

**Village of Caledonia Utility District Meeting  
June 7, 2023**

- 1. Meeting Called to Order** – The Regular Meeting of the Village of Caledonia Utility District was held on Wednesday, June 7, 2023. The meeting was called to order by President Howard Stacey at 6:01 pm.
- 2. Roll Call** – Those present were President Howard Stacey, Commissioners Robert Kaplan, Dave Ruffalo and Trustee Lee Wishau. Commissioner John Strack was excused. Also, present was Public Services Director Anthony Bunkelman.
- 3. Approval of Minutes**
  - a. Upon a motion by Trustee Wishau and seconded by Commissioner Kaplan, the Commission approved the minutes from the Utility District's previous regular meeting held May 3, 2023. A copy of the minutes has been furnished to each Commissioner.  
**Motion carried.**
- 4. Citizens Comments**
- 5. Communications and Announcements**
  - a. **Racine Water Utility Agenda**  
The Commission looked over the agenda and minutes from the May 16<sup>th</sup> meeting of the Racine Water Utility. Director Bunkelman gave a brief summary of the meeting.
  - b. **Racine Wastewater Utility Agenda & Minutes**  
The Commission looked over the agenda and minutes from the May 16<sup>th</sup> meeting of the Racine Wastewater Utility. Director Bunkelman gave a brief summary of the meeting.
  - c. **Sewer Service Recipient (SSR) Notice of Purchased Capacity Exceedance (February 27, 2023)**  
Director Bunkelman informed the Commission that a letter of capacity exceedance was received for the February 27, 2023 event. Caledonia's response to the event was also provided to the Commission. This was a direct result of a heavy rain with snow melt off. Racine Wastewater noted at their meeting that Caledonia was the only SSR to respond at that time.
  - d. **Annual Notice of Maximum Historical Parameters for SSR Parties (2022)**  
Director Bunkelman informed the Commission that the annual letter was received. It indicates the exceedances that occurred in 2022. Caledonia's response to the letter was also provided to the Commission.
  - e. **Utility Operations Supervisor – Retirement**  
Director Bunkelman noted that Utility Operations Supervisor Robert (Bob) Lui has submitted his 2 week notice for retiring. Bob has 41 years of service with the Utility District. Director Bunkelman and Supervisor Lui have been meeting regularly to go over items that need to be performed.

**f. Utility Operator Staffing Update**

Director Bunkelman informed the Commission that there were 2 interviews held for the open positions. A job offer is being made to 1 of the candidates. The Commission has indicated that the Village should look into soliciting to Moraine Park Students.

**6. Approval of O&M Bills**

**a.** Trustee Wishau moved to approve the Sewer Utility Invoices in the amount of \$78,824.33 from the June 1<sup>st</sup> invoice list. Seconded by Commissioner Kaplan.  
**Motion carried.**

**b.** Trustee Wishau moved to approve the Water Utility Invoices in the amount of \$471,550.99 from the June 1<sup>st</sup> invoice list. Seconded by Commissioner Ruffalo.  
**Motion carried.**

**c.** Trustee Wishau moved to approve the Storm Water Utility Invoices in the amount of \$3,420.66 from the June 1<sup>st</sup> invoice list. Seconded by Commissioner Kaplan.  
**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**

Looking to wrap up the Facility Plan so that it can be reviewed by staff. Once reviewed will submit to the DNR and look to schedule a Public Hearing.

**c. Annual Televising Program – Sanitary Sewer**

Will continue to perform repairs that staff can perform.

**d. Water Impact Fee / Sewer Connection Fee Update**

Reviewing information received.

**e. Hoods Creek Attenuation Basin Expansion**

The Basin has been backfilled and the area has been seeded. Working through issues on the flush gates, programming, and garage door openers. Walkthrough scheduled for June 6<sup>th</sup>.

