

# VILLAGE OF EPHRAIM

FOUNDED 1853



## Wastewater Committee Minutes

**Monday May 1st, 2017 9:00 A.M.**

Present: Karen McMurtry- Chair, Joan Fitzpatrick, Bruce Nelson, Jim Peterman

Absent: Mike McCutcheon

Staff: Russ Salfi- WW Operator in Charge, Susan Shallow- Deputy Clerk/Utility Clerk

Guests: None

1. **Call to order:** Meeting called to order by Chair McMurtry at 9:00 A.M., a quorum is present for this meeting.
2. **Changes in Agenda:** None
3. **Previous minutes** – Minutes from 04/03/2017

**Motion per Nelson to approve the April 3, 2017 meeting minutes as presented, seconded by McMurtry, motion carried.**

4. **Visitors' comments:** None
5. **Plant Manager's Report:** Salfi is here to present his report. Annual Lab balance calibration has been completed. Board approved professional assistance for the development of a 5 year financial plan. Sabel Mech. LLC installed the east sludge transfer pump.  
We passed the annual Water lab Blind Certification test. PJ Kortens completed the annual Flow Meter calibration. Cummins Sales and Service completed the maintenance on the Plant, Lift station 1 & 2. Received the new SCADA computer from Dell. UV racks were prepped installed and the UV system has been turned on and passed the WI\_DNR bacteriological analysis of effluent discharge. Rick Bochek was on site and performed the new SCADA PC prep prior to delivery to PJ Kortens. There were 79 water tests and 2 holding tank pumpouts completed in April. No emergency call-ins were noted.

**Motion per McMurtry to approve the Plant Manager's Report as presented, seconded by Nelson, motion carried.**

6. **Discussion or recommendation regarding the Wastewater Replacement Fund:** Salfi has developed a spreadsheet for the replacement fund and provided a copy to committee members for discussion and adjustment. Salfi explained the entries and how they were acquired. Salfi is relatively comfortable with the current amount in the replacement fund which is at about 30% but he would like to see 50%. Salfi will contact the DNR about recommended percent we should have in our replacement fund. Nelson inquired about the trend in the RF balance is it going up or down. Salfi explained that it remains fairly level. Salfi read a statement regarding the replacement fund, he would like this Committee and the Board approve this spreadsheet annually. Any request to utilize replacement funds will be approved by both this committee and the Board prior to purchase.

**Motion per Nelson to accept and approve the replacement fund list as presented for the 2017 fiscal year with the understanding that occasionally items not on the list may be discussed and paid for by the replacement fund with Committee and Board approval, seconded by Fitzpatrick, motion carried.**

7. **Discussion or recommendation regarding REU status:** Salfi provided a list of those who have a REU status between 1&2. Peterman inquired about a metering system for every residence that utilizes the sewer system Salfi explained the types of meters that would have to be used. For the next meeting Salfi will contact Tim Nelson for information on purchase and installation costs. Peterman also suggests he check with Sister Bay as well. This would be a capital project. Salfi will invite Diane Kirkland to the next scheduled meeting, she may be able to provide information on how rates were determined.
8. **Discussion or recommendation regarding replacement of the Plant SCADA computer:** Salfi was able to reduce the cost for the new SCADA computer by \$1,400. PJ Kortens rewrote their quote and that should bring down the cost for the needed software. Windows 7 Professional is installed and we have a disk to upgrade to windows 10 if needed. Rick Bocek has installed the needed software.

**Motion per McMurtry to recommend to the Board to approve the new quote from PJ Kortens 4/19 for software installation for the new SCADA computer not to exceed \$9,750.00 with funds to come out of the Wellwater water testing revenues, seconded by Nelson, motion carried.**

9. **Discussion or recommendation regarding Wastewater acquiring financial forecasting services.** Salfi has been unable to connect with the Village Accountant.
10. **Visitors' comments:** None
11. **New business for next meeting:** REU rate discussion, Cost for home metering units. Next meeting June 5, 2017.
12. Adjournment

Motion per McMurtry to adjourn this meeting of the Ephraim Wastewater Committee, seconded by Nelson, motion carried.

Recorded by,  
Susan Shallow- Deputy Clerk/Utility Clerk