

**Village of Caledonia Utility District Meeting
June 2, 2021**

- 1. Meeting Called to Order** – The Regular Meeting of the Village of Caledonia Utility District was held on Wednesday, June 2, 2021. 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, Tony Minto, Dave Ruffalo, John Strack, Nick Sullivan, and Trustee Lee Wishau. Also, present were Utility Manager Robert Lui, and Utility Director Anthony Bunkelman.
- 3. Approval of Minutes**
 - a. Upon a motion by Minto and seconded by Wishau, the Commission approved the minutes from the Utility District’s previous regular meeting held May 5th, 2021, with the correction of John Strack being present at the meeting. A copy of the minutes has 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 April 27th Minutes and the May 18th Agenda for the Racine Water Utility.
 - b. **Racine Wastewater Utility Agenda & Minutes**

The Commission looked over the April 27th Minutes, and the May 18th Agenda for the Racine Wastewater Utility. Director Bunkelman noted that the Racine Wastewater Commission approved 2 sewer extensions for the Caledonia Utility District.
 - c. **Operator Position & Engineering Tech Position**

7 Applications were received for the Operator Position. Currently reviewing the applications. Director Bunkelman had updated the Utility District Technician job description and shared it with the Commission. The job description was submitted to the administrator for comment.
 - d. **2020 Consumer Confidence Report (CCR)**

The 2020 CCR was posted on the Village website and had approximately 400 printed to distribute. The website link is being placed on the quarterly utility bills. The CCR was in the packet for the Commission.
- 6. Approval of O&M Bills**
 - a. Upon a motion by Wishau and seconded by Minto, the Commission approved payment of O&M Bills, related to the Sewer Utility District totaling \$96,026.91. **Motion carried.**

- b. Upon a motion by Wishau and seconded by Strack, the Commission approved payment of O&M Bills, related to the Water Utility District totaling \$73,607.77. **Motion carried.**
- c. Upon a motion by Wishau and seconded by Sullivan, the Commission approved payment of O&M Bills related to the Storm Water Utility District totaling \$4,499.41. **Motion carried.**

7. Project Updates

a. Construction Contract Status

The current contract statuses were shared with the Commissioners.

b. Riverbend Lift Station Safety Site

Met with Foth on project. Will be scheduling a site visit for a walk through. Working on Facilities Plan. Up to modeling portion of the report. Working on seeing what effect the Hoods Creek Attenuation Basin will have on the Lift Station. 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. Contacted QSP Utility about final pay request.

e. Rio Vista Shorewood & Stonebridge Utility Improvements

Project near completion. Punch list items remain.

f. DeBack Industrial Park Phase 3 Improvements

Provided Village Board with alternatives for their approval.

g. Annual Televising Program – Sanitary Sewer

Began performing repairs that staff can perform.

h. Water Impact Fee / Sewer Connection Fee Update

Working on various alternatives for discussion with the District. Issues arise with comparing how fees are calculated now vs what is proposed. Currently is 1 base plus 1 REU, proposed is just REU.

i. EPA Risk & Resilience Assessment and Emergency Response Plan

Water Utility RRA is ready to be submitted to EPA. Began work on Sewer plan. Will be meeting again in the future on sewer plan.

j. Hoods Creek Attenuation Basin Expansion

Ray Leffler working on locations for excavated material. Ray has reached out to ATC for relocating the road. Awaiting response. Proposed to be bid in August 2021 with Construction September 2021 – August 2022.

k. Central Lift Station Safety Site & Attenuation Basin

Met with Foth to discuss Facilities Plan. Preparing to send to the DNR soon. Preliminary Design being worked on. Proposed to be bid in April 2023 with Construction May 2023 – July 2024.

l. North Kremer Watermain Project

Received 90% plans for watermain layout. Reviewed and working to have bid out by July 1. Looking to advertise on June 17th and 24th.

m. Dominican Lift Station Rehab Project

90% plans received and under review. Met with Foth on plan review and worked out several items. Still some items to work through. Submitted to DNR for approval. Working on preparing information for direct purchase for Finance Committee. Proposed to be bid in July/August 2021 with construction August 2021 – February 2022.

n. Hoods Creek – Aldebaran Brushing Project

Working with contractor to have log jams removed.

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 and Storm Sewer Projects ongoing. Will be gathering Subdivision Plats and Subdivision Plans as time allows.

r. Alcyn Drive – Drainage Complaint

Waiting for contractor pricing. Then will respond to owners.

s. Douglas Avenue – OMG Ditch Project

Foth proceeding with plans to get out for bidding and construction in 2021. Looking to bid in July 2021 to be ready to go when crops come off.

t. Turtle Creek Restoration

Received files from Root Pike WIN for project. Preparing information for necessary easements. Forwarded information to surveyor for Legal Descriptions of Easements. Started preparation of Relocation Order.

8. Action Items

a. Resolution 2021-01 – Resolution Approving the 2020 Compliance, Maintenance Annual Report for the Caledonia Utility District

Director Bunkelman explained each section of the CMAR to the Commission. Overall, the District received a grade of A on the CMAR.

Upon a motion by Minto and seconded by Sullivan, the Commission moved to adopt Resolution 2021-01. **Motion carried.**

b. Deepwood Drive CSM – Sanitary Sewer Plan Approval

Director Bunkelman gave an overview of the proposed sanitary sewer extension for this CSM which is located in the Village of Wind Point.

Upon a motion by Sullivan and seconded by Wishau, the Commission moved to approve the Sanitary Sewer Plan for the Deepwood CSM subject to conditions in Director Bunkelman’s memo. **Motion carried.**

c. Concord Apartments Master Meter Installation Relocation Order

Director Bunkelman gave an explanation of the need for a master meter at Concord Apartments and also discussion the process with a Relocation Order.

Upon a motion by Sullivan and seconded by Ruffalo, the Commission moved to forward a Relocation Order to the Village Board to obtain the necessary easements for a Master Water Meter Installation Project for the Concord Apartments. **Motion carried.**

9. Adjournment

Upon a motion by Minto and seconded by Pirk, the Commission moved to adjourn the regular meeting at 6:47pm. **Motion carried.**

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