

Board of Water and Sewerage Commissioners
Monday, March 11, 2013
12:00 P.M.

MINUTES

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

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

UNEXCUSED ABSENCE: Paul Adamski

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I. ADMINISTRATION

1. Approval of minutes of the February 11, 2013 meeting.

Motion made by Carl Rasmussen, seconded by Jim Cooper to approve the minutes of the February 11, 2013 Water & Sewage Commission meeting.

Ayes all. Nays none. Motion carried.

2. Discussion and possible action on computer quotes.

Joel stated we got quotes from both CDW-G and Specialized Computer Systems, Inc. for all items listed on quote. The quotes were combined using the lowest prices from both companies.

Motion made by Mae Nachman, seconded by Jim Cooper to approve the computer quotes from Specialized Computer Systems, Inc. in the amount of \$7,192.00 for 4-HP 8300 3.1 GHz Computers \$929.00 each, 1 HP8300 3.4 GHz Computer for \$989.00, 5-4Gb RAM Upgrade to 8Gb \$63.00 each, 5-Nvidia Video Card Upgrade w/1Gb \$189.00 each, 8-DisplayPort Monitor Cables \$29.00 each, 5-Microsoft Office 2010 Home & Business \$199.00 each and the quote from CDW-G in the amount of \$960.00 for 8 LED monitors \$120.00 each.

Ayes all. Nays none. Motion carried.

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 February. The balance as of February 1, 2013 was \$4,253,688.98; the bank deposits recorded in February 2013 was \$525,504.44. Checks issued since the February 11, 2013 meeting numbered 46757 through 46812 were in the amount of \$355,890.14. Checks numbered 46813 through 46849 for \$73,651.13 were presented for action on March 11, 2013. The net balance on hand March 11, 2013 was \$4,134,786.61.

Motion made by Carl Rasmussen, seconded by Mae Nachman to approve the Water Utility claims for the month of February 2013 as audited and read.

Ayes all. Nays none. Motion carried.

Eugene Tubbs presented the statement of claims for the Sewage Treatment Utility for February. The balance as of February 1, 2013 was \$4,279,732.28; the bank deposits recorded in February 2013 were \$320,549.67. Checks issued since the February 14, 2013 meeting numbered 29457 through 29483 were in the amount of \$196,404.28. Checks numbered 29484 through 29510 for \$25,223.17 were presented for action on March 11, 2013. The net balance on hand March 11, 2013 was \$4,343,777.52.

Motion made by Mae Nachman, seconded by Jim Cooper to approve the Sewage Utility claims for the month of February 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 February. The balance as of February 1, 2013 was \$982.83. The bank deposits recorded in February 2013 were \$134.01. The net balance on hand March 11, 2013 was \$1,116.84.

Motion made by Carl Rasmussen, seconded by Mae Nachman to approve the Storm Water Utility claims for the month of February 2013 as audited and read.

Ayes all. Nays none. Motion carried.

III. WATER OPERATIONS

4. Discussion and possible action on a water operator apprentice position.

Joel wanted to bring this to the Commission's attention.

Joel stated we currently have one well operator. The plan was to evaluate the workload and then decide how to staff it. Well 11 has as much work involved as all of the wells put together.

We are considering a 3 year apprentice position, a program that was developed with Moraine Park Tech. It would be a lower cost solution for us and a good program for a tech school student.

This is just informational right now and we might propose to go that route. If we decide to take it to the Personnel Committee it would come back to the Commission first for discussion.

5. **Report on water distribution operations.**

Gary stated everything is going fine. The crew is focusing on hydrants, shoveling them out and thawing frozen hydrants. The servicemen are focusing on exchanging meters out and installing radio reading devices to beat the deadline when W.P.S won't be able to read them anymore.

The water operations report was distributed and reviewed.

A total of 12 valves have been operated in 2013.

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

Our pumpage in February was 131,003,000 gallons, a decrease of 15,308,000 gallons of water from February 2012.

Jeremy stated we did a Direct Load Agreement for Well 11 with W.P.S. for load shedding reasons. We will see a credit of \$1,220.00 per month around \$14,600.00 yearly credit.

Joel explained that with this agreement W.P.S. would be able to turn on our generators at Well 11 and take us off their electric distribution system. Jeremy stated it will only happen 5 or 6 times a year for a couple of hours. Joel stated this will involve integrating some of our equipment with theirs so they have the remote ability to turn on our generators to run the entire plant. W.P.S. pays for integrating the equipment. We have a Direct Load Agreement for Well 6 as well.

Joel also stated we are requesting prices for a Master Plan upgrade. This might be on next month's agenda for approval.

IV. **SEWAGE TREATMENT OPERATIONS**

7. **Update on Focus on Energy proposal.**

The request for engineering services to submit proposals on the Focus on Energy Grant was approved at the Common Council meeting last month. Donohue & Associates was approved and prepared the proposal for the Focus on Energy Grant. The subjects of the grant proposal were the High Strength Waste Receiving Station, force main and a lift station at the Stevens Point Brewery.

The results will be given on April 12th so we will know at that time if we have been chosen. We have only a few days to decide what to do once we receive the results so Joel plans on placing this on the agenda for next month's meeting, April 8th, to see if the Commission wants to give guidance as to what to do depending on the results or we would have to agenda a special meeting after that in order to get permission to utilize the funds.

The grant was to cover 10 to 40% of the cost of the project.

8. **Report on Collection System Maintenance.**

Rob stated we should be getting the televising trailer back this week. The crew has also been working on stormwater issues due to weather.

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

9. **Report on sewage treatment operations.**

Jeremy stated the plant is running well.

Jeremy also stated we are replacing some anaerobic basin mixers at the plant. We did get a Focus on Energy Grant and W.P.S. also gave us money towards it covering 75% of the cost of those mixers for approximately \$14,000.00. The mixers currently run at 8.5hp and will be going down to 2.5 hp so we will be saving on electricity as well.

B.O.D. (4 average ppm), Phosphorus (0.556 average ppm) and Suspended Solid (6.24 average ppm) limits were met for the month of February 2013.

10. **Discussion and possible action on Biosolids Land Application quotes.**

Jeremy got quotes for the Biosolids Land Application. The low quote was rejected based on the fact that they have not done any municipal work before.

We would like to go with the quote from United Liquid Waste Recycling, Inc. for the spring haul event and then work with others on a case-by-case basis based on availability.

Motion made by Mae Nachman, seconded by Jim Cooper to approve going with the quote from United Liquid Waste Recycling, Inc. for the spring haul event at \$0.0265 per gallon and work with the others based on availability after the spring haul.

Ayes all. Nays none. Motion carried.

V. STORMWATER OPERATIONS

11. **Discussion on stormwater annual report.**

The Stormwater Annual Report will be completed by the end of this month. This is required as part of the WPDES permit. This will be on the website prior to the end of this month.

12. **Report on stormwater operations.**

The billings for cycle two went out a couple of weeks ago and at the beginning of last week staff fielded several customer calls regarding stormwater. Cycle three will go out next month and that consists of several commercial and industrial customers.

We had to clear some streets of standing water this week due to weather. We will be hiring two stormwater positions soon.

The next Water & Sewage Commission meeting will be on Monday, April 8, 2013 at noon.

VI. **ADJOURNMENT**

Motion made by Mae Nachman to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

12:43pm

BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY