

**Village of Caledonia Utility District Meeting
August 3, 2022**

1. Meeting Called to Order – The Regular Meeting of the Village of Caledonia Utility District was held on Wednesday, August 3, 2022. 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, Robert Kaplan, John Strack and Trustee Lee Wishau. Also, present were Utility Operations Supervisor Robert Lui, and Public Services Director Anthony Bunkelman. Trustee Wishau left the meeting at 6:40pm.

3. Approval of Minutes

- a. Upon a motion by Commissioner Minto and seconded by Commissioner Kaplan, the Commission approved the minutes from the Utility District's previous regular meeting held July 13, 2022. 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 Minutes

The Commission looked over the agenda and minutes from the July 19th meeting of the Racine Water Utility. Director Bunkelman gave a brief summary of the action taken by the Utility.

b. Racine Wastewater Utility Agenda & Minutes

The Commission looked over the agenda and minutes from the July 19th meeting of the Racine Wastewater Utility. Director Bunkelman gave a brief summary of the action taken by the Utility.

c. Staffing Update

Director Bunkelman indicated that Alex Parker, an Operator, started today and next week Shaun Waege, an Operator in Training, will start with the Utility. Once Mr. Waege starts the Utility will be at full budgetary staffing.

6. Approval of O&M Bills

- a. Director Bunkelman indicated that the Von Brisen invoices have been transferred to TID #4. The latest check register has the invoices incorrectly coded and has been changed.

Upon a motion by Commissioner Minto and seconded by Trustee Wishau, the Commission approved payment of O&M Bills, related to the Sewer Utility District totaling \$709,402.79. **Motion carried.**

- b. Upon a motion by Commissioner Minto and seconded by Trustee Wishau, the Commission approved payment of O&M Bills, related to the Water Utility District totaling \$16,785.23. **Motion carried.**
- c. Upon a motion by Commissioner Minto and seconded by Trustee Wishau, the Commission approved payment of O&M Bills related to the Storm Water Utility District totaling \$2,590.49. **Motion carried.**

7. Project Updates

a. Construction Contract Status

The current contract statuses were shared with the Commissioners.

b. Riverbend Lift Station Safety Site, Lift Station & Forcemain Upgrade

Working on Facility Plan. Looking to schedule additional flow monitoring and looking at a potential site near the Root River Interceptor for a potential storage tank.

c. Annual Televising Program – Sanitary Sewer

Continuing to perform repairs that staff can perform.

d. Water Impact Fee / Sewer Connection Fee Update

Reviewing information received.

e. Hoods Creek Attenuation Basin Expansion

Wet well slabs poured. Concrete pours ongoing. Working on review of submittals.

f. Central Lift Station Safety Site & Attenuation Basin

Awaiting response or approval from DNR. Will be looking to schedule a Public Hearing for the Facility Plan once final revisions are made. Continue to work on Preliminary Design. Proposed to be bid in April 2023 with Construction May 2023 – July 2024.

g. North Kremer Watermain Project

Restoration Completed. Will be following through on punch list items.

h. Dominican Lift Station Rehab Project

Contractor having difficulty obtaining surge relief valve for the project. Tentatively to be received by mid-September. Awaiting revised schedule from Contractor and will be processing a Change Order when valve is received for adjusting the time.

i. Erie Street Sanitary Sewer Improvements

Project Completed.

j. Concord Apartments Meter Vault

PTS provided information on a mobilization charge. Will be looking to potentially add this master meter vault to a different contract.

k. Washington Meadows Watermain

Schedule for work tentatively for Fall of 2022 or Spring of 2023. Will have a Pre-Construction Meeting prior to work beginning.

l. Hoods Creek – Aldebaran Brushing Project

Left message with Contractor about getting quote for work.

m. Douglas Avenue – OMG Ditch Project

Due to owners want work done in October, set bid date for August 31. Met with Owner to go over plans. Set up Pre-Bid Meeting with Contractors for August 23rd.

n. Turtle Creek Restoration

Forwarded relocation order and necessary information to begin appraisal process.

o. Westview Village Storm Improvements

Contract awarded. Tentative construction for mid to late August. Will be setting up a Pre-Construction meeting for early August.

8. Action Items

a. Change Order #7 – Erie Street Sanitary Sewer Improvements

Commissioner Minto moved to approve Change Order #7 for the Erie Street Sanitary Sewer Improvements Project for the restoration of the Bypass Road after the Bypass Road was closed and restored for an increase in cost of \$3,634.58. Seconded by Commissioner Kaplan. **Motion carried.**

b. Preliminary Plat – The Glen At Waters Edge

Director Bunkelman provided a summary of the proposed development and indicated that the reviews of the preliminary sewer, water and storm water management plans are under way. Those plans will need to be approved by the Utility District prior to construction.

Commissioner Ruffalo moved to approve the Preliminary Plat for The Glen At Waters Edge subject to the conditions as listed in the July 26th memo from the Public Services Director. Seconded by Commissioner Pirk. **Motion carried.**

c. Sanitary Sewer Rate Increase – 4th Quarter 2022

Director Bunkelman gave a presentation prepared by PMA on the Sanitary Sewer Rate Increase. This is projected increase #4 of 8 to finance the Capital Improvement Plan. This increase is for \$16.00 or 10.4% making the Sewer Rate per quarter \$170.00.

Commissioner Minto moved to recommend that the Village Board adopt an Ordinance to raise the Sewer Rate \$16.00 (10.4%) starting in the 4th Quarter of 2022. Seconded by Commissioner Pirk. **Motion carried.**

d. Presentation of Investments

Director Bunkelman gave a brief summary/presentation of information received from the Finance Director. The Finance Director will be providing a reconciliation of the pooled cash system in the near future. When received it will be shared with the Commissioners. Any questions can be forwarded to Director Bunkelman.

e. TID #4 – Elevated Storage Tank and Watermain – Preliminary Layout

Director Bunkelman explained the life cycle analysis that was in the packet. A composite tank design has been selected. The project will have approximately 9 months of permitting and approximately 19 months of construction. The plans in the packet are conceptual for the Water Tower and 75% plans for the Watermain.

f. Discussion by Commission of Ordinance 2-4-19, Ordinance 2-4-22, Ordinance 2-5-8, Ordinance 9-1-1(e), Ordinance 9-1-1(f), and Ordinance 9-4-4

Director Bunkelman went over the various Ordinances and confirmed alignment with or in conflict with the Charter Ordinance. The Village Board has requested that there is a joint meeting held to discuss the differences in interpretation. Trustee Wishau asked that the Commissioners review the Ordinances for the meeting.

9. Adjournment

Upon a motion by Commissioner Pirk and seconded by Commissioner Minto, the Commission moved to adjourn the regular meeting at 7:17pm. **Motion carried.**

Respectively submitted,
Anthony A. Bunkelman P.E.
Public Services Director