

Board of Water and Sewerage Commissioners

Monday, December 11, 2012

12:00 P.M.

MINUTES

PRESENT: Paul Adamski, Eugene Tubbs, Jim Cooper, and Mae Nachman.

ALSO PRESENT: Joel Lemke, Gary Kuplic, Brenda Thomas, Rob Molski, Jeremy Cramer, Jaime Zdroik, and Angel Gebeau of AECOM

EXCUSED ABSENCE: Carl Rasmussen

	<u>Index</u>	<u>Page</u>
I.	<u>ADMINISTRATION</u>	
1.	Approval of minutes of the November 12, 2012 meeting.	2
II.	<u>ACCOUNTING</u>	
2.	Discussion and possible action on the following:	
a.	Claims for the Water and Sewage Departments.	2
b.	Capital Improvements and Operation & Maintenance expenses for the Water & Sewerage Departments.	3-4
III.	<u>WATER OPERATIONS</u>	
3.	Consideration and possible action on the purchase of a truck.	4-5
4.	Report on water distribution operations.	5
5.	Report on water supply operations.	5
IV.	<u>SEWAGE TREATMENT OPERATIONS</u>	
6.	Discussion and action on quote for replacement of hydrogen removal media for the Co-Gen unit.	5
7.	Report on Collection System Maintenance.	6
8.	Report on sewage treatment operations.	6
V.	<u>ADJOURNMENT</u>	7

I. ADMINISTRATION

1. Approval of minutes of the November 12, 2012 meeting.

Motion made by Mae Nachman, seconded by Jim Cooper to approve the minutes of the November 12, 2012 Water & Sewage Commission meeting.

Ayes all. Nays none. Motion carried.

II. ACCOUNTING

2. Discussion and possible action on the following:

a. Claims for the Water and Sewage Departments.

Paul Adamski presented the statement of claims for the Water Utility for November. The balance as of November 1, 2012 was \$4,172,962.04; the bank deposits recorded in November 2012 was \$658,179.79. Checks issued since the November 12th, 2012 meeting numbered 46501 through 46547 were in the amount of \$352,297.09. Checks numbered 46548 through 46568 for \$123,971.24 were presented for action on December 10, 2012. The net balance on hand December 10, 2012 was \$4,023,808.50.

Motion made by Eugene Tubbs, seconded by Mae Nachman to approve the Water Utility claims for the month of November 2012 as audited and read.

Ayes all. Nays none. Motion carried.

Paul Adamski also presented the statement of claims for the Sewage Treatment Utility for November. The balance as of November 1st, 2012 was \$4,175,830.45; the bank deposits recorded in November 2012 were \$292,041.88. Checks issued since the November 12, 2012 meeting numbered 29287 through 29317 were in the amount of \$483,468.77. Checks numbered 29318 through 29339 for \$44,654.35 were presented for action on December 10, 2012. The net balance on hand December 10, 2012 was \$3,720,021.75.

Motion made by Mae Nachman, seconded by Jim Cooper to approve the Sewage Utility claims for the month of November 2012 as audited and read.

Ayes all. Nays none. Motion carried.

b. **Capital Improvements and Operation & Maintenance expenses for the Water & Sewerage Departments.**

Joel Lemke explained the proposed capital improvements for the Water Department for 2013. The capital improvements as proposed total \$509,582.00. The largest being the Ellis Street Project at \$380,000.00. The other items consist of well rehab, maintenance, pumps, upgrades at the well houses and safety equipment.

The Sewer Department proposed capital improvements total \$1,601,887.00. The items listed consist of the Ellis Street Project at \$260,000, High Strength Waste Receiving Station at WWTP at \$500,000, rehab to Final Clarifier #3 that has been off-line for two years in the amount of \$185,000, primary clarifier chains/flights/sprockets/drives at \$124,400 and the aeration blower at \$99,000 are the highest dollars items listed. Of the 1.6 million, \$509,072.00 is eligible to be spent out of the Replacement Fund. The Replacement Fund is currently at 1.8 million.

Joel explained we could be taking in more high strength waste but we just don't have any place to put it. The High Strength Waste Receiving Station would allow us to store it and feed it in to the plant at a rate and time when it would better benefit the plant for operation and for the production of methane gas for the co-gen unit. Currently, the high strength waste has to run into the plant as soon as it is received which is not always ideal.

Jeremy stated there is income generated off of the loads received.

Joel stated the High Strength Waste Receiving Station would be coming back to the Commission for approval once more investigating has been done. The Commission would like to see the payback analysis. Joel stated this project would have to be bid out as well because it is a new project.

The Commission would also like to see the payback for the Biogas Project once it has been operational for 12 to 18 months to compare the actual costs reductions in the amount of energy we are using verses what the estimates were.

Jeremy stated having a High Strength Waste Receiving Station where it is easily accessible for haulers to dispose of the waste would attract more haulers and therefore generate more income. We have lost out on haulers due to the lack of easy access for dumping.

