

SEWER AND WATER COMMISSION MEETING
BERLIN, WISCONSIN
JULY 31, 2024

Roethel called the meeting to order at 4:31 P.M. Present – Commissioners Bending, Youngbauer, and Roethel. Also present was Supt. Malnory, Sara Rutkowski, and Jennifer Langham. Absent was Ottman. No virtual attendees.

We had no other public appearances or correspondence.

The next item on the agenda was approval of the minutes from the May 29, 2024 Sewer & Water Commission Meeting (there was no meeting in June). Youngbauer moved to approve the minutes of the May 29, 2024 Sewer & Water Commission Meeting. Bending seconded the motion, which was carried by voice vote.

The next item on the agenda was the approval of financials for May and June 2024. Youngbauer moved to approve the May and June 2024 Financials. Bending seconded the motion, which was carried by voice vote.

The next item on the agenda was discussion on Office updates. Malnory stated that the online payment system is up and running. He also mentioned that with some extra help in the office we were able to make sure that all balances from the old system are now correctly entered into the system. Our next step is to work on getting E-Bills up and running again.

The next item on the agenda was discussion and recommendation if necessary on our credit policy. Rutkowski mentioned that in a meeting with the PSC she learned that we should not be accepting overpayments in excessive amounts. She said that we would present the commissioners with a credit policy at a future meeting for a recommendation from the commissioners. No recommendation needed at this time.

The next item on the agenda was discussion and recommendation on biosolids heater/boiler. About 2 weeks ago, the boiler that heats the sludge in the digesting processed failed. The fail safes did not operate in a timely manner, which caused the system to overheat. Now the boiler needs to be re-sleeved and repaired with new fail safe switched and pop off valves. Malnory was going to present two options that included replacing the boiler with a new one or pay to repair it. He found out that repairs would run between \$18,000 and \$22,000. A new/replacement one is not option at this point due to the fact that we would have to special order one and they would not be able to tell us when it would be ready for us. We have no option but to repair it because we can not be without it for too long or the Digester will start to sour. Malnory also answered a question about how much a replacement would cost (which was \$75,000). Bending motioned that we make repairs on the heater/boiler. Youngbauer seconded the motion, which was carried by voice vote.

The next item on the agenda was the superintendent report.

- Sludge Hauling Costs – 2022 costs were \$32,242.03, 2023 costs were \$47,573.70, and so far in 2024 costs have been \$26,176.00. Due to natural rising costs and lower phosphorus limits allowed our costs have continued to rise.
- Digester Project Update – August Winters has started the digester project. They have done demolition to existing gas pipes that were not needed and brought in components/parts that were needed. They have the layouts/measurements done for the new pumps/motor they will install for mixing.
- Well #5 Update – All work has been completed (new powerline/roof system) and inspected. A full report has been submitted to the DNR.
- Service Line Inventory Update- The DNR has implemented a rule that all municipalities have to have a service line inventory done before October 16, 2024. Through the DNR Grant Program, we have an engineering firm (Jacobs) doing a service line inventory report for the utility and them we will have to submit it the DNR before Oct 16th. Jacobs had been given all information that we have on our service lines. The inventory should be done in September for us to review.
- Hydrant Flushing/Painting- The big directional hydrant flushing is done. All hydrants were flushed as well as some maintenance. Hydrants have also been sandblasted and painted.

The next item on the agenda was Old Business. Of which, we had none.

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Next meeting was set to August 28, 2024 at 4:30 pm.

At 5:03 pm, Youngbauer motioned to adjourn with a second by Bending, which was carried by voice vote.

Jennifer Langham - Secretary