**f. Central Lift Station Safety Site & Attenuation Basin**

Design Meeting held on May 25<sup>th</sup>. Reviewed 3D model of proposed building. Working toward finalizing the building size and layout based on discussion. Looking to have the 3 large pumps rebuilt, 1 at a time. This will put the pumps back within tolerances and may see improvement in flow. There also has been discussion on pre-excavating the basin due to the need for material at The Glen Subdivision.

**g. North Kremer Watermain Project**

Awaiting Final Pay Request.

**h. Dominican Lift Station Rehab Project**

Driveway has been paved, areas have been seeded. Cathodic Protection training is scheduled for the week of June 5<sup>th</sup>.

**i. Concord Apartments Meter Vault**

Restoration completed. Awaiting Final Pay Request.

**j. Washington Meadows Watermain**

Walkthrough performed on June 1. Punchlist created and forwarded to contractor. Substantial completion to be granted within a week.

**k. TID #4 Elevated Storage Tank & Adams Road Watermain**

Study to be completed in about 2 weeks. Elevated Tank Plans are near complete. Soil borings are scheduled for the week of June 5<sup>th</sup>.

**l. Hoods Creek – Aldebaran Brushing Project**

Contractor looking to perform project this year when weather conditions are acceptable. Will be sending letters to owners to inform them of work.

**m. Douglas Avenue – OMG Ditch Project**

Walkthrough performed on May 17<sup>th</sup>. Punchlist forwarded to contractor. Awaiting final restoration and Final Pay Request (with lien waivers).

**n. Turtle Creek Restoration**

Southern Wisconsin Appraisal meeting with owners to discuss easement acquisition.

**o. Westview Village Storm Improvements**

Walkthrough performed May 3. Punchlist forwarded to contractor. Awaiting final restoration. Will need to process a Change Order for time when received.

**8. Action Items**

**a. Discussion of Management of Utility District (responsibilities & implementation)**

Director Bunkelman explained that he has been meeting with Supervisor Lui to go over various items and timelines to ensure that items are not forgotten. Some items include Lift Station visits, Sewer Cleaning, Cliffside Park discharge, Water Sampling, Meter Reading, and Sewer & Water Reporting.

Meetings have also been held with the Operators to obtain ideas on efficiencies moving forward.

The Commission was concerned that the position would not be filled. At this time the position will be left vacant with the intent to fill it when more evaluation of the operation is performed. In the meantime Director Bunkelman will be working closely with the Senior Field Operator to ensure items are completed.

**b. Change Order #5 – Dominican Lift Station Rehabilitation Project**

Commissioner Ruffalo moved to approve Change Order #5 for bypass pumping for the Dominican Lift Station Rehabilitation Project for an increase in cost of \$46,200.00. Seconded by Trustee Wishau. **Motion carried.**

**c. Authorization of Signatures – Storm Water Drainage Easement – Bluffside Estates LLC – Bluffside**

Trustee Wishau moved to authorize the President and Secretary of the Caledonia Utility District to execute the Storm Water Drainage Easement for Bluffside with Bluffside Estates LLC. Seconded by Commissioner Ruffalo. **Motion carried.**

**d. Authorization of Signatures – Watermain Easement – Bluffside Estates LLC – Bluffside**

Trustee Wishau moved to authorize the President and Secretary of the Caledonia Utility District to execute the Watermain Easement for Bluffside with Bluffside Estates LLC. Seconded by Commissioner Ruffalo. **Motion carried.**

**e. Resolution 2023-XX – Resolution of the Village Board of the Village of Caledonia Authorizing the Payment To Matt Montemurro For A Claim Submitted to the Village on May 15, 2023**

Commissioner Kaplan moved to approve Resolution 2023-XX and forward to the Village Board for consideration. Seconded by Trustee Wishau. **Motion carried.**

**9. Adjournment**

Upon a motion by Trustee Wishau and seconded by Commissioner Ruffalo, the Commission moved to adjourn the regular meeting at 7:05pm. **Motion carried.**

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