

## MINUTES

**TOWN OF YORKVILLE  
SEWER COMMISSION  
TOWN BOARD ROOM  
UNION GROVE MUNICIPAL CENTER  
TUESDAY, MARCH 18, 2014**

### **Call to Order**

Sewer Commission President Peter Hansen called the meeting to order at 7:00 p.m.

### **Roll Call**

The following Sewer Commission members were present: Peter Hansen, Sherry Gruhn, Terrence McMahon and Thomas Johnson. Lawrence Robers was absent. Also present were Sewer Utility Manager Gary Hanson, Engineer Mark Madsen and Clerk-Treasurer Michael McKinney.

### **Approval of Minutes**

***Motion (Johnson, McMahon) to approve the February 18, 2014 Sewer Commission meeting minutes as submitted, Motion Carried (MC).***

### **Financial Report**

***Motion (Gruhn, McMahon) to approve the February Sewer Utility financial report as submitted, MC.***

### **Approval of Sewer Utility Invoices**

***Motion (Gruhn, Johnson) to approve Sewer Utility invoices in the amount of \$15,575.46, MC.***

### **New and Unfinished Business – Discussion and possible action on all of the following**

#### **Sewer service rate change update**

Madsen, Hanson and the Commission reviewed an updated list of proposed sewer rates for the Sewer Utility's commercial customers. Madsen noted that the proposed rates are based primarily on the water usage of each commercial customer. He recommended using water usage from the first quarter of 2014 to determine the new rates, as that usage is recent and less likely to be skewed than summer water usage as it does not include any lawn irrigation. The Commission discussed the use of surcharges for customers that contribute high biochemical oxygen demand (BOD) loads into the system. Hanson noted that the Sewer Utility could base this surcharge on the cost of treating a specified BOD unit. He added that such a surcharge could create an incentive to customers to reduce their BOD contributions to the system, which would increase overall wastewater treatment capacity. Hansen noted that any new rate structure should increase revenue enough to eliminate future budget shortfalls and added that any rate change should be sustainable over a long period and should not subject customers to frequent sewer rate changes as budgetary needs change.

Hanson noted that expenditures should be projected well in advance, as the cost of implementing new treatment regulations frequently change. Hanson suggested that sewer rates be updated annually and be based upon the preceding winter's water use. Madsen noted that the Commission should consider updating the sewer connection fee if they adopt a use-based sewer rate system, as the existing connection fee is based on the Residential Unit Equivalents a potential customer contributes to the system, not use. Hanson noted that any updated connection fee could be based upon the square footage of the proposed customer's building.

***No formal action was taken by the Sewer Commission on this agenda item.***

### **Clinical Affiliation Agreement between the Milwaukee School of Engineering and the Yorkville Sewer Utility to provide practicum experiences for the students of the Milwaukee School of Engineering**

McKinney noted that the Milwaukee School of Engineering is still in the process of reviewing this agreement, which has already been approved by Tim Pruitt. Hanson noted that one issue that still must be resolved is how students participating in the project will be insured while on Sewer Utility property.

***Motion (Gruhn, Johnson) to table this agenda item until the next Sewer Commission meeting on Monday, April 21, 2014, MC.***

### **Phosphorus Operational Evaluation Report to be submitted to the Wisconsin Department of Natural Resources**

Hanson noted that this report is due to the Wisconsin Department of Natural Resources on March 31. He added that this report summarizes the work done by the Sewer Utility over the years to identify the sources of phosphorus and identifies the steps taken by the Utility to treat phosphorus. He also added that this report identifies a plan for reducing effluent phosphorus levels. He noted that samples will be collected from businesses again in 2014 to establish a second data set of influent phosphorus levels. He added that Milwaukee School of Engineering students will also attempt to identify alternative methods of reducing effluent phosphorus levels when their course project begins this year. He informed the Commission of potential changes to state law that would increase the timeframe granted to sewer utilities from the start of their discharge permit to bring their effluent phosphorus levels into compliance with acceptable phosphorus discharge limits; he noted that this timeframe would be changed from 9 to 20 years but would require United States Environmental Protection Agency approval before taking effect. He added that this phosphorus report also includes a request for a variance of the current 9-year standard.

***Motion (McMahon, Gruhn) to accept and submit the Phosphorus Operational Evaluation Report to the Wisconsin Department of Natural Resources as presented, MC.***

### **Scheduling a tour by the Sewer Commission of Yorkville Sewer Utility facilities**

The Sewer Commission agreed to hold their Yorkville Sewer Utility facilities tour on Saturday, May 10, 2014, at 9:00 a.m., to begin at the Yorkville Sewer Utility plant.

***No formal action was taken by the Sewer Commission on this agenda item.***

## Reports

**Sewer Utility Manager's Report:** Hanson provided his report to the Sewer Commission. He noted that the annual chloride reduction report has been submitted to the Wisconsin Department of Natural Resources. He added that sewer system chloride levels dropped in 2013 but will likely increase again in 2014 due to runoff from the Racine County Public Works facility. He noted that he ordered a second portable manhole sampler for Mark Madsen to use when Madsen samples about 40 manholes this year. He informed the Commission that he will conduct effluent toxicity testing this spring. He noted that Culligan completed their commercial water softener inspections but added that one commercial customer refused to allow Culligan access to their water softener. He also noted that he has provided plans to The Expeditors and Reesman's Excavating and Grading for upcoming manhole sealing work.

He presented an amendment to the Sewer Utility's Wastewater Pollutant Discharge Elimination System (WPDES) Permit Review Agreement contract with AECOM. He noted that the amendment included changes to the scope of services for this agreement and changes to the compensation for services provided. He added that the scope of services will be updated to include AECOM estimates of source contribution for domestic, commercial and industrial wastewater customers and to include AECOM assistance with the upcoming phosphorus removal pilot study to take place in 2014 and 2015. He noted that the compensation of the amended agreement would add an additional \$15,000.00 to the contract, bringing the overall contract fee amount to \$25,000.00.

***Motion (McMahon, Johnson) to approve Amendment No. 1 to the November 20, 2012 WPDES Permit Review Agreement with AECOM, MC.***

**Engineer's Report:** Madsen provided his report to the Sewer Commission. He noted that sewer cleanout lines are going to be installed on the sewer laterals of several commercial properties. He also noted that a section of drain tile and sanitary sewer pipe will be replaced under I-94 at the Citgo property on South Sylvania Avenue as part of the STH 20 project.

**Clerk's Report:** McKinney provided his report to the Sewer Commission. He noted that Sewer Utility bills will be mailed at the end of the month.

## Other – Comments, questions and suggestions

No comments, questions or suggestions were provided.

## Adjournment

***Motion (McMahon, Gruhn) to adjourn, MC.*** The meeting was adjourned at 7:47 p.m. The next scheduled Sewer Commission meeting is Monday, April 21, 2014, at 7:00 p.m.

Michael McKinney  
*Clerk-Treasurer*