine Sewer Agreement – discussion

Director Bunkelman explained that due to the excessive rain events experienced in the Village of Caledonia in 2020 that the Village had received capacity exceedance letters from the Racine Wastewater Utility at 2 of its connection points. With those letters there were moratoriums placed on those connection points for a short period of time. The Village received a temporary lifting of those moratoriums on July 28, 2020. The Utility has since created an action plan to mitigate the capacity issues. The action plan consists of 2 Lift Station Safety Sites and 2 Attenuation Basins. A presentation of the action plan was prepared for the Racine Wastewater Utility to be given in December. Racine denied that request to be on the December agenda. A request was then made to be on the January Racine Commission meeting. An email was received back that we would be placed on the January agenda, but that was followed shortly with a request to provide Racine with the presentation and a request for a meeting with the Mayor. The meeting with the Mayor was held on January 11th and at that meeting it was discussed that Racine and Caledonia should work together to solve capacity issues, as Racine has capacity issues as well. Racine has hired AECOM to come up with some ideas/proposals for joint projects. Racine requested that Caledonia hold off on presenting its action plan until collaborative projects are explored. Caledonia agreed to hear them out. It was asked during the meeting if Sewer Extensions could be approved on a Temporary Lifting of the Moratorium. The question was answered that it is a commission decision, but the Mayor did not see why not. With that information the Village will be moving forward with TID #5 and will be moving forward business as usual. It was anticipated that another

meeting with Racine will be held potentially the last week in January to have AECOM present their ideas.

9. Adjournment

Upon a motion by Minto and seconded by Pirk, the Commission moved to adjourn the regular meeting at 6:54pm. **Motion Carried.**

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