

Village of Bellaire

PUBLIC WORKS COMMITTEE

Eldon McPherson, Chairman

Patricia Drollinger

Dave Ciganick

COMMITTEE MEETING MINUTES

December 14, 2015

1. **Call to Order:** Chairman McPherson called the meeting to order at 8:05 a.m.

Attendance

Present: Chairman McPherson, Trustee Ciganick and Trustee Drollinger

Absent: None.

Staff Present: Lori Luckett, Clerk; Cathy Odom, Treasurer; Chris Thompson, WWTP

Also Present: None.

2. **Approval of Agenda:** The agenda was approved as written.

Motion by Trustee Ciganick, seconded by Trustee Drollinger, to approve the agenda as presented. Motion carried by voice vote.

3. **Approval of the November 30, 2015 Meeting Minutes:** The minutes were approved as written after comments made by Trustee Ciganick were confirmed.

Motion by Trustee Drollinger, seconded by Trustee Ciganick, to approve the minutes of November 30, 2015 as presented. Motion carried by voice vote.

4. **Public Comment on Agenda Items:** None presented.

5. **Old Business**

a) 2016-2017 Budget Items – Chris Thompson reviewed the information he had received from Fleis & VandenBrink regarding sludge removal at the WWTP. According to the engineers, there is an estimated 4.1 million gallons of sludge to be removed from the first lagoon. The deepest sludge is 3½ feet; the shallowest is 1¼ feet. Thompson indicated that the maximum recommended depth of sludge is 2 feet. The engineers calculated the cost at .08 per gallon or approximately \$330,000 to remove the sludge. Currently \$179,590 has been put aside for sludge removal. The actual cost will depend on fuel prices and may be more if the sludge is not removed for a couple of years. There was discussion of the sludge rate, .45 per 1000 gallons or .00045 per gallon, currently being charged to customers to cover sludge removal. In order to cover the cost of sludge removal, the sludge rate should at least be .80 per 1000 gallons. Trustee Ciganick asked that it be mapped down to the Village - what would an average user see in their bill? At .80 per 1000 gallons, Trustee Drollinger indicated the average customer would see an increase to \$2.40 for 3000 gallons. Treasurer Odom suggested that the committee consider \$1.00 per 1000 to pay for removal plus begin saving for next sludge removal cycle. Trustee Drollinger thought that .80 would not take away more from customers. Thompson pointed out that at .80 the Village would be just keeping even with the current cost of removal. Trustee Ciganick asked about the length of time it would take to accumulate the necessary funds to have sludge removed. Treasurer Odom indicated that it has taken 8 years to accumulate current funds at \$16,000 per year. The committee acknowledged that the Village cannot wait 8 years to remove the sludge; under the circumstances of needing to remove the sludge within 2 years, \$1.00 per 1000 gallons would be reasonable rather than having to borrow money. Treasurer Odom briefly explained the types of funds involved. When asked, Thompson indicated that partial

Village of Bellaire

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removal of 2.8 million gallons from the first cell at a cost of \$225,000, was an option. 1.3 million gallons would be removed later. Thompson indicated that the sludge depth in the second cell is not that much lower. The curtain will also have to be replaced for the sludge removal. The curtain in 2010 was \$26,000. The engineers suggested that this cost be multiplied by the rate of inflation, 1.5%, to estimate current cost of curtain, or \$40,000. Thompson pointed out that the curtain has to be removed and replaced regardless of the amount of sludge removed. Trustee Drollinger noted that the cost to remove sludge and replace the curtain totals \$370,000. There was discussion of whether a rate study should be done prior to recommend increasing the sludge rate. Treasurer Odom suggested that she could use the previously prepared study and plug in current rates and projections. After further discussion a motion was made to recommend increasing the sludge rate from .45 per 1000 gallons to \$1.50 per 1000 gallons.

Motion by Trustee Drollinger, seconded by Trustee Ciganick, to recommend to village council that sludge rate be increased from .45 per 1000 gallons to \$1.50 per 1000 gallons. Motion carried by voice vote.

Staff was directed to notify DPW Supervisor Stead that he should contact the Rural Waterworks Association and request a current rate study.

The committee reviewed the remaining budget items as prepared by Thompson. Questions about the operating expense line item were asked and answered. Treasurer Odom pointed out the carryover amounts for the hand held base and support for meter reading. Clerk Luckett reviewed the possible contingency plan information provided by Fleis & VandenBrink. The committee discussed training another employee to operate the WWTP. Trustee Ciganick asked about measures that could be taken by the Village to discourage a newly trained employee from accepting a higher paid position elsewhere. Trustee Drollinger explained that a five year contract, similar to the police officers, could be agreed to prior to the training. Chairman McPherson suggested that a qualified person could be hired on an interim basis. When asked, Thompson stated that it had taken him 5 years to get trained and certified. Trustee Drollinger suggested that the committee discuss this issue with Supervisor Stead. The issue of training an employee to operate the WWTP was tabled so the committee could involve Supervisor Stead in the discussion. A motion was made to recommend to village council the WWTP budget as presented.

Motion by Trustee Drollinger, to recommend to village council the WWTP budget as presented.

Trustee Ciganick interjected that he was thinking of the 5 year plan used for the police cars compared to the \$1.50 for sludge removal. He wondered whether the rate was enough to carry the Village 8 years down the road for future sludge removal, or will we be starting again? Trustee Drollinger asked if he was thinking \$2.00? Chairman McPherson said the rate study will help. Trustee Ciganick expressed concerns that residents would question another increase in a year. Trustee Drollinger thought smaller increases were better. Chairman McPherson stated that with the explanation that the rate was increasing to address an immediate maintenance need, together with information that a rate study will be done within the next year to address the long range goal, residents would have information about the increase.

Village of Bellaire
PUBLIC WORKS COMMITTEE

Eldon McPherson, Chairman

Patricia Drollinger

Dave Ciganick

Discussion concluded. Motion was seconded by Trustee Ciganick and carried by voice vote.

6. New Business – None presented.

7. Discussion Items

a) **Meeting at Meadow Brook** – The committee discussed attendance and presentation contents to request reimbursement for the engineering costs associated with the installation of a permanent sewer meter. Thompson confirmed that there is still a discrepancy in the water meter and temporary meter readings and noted that not all of the lines at Meadow Brook have been repaired. Trustee Ciganick asked how the meters had been read previously. Treasurer Odom explained how the Meadow Brook and Meadowview Apartment meters had been read and bills calculated prior to the installation of the temporary meter. Thompson provided a brief history to Trustee Ciganick about the amount of effluent to the WWTP that had prompted the installation of the temporary meter to begin with. The question of whether the village needed permission was needed to install the new meter will be researched. Discussion occurred about the motion approved by the village council and whether it was futile to attend the meeting at Meadow Brook. Two committee members will attend the meeting November 17, 2015.

8. Communications/Informational: None presented.

9. Member/Public Comment: None presented.

10. Adjournment: Meeting adjourned at 9:12 a.m.

Minutes compiled by Lori Lockett, Clerk
Minutes are subject to approval.

Approved: _____
Eldon McPherson, Chairman

Date: _____