

Board of Water and Sewerage Commissioners

Monday, January 14, 2013

12:00 P.M.

MINUTES

PRESENT: Paul Adamski, Eugene Tubbs, Carl Rasmussen, and Mae Nachman.

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

EXCUSED ABSENCE: Jim Cooper

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I. **ADMINISTRATION**

1. **Approval of minutes of the December 10, 2012 meeting.**

Motion made by Eugene Tubbs, seconded by Carl Rasmussen to approve the minutes of the December 10, 2012 Water & Sewage Commission meeting.

Ayes all. Nays none. Motion carried.

2. **Discussion and action on Formal Record of Action related to H.R.A. Plan Changes for Water & Sewer Departments.**

Joel stated the Formal Record of Action is needed by Diversified Benefit Services to document the changes to the Health Reimbursement Arrangement. The changes were that no additional contributions will be made after January 1, 2013; any active employees that were enrolled in the H.R.A. prior to January 1, 2013 and have rollover balances will be able to spend down their balance; and any accumulated rollover dollars may be used and will continue to rollover year to year until the account is exhausted.

Motion made by Carl Rasmussen, seconded by Eugene Tubbs to approve the Formal Record of Action related to the Health Reimbursement Arrangement Plan Changes for the Water & Sewer Departments.

Ayes all. Nays none. Motion carried.

3. **Discussion and action on the use of Restricted Funds for the purchase of meter reading radios.**

Joel explained that a few years ago a schedule was approved for the purchase of radios to finalize the conversion of our Automated Meter Reading System with Wisconsin Public Service to our Neptune R-900 system. W.P.S. has recently indicated their maintenance for the current A.M.R. System will be phased out within six months. Both Joel and Gary feel it will take W.P.S. longer to phase out the A.M.R. System.

Joel stated the Neptune R-900 System is a radio read/drive-by system. It collects reads very quickly and on our biggest billing section it only takes one guy one day to collect all reads.

Joel explained typically we use the New Page restricted funds for capital improvement type items. Since the Operation & Maintenance budget has already been approved this would be in addition to that. The restricted fund currently has 1.8 million in it currently with \$400,000 in c.d.'s that will mature in July.

The restricted fund was originally established due to the additional revenue stream created from New Page when we entered into the Water Supply Agreement back in 1997 and they went off of their own well and onto our system.

Motion made by Carl Rasmussen, seconded by Mae Nachman to approve the use of Restricted Funds for the purchase of meter reading radios in the amount of \$136,000.00.

Ayes all. Nays none. Motion carried.

II. **ACCOUNTING**

4. **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 December. The balance as of December 1, 2012 was \$4,147,779.74; the bank deposits recorded in December 2012 was \$1,039,295.60. Checks issued since the December 10th, 2012 meeting numbered 46569 through 46646 were in the amount of \$1,415,388.02. Checks numbered 46647 through 46667 for \$50,201.07 were presented for action on January 14, 2013. The net balance on hand January 14, 2013 was \$3,736,420.12.

Motion made by Eugene Tubbs, seconded by Mae Nachman to approve the Water Utility claims for the month of December 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 December. The balance as of December 1st, 2012 was \$3,764,676.10; the bank deposits recorded in December 2012 were \$271,615.70. Checks issued since the December 10, 2012 meeting numbered 29340 through 29384 were in the amount of \$123,593.50. Checks numbered

29385 through 29402 for \$12,288.29 were presented for action on January 14, 2013. The net balance on hand January 14, 2013 was \$3,862,933.90.

Motion made by Carl Rasmussen, seconded by Mae Nachman to approve the Sewage Utility claims for the month of December 2012 as audited and read.

Ayes all. Nays none. Motion carried.

III. WATER OPERATIONS

5. Report on water distribution operations.

Gary stated things are going well. The crew is checking the City for frozen hydrants, hydrant repairs and water main breaks.

The water operations report was distributed and reviewed.

A total of 1019 valves have been operated in 2012.

6. Report on water supply operations.

Joel stated that pumpage is down compared to other years.

Our pumpage in December was 120,046,000 gallons, a decrease of 24,228,000 gallons of water from December 2011.

IV. SEWAGE TREATMENT OPERATIONS

7. Report on Collection System Maintenance.

Rob stated the televising trailer was rear-ended and Dan was slightly injured. The trailer will have to be replaced but he believes the equipment inside can be transferred to a new trailer.

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

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

B.O.D. (4 average ppm), Phosphorus (0.771 average ppm) and Suspended Solid (5.99 average ppm) limits were met for the month of December 2012.

The next Water & Sewage Commission meeting will be on Monday, February 11, 2013 at noon.

V. **ADJOURNMENT**

Motion made by Eugene Tubbs to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED
12:20pm

BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY