

**VILLAGE OF WAUSAUKEE
WATER & SEWER UTILITY**
(COMMITTEE MEMBERS: ROSIE FIGAS, HILBERT RADTKE, KYLE STUMBRIS)
COMMITTEE MEETING
WEDNESDAY, SEPTEMBER 22, 2010
WAUSAUKEE VILLAGE HALL
428 HARRISON AVENUE

5:00PM
MINUTES

1. Call to Order – Chairman Figas called the meeting to order at 5:05pm. Committee members present were Kyle Stumbris and Hilbert Radtke. Also in attendance were Water/Sewer Operator Pam Aide and Clerk Toshia Ranallo.
2. Approval of Agenda – Hilbert Radtke made a motion seconded by Kyle Stumbris to approve the agenda. Motion carried.
3. Discussion – 2010 Audit of the Village of Wausaukee Public Water Supply System – The committee reviewed the 2010 Sanitary Survey Report for the Village of Wausaukee Waterworks and will make the following recommendations to the Village Board:
 1. By, October 15, 2010 Pam Aide will submit paperwork for the new peristaltic chemical feeder pumps to the Department of Natural Resources and Village Clerk.
 2. By, November 15, 2010 provide an outline of how the Village will address continued inspections of properties for potential cross-connections to the DNR. Pam Aide stated that she needs additional training on cross-connections. This matter will be discussed and brought back to the committee.
 3. Immediately begin requiring an inspection by a licensed well driller or pump installer of all private wells prior to issuance or renewal of a Village well permit. Village waterworks staff shall perform and document a cross connection inspection for each permit applicant, paying special attention to any connections between the well plumbing and any other plumbing that is connected to the Village's water supply. A copy of this documentation shall be kept with the well permit. The committee reviewed SEC. 5-1-49 Cross Connection Control from the Village ordinances and asked Clerk Ranallo to gather information from other municipalities and the DNR pertaining to cross-connection re-offenders.
 4. The DNR requests a copy of the entire well permit and application package (cross-connection inspection and well inspection) for 401 Merrill Street and 511 Jackson Avenue. During the audit, staff noted that 401 Merrill Street has a new well and the 511 Jackson Avenue was a very old unpermitted well that will be used in the near future.

Resident of 511 Jackson Avenue Kyle Stumbris stated it is not his intention to use the well. He said the well is not connected, it has a sealed cap on it that he cannot remove and it's buried. Hilbert Radtke stated that it could have already been abandoned. Clerk Ranallo will check past records to see if it was abandoned. Pam Aide stated that she also has records at the WWTP that she will look into. If the well has not been abandoned, Stumbris stated that he will take the proper steps to abandon the well.

Clerk Ranallo stated that she has sent the owner of 401 Merrill Street requesting them to submit a copy of a well and pump inspection by a licensed well driller or licensed pump installer by October 18, 2010. Once received, the Village will forward a copy to the DNR.

5. By November 15, 2010, provide the Department with an outline of how the Village intends to regain compliance with meter replacement requirements of sections PSC 185.75 and PSC 185.756, Wis. Adm. Code.

Meters shall also be tested by the utility: Before use, periodically, upon customer request or complaint, when damaged or otherwise suspected of being inaccurate and if meter is removed while a usage dispute is pending.

Pam aide stated that she has a meter tester but not certain how to use it. She said Davies Water has offered to teach her how to use the tester. She also stated that most of the meters she has removed are over 30 years old and wonders if it is worth testing them or if the village should pitch them. Aide stated the when the new Quik Water computer program was installed some meter numbers were entered inaccurately. That means she cannot tell how old the meters are until an audit is performed on those meters in the Village. Another issue is meters that are on hand don't necessarily reflect the installation date.

The committee asked Clerk Ranallo to gather the following information from other municipalities:

1. What do they do with old meters?
2. How many meters do they test in a year?
3. How long does a meter stay in a home before they decide to replace it?

Pam Aide stated that she remembers a conversation with the DNR and they said if the Village does not test meters every 10 years you automatically replace them every 20 or 25 years. Clerk Ranallo will get clarification on this.

It was decided that the Village will start replacing 15 meters this year.

6. By March 1, 2011 rectify the discrepancies between the Village's billing records and the Public Service Commission records of number of meters and meter sizes. Aide stated that Darryll Schmidt should review a report of the meter sizes and he will be able to tell if there are certain discrepancies. Clerk Ranallo will prepare this report. If there are any questions about certain meters Pam Aide will go and inspect them.
7. Immediately attach a chemical label to the chlorine drum at Well # 2. Aide stated this was done and it is supposed to be Well #3. Figas stated that this correction should be noted in the DNR's report.
8. Immediately begin using a monthly report form that shows undiluted chlorine and includes a calculate dose. Aide reported that this has been done.

The committee also discussed the following DNR recommendations:

1. All vertical turbine pumps should be pulled every 10 years for routine maintenance.
2. Exercising auxiliary power sources under full load quarterly. (*The draft of s. NR 810.13(d), Wisconsin Administrative Code includes a requirement for quarterly operation under full load. This code will be acted on by the Legislature in early 2010 and become effective shortly thereafter.*) The committee wants to know if this law was acted on and will recommend to the full board running the engine under full load once a year.
4. Adjourn – Hilbert Radkte made a motion seconded by Kyle Stumbris to adjourn the meeting at 6:48pm. Motion carried.

Submitted by
Toshia Ranallo

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