

Board of Water and Sewerage Commissioners

Monday, February 11, 2013

12:00 P.M.

MINUTES

PRESENT: Eugene Tubbs, Jim Cooper, and Carl Rasmussen.

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

EXCUSED ABSENCE: Paul Adamski and Mae Nachman

Index

Page

I. ADMINISTRATION

- | | | |
|----|--|---|
| 1. | Approval of minutes of the January 14, 2013 meeting. | 2 |
| 2. | Possible discussion and action on design contract with OMNI for the 2014 Reserve St. Project. <i>(Item pulled from Agenda)</i> | 2 |

II. ACCOUNTING

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|----|---|-----|
| 3. | Discussion and possible action on the following: | |
| | a. Claims for the Water and Sewerage Departments. | 2-3 |
| | b. Schedule of Charges for 2013. | 3 |

III. WATER OPERATIONS

- | | | |
|----|---|-----|
| 4. | Update on upcoming construction projects. | 3 |
| 5. | Report on water distribution operations. | 3-4 |
| 6. | Report on water supply operations. | 4 |

IV. SEWAGE TREATMENT OPERATIONS

- | | | |
|----|--|---|
| 7. | Report on Collection System Maintenance. | 4 |
| 8. | Report on sewage treatment operations. | 4 |

V. ADJOURNMENT

5

I. ADMINISTRATION

1. Approval of minutes of the January 14, 2013 meeting.

Motion made by Carl Rasmussen, seconded by Jim Cooper to approve the minutes of the January 14, 2013 Water & Sewage Commission meeting.

Ayes all. Nays none. Motion carried.

2. Possible discussion and action on design contract with OMNI for the 2014 Reserve St. Project.

The design will be done in-house; therefore, this item no longer needs action.

II. ACCOUNTING

3. Discussion and possible action on the following:

a. Claims for the Water and Sewage Departments.

Eugene Tubbs presented the statement of claims for the Water Utility for January. The balance as of January 1, 2013 was \$3,786,621.19; the bank deposits recorded in January 2013 was \$1,327,240.91. Checks issued since the January 14, 2013 meeting numbered 46668 through 46730 were in the amount of \$669,176.82. Checks numbered 46731 through 46756 for \$211,673.04 were presented for action on February 11, 2013. The net balance on hand February 11, 2013 was \$4,042,015.94.

Motion made by Jim Cooper, seconded by Carl Rasmussen to approve the Water Utility claims for the month of January 2013 as audited and read.

Ayes all. Nays none. Motion carried.

Eugene Tubbs presented the statement of claims for the Sewage Treatment Utility for January. The balance as of January 1, 2013 was \$3,875,222.19; the bank deposits recorded in January 2013 were \$593,775.54. Checks issued since the January 14, 2013 meeting numbered 29403 through 29432 were in the amount of \$147,805.52. Checks numbered 29433 through 29456 for \$35,099.65 were presented for action on February 11, 2013. The net balance on hand February 11, 2013 was \$4,244,632.63.

Motion made by Carl Rasmussen, seconded by Jim Cooper to approve the Sewage Utility claims for the month of January 2013 as audited and read.

Ayes all. Nays none. Motion carried.

Eugene Tubbs also presented the statement of claims for the Storm Water Utility for January. The balance as of January 1, 2013 was \$0. The bank deposits recorded in January 2013 were \$982.83. The net balance on hand February 11, 2013 was \$982.83.

Motion made by Jim Cooper, seconded by Carl Rasmussen to approve the Storm Water Utility claims for the month of January 2013 as audited and read.

Ayes all. Nays none. Motion carried.

b. Schedule of Charges for 2013.

Joel stated the only change to the Schedule of Charges is the cost to repair a frozen meter. The charge went from \$85.50 to \$86.55.

Motion made by Carl Rasmussen, seconded by Jim Cooper to approve the Schedule of Charges for 2013.

Ayes all. Nays none. Motion carried.

III. WATER OPERATIONS

4. Update on upcoming construction projects.

Joel stated there was a public informational meeting on the Business 51 project for 2016. Letters were sent out for the entire corridor inviting them to the meeting. They explained the purpose and need for the project.

There was also a public informational meeting for the 2013 Ellis Street Project.

5. Report on water distribution operations.

Gary stated everything is going good. The crew is doing their winter operations, checking for hydrants that are frozen etc.

The 1500 radios that were approved previously were ordered and received.

The water operations report was distributed and reviewed.

A total of 6 valves have been operated in 2013.

6. **Report on water supply operations.**

Our pumpage in January was 130,487,000 gallons, a decrease of 14,906,000 gallons of water from January 2012.

IV. **SEWAGE TREATMENT OPERATIONS**

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

Rob stated our televising trailer is getting repaired and we should be getting it back in March. The crew is working on preparing another trailer for manhole reconstruction.

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

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

Jeremy stated the plant is running well.

B.O.D. (6 average ppm), Phosphorus (0.662 average ppm) and Suspended Solid (7.88 average ppm) limits were met for the month of January 2013.

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

V. **ADJOURNMENT**

Motion made by Jim Cooper to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

12:17pm

BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY