



VILLAGE OF WEBSTER

UTILITY MEETING MINUTES
Wednesday, August 28, 2013 @ 6 PM
Village Office
7505 Main Street West, Webster, WI

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- I. CALL TO ORDER** – Committee Chairman, Paul Berg called the meeting to order at 6:00 p.m.
- II. PRESENT** – Committee Chairman, Paul Berg; Members; Kelsey Gustafson and Kelly Gunderson.
Also present: Jeff Row – MSA; Jay Heyer, Public Works Director and Patrice Bjorklund, Clerk - Treasurer. Absent: Village President, Jeff Roberts.
- III. WATER PROJECT UPDATE** – Jeff Row stated that the completion date for the project will not be met. Monarch will do the paving. DeSantis Excavating has had to do extra work on the project which drew the project out, Jeff stated. September 4, 2013 was to be the completion date he stated. DeSantis Excavating and Monarch Paving will need to turn in extension paperwork to extend the project for a few weeks after the original completion date Jeff stated. Chairman, Berg stated that if DeSantis Excavating is done in a timely fashion, they should not get penalized. He felt that with Monarch delaying the paving on the project DeSantis shouldn't "bear the burden". Jay Heyer stated that Monarch is moving their plant to Oakland Township shortly. Once it is moved the paving will proceed. Member, Gustafson wanted to comment that the patch on highway 35 just south and east of the library does not look good. Jeff will speak to Monarch Paving about repairing the poor patching done there.
- IV. WATER METER DISCUSSION** – Jeff passed out information regarding the bid and references for the water meter replacement from the August 27, 2013 bid opening that took place at the village office at 11:00 a.m. He stated that he received 2 supplier bids and 1 installer bid. Sensus and Neptune did not provide bids to the village. He stated they mentioned they were having trouble obtaining bid bonds for the project.

Jeff gave a description of the various meters and noted that the E-Series Badger Meters were more expensive and they were bid as a comparable to the Sensus Meters that were supposed to be bid on. He stated that in his opinion, the most likely option for the village would be to go with the Orion (Badger fixed or drive-by meters.) He did want it noted that the E-Series Badger Meters are warranted for 20 years for defects. Member, Berg asked if the meters for the pump houses were included in the bidding. Jay stated that they were not part of the bid. There would be 2 meters that would need to be included. A 4-inch and a 6-inch meter would need to be included and are expensive he mentioned. Jeff asked if the village would like these considered as part of the SCADA costs for installation. Much discussion occurred and Jeff told the committee that they could include these meters as a change order for the water meter project. Jay also mentioned that the meter bids came approximately \$30,000 under budget with Dakota Supply which is good. Chairman, Berg wanted to know why the Cross Connection Inspection for \$18,500 was so high. He noted that when cross connections are done through Indian Health Service (IHS); cross connections done the way Midwest Testing will do are considered Cross Contamination Inspections. Jay stated that they are two different inspections. The DNR requires that Cross Connection Inspections are done for this type of project and the Public Works Department for the village will need to follow up to make sure they were done.

There are 3 different parts to the meter installation Jeff noted. They are: Cross Connection Inspection, Meter Purchase and Installation. Jay and Jeff checked with utilities around the Village of Webster for references on the meters that they use. Siren, Clear Lake, Amery and Shell Lake all use the ORION Handheld System. These are Badger meters. Jay mentioned that he spoke with Siren's Public Works Director and they have had no problems with their meters in the 3 years they have had them. Jay also mentioned that the Badger meters are currently what the Village of Webster has and he has had no problems with them while he has worked here, with the exception of maybe a few. Paul asked if we are required to go with the low bid for the project. Jeff said no. Paul wanted the board to weigh in on a decision as to which bids they wanted to pursue? The consensus of the board was to go with Alternate B (Badger Meter Recordall Disc Meter) at a cost of \$67,928.56 for the meters. They also wanted to have Midwest Testing do the installation of those meters in the village under Alternate B (Badger Meter, Recordall Disc Meter) at a cost of \$21,490.00 for installation. And lastly, the base bid through Midwest Testing for (Cross

Connection Inspection) of 370 meters at a cost of \$50.00 each for a total of \$18,500. Total for the project would be \$107,918.56. Motion was made by Chairman, Berg to recommend this course of action and have the meters installed after the next quarterly water/sewer billing done in October 2013. Motion seconded by Member, Gunderson. **Motion was carried 3-0.** Jeff stated he will contact Dakota Supply and hire Midwest Testing to do the installation and cross connection inspection for the meters.

SCADA (Supervisory Control and Data Acquisition) discussion took place. Chairman, Berg wanted to know when the process to start bidding would begin. Jeff thought it would be the next logical process now that the meters are going to get installed. He thought the project would be bid much the way the meters were bid. Separate bids for supplier and installer and the village could hire outright as well. There will be more discussion of this subject at the September 11, 2013 Regular Board Meeting.

V. LETTER TO UTILITY COMPANIES DISCUSSION – Jay would like to see a letter drafted by our village attorney to all the utility companies who have service under the village right-of-ways. He would like it mentioned that they cannot dig and bury the services without the village’s permission. He also wanted it known that ample time is needed by the Webster Utility Department before they dig and bury so they know where the utilities are going. He would also like someone from the utility company be present when the village needs to dig in the areas where their utilities are located. Member, Gunderson thought an ordinance would be the way to go with this. Clerk-Treasurer, Bjorklund will research and discuss at the September 11, 2013 Regular Board Meeting. Motion was made by Member, Gunderson to recommend to the Regular Board to draft an ordinance for this purpose. Motion seconded by Member, Gustafson. **Motion carried 3-0.**

VI. ADJOURNMENT – Motion was made by Chairman, Berg to adjourn at 7:10 p.m.; seconded by Member, Gustafson. **Motion carried 3-0.**

Respectfully Submitted,

Patrice Bjorklund, Clerk-Treasurer

Patrice Bjorklund, Clerk-Treasurer
August 29, 2013

***These minutes are subject to approval at next month’s Regular Meeting.