Joel explained the proposed Capital Improvements for the Stormwater Department only listed the Ellis Street Project at \$350,000.00. There are going to have to be more purchases during the year as soon as we figure out exactly what are needs are and those will be brought back to the Commission independently as they occur.

Motion made by Jim Cooper, seconded by Eugene Tubbs to approve the Water and Sewerage Departments Capital Improvements and Operation & Maintenance expenses for 2013 as follows: **WATER DEPARTMENT** - Polyphosphate pump & skid at #9 \$8,967.00, Ellis Street Project \$380,000.00, Check scanner & software \$13,000.00, Trench box \$6,000.00, Jumping Jack Compactor \$2,808.00, Walk Behind Saw \$1,871.00, Well #4 double door replacement \$5,304.00, Well #5 Chloring gas safety analyzer & sensor \$1,632.00, Well rehabilitations \$40,000.00, Training/Education Expenses \$25,000.00 and Computer software upgrades, equipment and training \$25,000.00 for a total of \$509,582.00. **SEWER DEPARTMENT** – Ellis Street Project \$260,000.00, Confined Space hoist/winch/harness \$5,972.00, Rotary lobe pump on cart \$13,197.00, Flow meters for digester recirculation lines \$5,798.00, Sewer lining \$267,848.00, Sewer manhole repairs \$25,000.00, Replace sludge transfer pump \$37,500.00, Replace pressure/vacuum reliefs in Digester #1 \$21,900.00, Replace one set of UV bulbs plus two quartz sleeves \$5,210.00, Final clarifier #3 rehab/replacement \$185,000.00, Replace pump bases at DAF pit \$4,800.00, Replace pump bases at sludge storage pit \$5,800, Replace primary clarifier chains/flights/sprockets/drives \$124,400.00, Replace VFD's for RAS pumps \$12,000.00, Replace aeration blower \$99,000.00, Replace flow meters for RAS lines \$13,462.00. and Training & Education Expenses \$15,000.00 for a total of 1,101,887.00 (the High Strength Waste Receiving Station for \$500,000.00 was not approved at this time). **STORMWATER** – Ellis Street Project \$350,000.00, Training/Education Expenses \$15,000.00 and Computer software upgrades, equipment, training \$15,000.00 for a total of \$380,000.00.

Ayes all. Nays none. Motion carried.

III. WATER OPERATIONS

3. Consideration and possible action on the purchase of a truck.

Joel explained we did receive two quotes from different dealers in Stevens Point. The low quote came in at \$19,614.00. Joel would like the Commission to approve

this item as not to exceed the \$19,614.00 and that would give Joel the ability to find some year-end deals in order to possibly save more money.

Motion made by Eugene Tubbs, seconded by Jim Cooper to approve the purchase of a new truck in an amount not to exceed \$19,614.00.

Ayes all. Nays none. Motion carried.

4. **Report on water distribution operations.**

Gary stated everything is going well and winter operations started today with pump, hydrant and tool maintenance in order to get ready for Spring. The servicemen are currently exchanging larger meters that did not pass the testing standards.

The water operations report was distributed and reviewed.

A total of 971 valves have been operated in 2012.

5. **Report on water supply operations.**

Joel stated pumpage is down this month compared to last year.

Our pumpage in November was 132,187,000 gallons, a decrease of 9,750,000 gallons of water from November 2011.

IV. **SEWAGE TREATMENT OPERATIONS**

6. **Discussion and action on quote replacement of hydrogen sulfide removal media for the Co-Gen unit.**

Jeremy explained that as part of the Biogas Project we will have to replace the media once a year. This amount reflects replacing all of the media, in the future they will install sample ports to be able to see which media would need to be replaced.

Motion made by Mae Nachman, seconded by Eugene Tubbs to approve the quote to replace the hydrogen sulfide removal media for the Co-Gen unit in the amount of \$8,227.78 from SulfaTreat.

Ayes all. Nays none. Motion carried.

7. **Report on Collection System Maintenance.**

Rob stated everything is going well. The crew finished replacing force main air release valves.

The sewer report for the month of November was reviewed by the Commission.

8. **Report on sewage treatment operations.**

Jeremy explained we will be able to handle the new phosphorus limit of .93ppm.

Paul wanted to know if the extra waste that is being brought into the plant affects the phosphorus limits. Jeremy explained that it depends on the type of waste. They try to find waste that is high in organic strength but not high in phosphorus. They have found the high strength waste that is low in phosphorus has helped them remove the phosphorus from the plant. Jeremy stated they could do some upfront testing and analytical data on the material from the haulers before they would allow it to be disposed of into the plant.

In five years phosphorus limits could be reduced even more, so at that point they might have to install some type of filtration system.

Jeremy stated our B.O.D. and suspended solids loadings have dropped a little this past month.

B.O.D. (4 average ppm), Phosphorus (0.791 average ppm) and Suspended Solid (5.53 average ppm) limits were met for the month of November 2012.

The next Water & Sewage Commission meeting will be on Monday, January 14th, 2013 at noon.

V. **ADJOURNMENT**

Motion made by Mae Nachman to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

12:29pm

BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY