

Board of Water and Sewerage Commissioners

Monday, April 8, 2013

12:00 P.M.

MINUTES

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

ALSO PRESENT: Joel Lemke, Gary Kuplic, Brenda Thomas, Rob Molski, Jeremy Cramer, Jaime Zdroik, and Barb Zinda.

EXCUSED ABSENCE: Carl Rasmussen and Mae Nachman

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VI. ADJOURNMENT 8

I. ADMINISTRATION

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

Motion made by Eugene Tubbs, seconded by Jim Cooper to approve the minutes of the March 11, 2013 Water & Sewage Commission meeting.

Ayes all. Nays none. Motion carried.

2. Directors Report.

Joel wanted to acknowledge Barb Zinda because this month is her 40 year anniversary with the Water Department. Joel & the Commissioners thanked her for her service.

Joel stated we did receive official paperwork indicating that some of the work done by Jeremy and his staff will result in just under \$17,000 in grant monies for some upgrades on pumps and motors at the Sewage Treatment Plant.

II. ACCOUNTING

3. 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 March. The balance as of March 1, 2013 was \$4,208,437.74; the bank deposits recorded in March 2013 was *(Not available at this time)*. Checks issued since the March 11, 2013 meeting numbered 46850 through 46892 were in the amount of \$422,821.47. Checks numbered 46893 through 46897 for \$444.90 were presented for action on April 8, 2013. The net balance on hand April 8, 2013 was *(Not available at this time)*.

Motion made by Jim Cooper, seconded by Eugene Tubbs to approve the Water Utility claims for the month of March 2013 as audited and read.

Ayes all. Nays none. Motion carried.

Paul Adamski presented the statement of claims for the Sewage Treatment Utility for March. The balance as of March 1, 2013 was \$4,369,000.69; the bank deposits recorded in March 2013 were *(Not available at this time)*. Checks issued since the March 11, 2013 meeting numbered 29511 through 29536 were in the amount of \$136,731.83. Checks numbered 29537 through 29540 for \$32,868.10 were presented for action on April 8, 2013. The net balance on hand April 8, 2013 was *(Not available at this time)*.

Motion made by Eugene Tubbs, seconded by Jim Cooper to approve the Sewage Utility claims for the month of March 2013 as audited and read.

Ayes all. Nays none. Motion carried.

Paul Adamski also presented the statement of claims for the Storm Water Utility for March. The balance as of March 1, 2013 was \$1,116.84. The bank deposits recorded in March 2013 were \$17,189.92. The net balance on hand April 8, 2013 was \$18,282.85.

Motion made by Eugene Tubbs, seconded by Jim Cooper to approve the Storm Water Utility claims for the month of March 2013 as audited and read.

Ayes all. Nays none. Motion carried.

III. WATER OPERATIONS

4. Discussion and possible action on the Water System Master Plan Upgrade.

Joel stated we will be scoping the Water System Master Plan. Due to the fact we have had so many improvements since the last Master Plan in 2002, we will be redoing the Master Plan not just updating it. They might also look at a technical memo that would address whether the Georgia St. Booster Station is still performing the task it was designed to perform and if it is needed.

5. Discussion and possible action on starting an Apprenticeship Program under the Water Department Chief Operator.

Last month we stated we would be coming back with some ideas with how to fill the staffing shortfall created by the construction of Well 11 in the Well Operator Position. Jeremy presented this idea. This would be a 3 year commitment or

program. This would get us an employee that would allow us to evaluate the long-term need in that position without having to hire a full-time employee with benefits, etc. At the end of the 3 years, we would be able to come back to the Commission and state whether we would do the 3 year program again or whether we would need to hire a regular full-time employee. We are proposing to go with the Apprenticeship Program.

Motion made by Jim Cooper, seconded by Eugene Tubbs to approve starting an Apprenticeship Program under the Water Department Chief Operator.

Ayes all. Nays none. Motion carried.

6. **Report on water distribution operations.**

Gary stated everything is going fine. The crew is getting ready for a very busy summer.

The water operations report was distributed and reviewed.

A total of 12 valves have been operated in 2013.

7. **Report on water supply operations.**

Our pumpage in March was 141,337,000 gallons, a decrease of 8,009,000 gallons of water from March 2012.

IV. **SEWAGE TREATMENT OPERATIONS**

8. **Discussion and possible action on the potential award of Focus on Energy Grant.**

Joel stated on April 12 we will find out if we were awarded the Focus on Energy Grant. Due to the tight time frame, he would like to have a special meeting next Monday to get the Commission's approval on acting on it before the Council Meeting Monday evening. Joel stated we will organize it mid-day for 4/15 and will update the Commissioners.

9. **Consideration and possible action on design services for: the installation of submersible pump equipment and a by-pass channel in the influent building; the installation of effluent level monitoring and adjustment equipment; the preparation of a facilities plan upgrade related to aforementioned design services.**

We received a quote from Donohue & Associates for the planning and design engineering services for the implementation of the following; submersible influent pumping capabilities in the screw pump inlet well, insulating existing screw pumps, screen bypass channel and an effluent pH adjustment system.

Joel stated the submersible pump would be on influent side of the treatment plant where we currently have two 100 hp screw pumps and we would be going to a lower horsepower pump for our more average day and a bypass channel from the top of pump around our screens to avoid them getting clogged up, influent level monitoring and preparation of a facilities upgrade plan related to the above. The submersible pump and the bypass channel were mentioned as near or mid-term improvements in our Master Plan.

Jeremy stated this would smooth out peaks and help out with biological phosphorus removal. The screw pumps are 20 years old and they are showing wear. Having redundant equipment would help ensure there are no backups into homes. This would also save energy so it might qualify for a Focus on Energy Grant as well. The bypass was never designed in the 1993 upgrade, now anytime there is a power outage and the screw pumps come back on they bring up a lot of water and it could instantly clog the screens up. The effluent pH adjustment is a requirement of the D.N.R. as far as the ammonia limits that have come up in our last permit. This would help us adjust our pH so we can meet our ammonia limits. The D.N.R. wants a response on how we are going to adjust our ammonia limits by June 30.

Joel stated he could bring back a summarized form of the Master Plan next month that would identify the priority projects and what order they would be coming to the Commission for approval. The Commission would like to know how these would impact rates.

Motion made by Eugene Tubbs, seconded by Jim Cooper to approve the quote from Donohue & Associates for the planning and design engineering services for the implementation of the following; submersible influent pumping capabilities in the screw pump inlet well, insulating existing screw pumps, screen bypass channel and an effluent pH adjustment system for the planning and design engineering services for the implementation of the following; submersible influent pumping

capabilities in the screw pump inlet well, insulating existing screw pumps, screen bypass channel and an effluent pH adjustment system in the amount of \$32,400.00.

Ayes all. Nays none. Motion carried.

10. **Report on Collection System Maintenance.**

Rob stated we got the televising trailer back and everything is working well.

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

11. **Discussion and possible action on approving quotes for the rehabilitation of Final Clarifier #3 as approved in 2013 Capital Improvements.**

This was approved as part of the 2013 Capital Improvements. The two lowest quotes were combined, Process Equipment Repair Services, Inc. in the amount of \$93,681.40 and Staab Construction Corporation in the amount of \$82,300.00 for a total quote of \$176,362.80.

Jeremy stated the clarifier was built in 1972 and the gear box was redone in 1993.

Motion made by Paul Adamski, seconded by Jim Cooper to approve the quotes for the rehabilitation of Final Clarifier #3 as approved in the 2013 Capital Improvements.

Ayes all. Nays none. Motion carried.

12. **Report on sewage treatment operations.**

Jeremy stated our ammonia levels are going up and it's important that our pH level is under 7.5ppm or we would be violating our ammonia limits.

B.O.D. (4 average ppm), Phosphorus (0.656 average ppm) and Suspended Solid (6.53 average ppm) limits were met for the month of March 2013.

V. STORMWATER OPERATIONS

13. Discussion and possible action on the evaluation of storm water rate structure and credit policy.

There have been comments made from several sources, Alderperson, Board of Public Works, Citizens etc. regarding the residential storm water rate structure. Currently, all single family residents receive the same storm water bill and that annually is \$59.08. The rate came about by averaging the impervious square footage for 100 residential properties and that number was 3,364 square feet.

Joel provided the Commissioners with examples of images showing examples of how some residential properties are below the average of 3,364 sqft and some are well above the average.

Joel stated averaging the residential impervious surface is a very standard way to go for utilities that have storm water across the state. Joel would like to know if the Commissioners would like to use actual impervious square footage for residential properties. This would be a huge task from a mapping perspective and that is why they decided to go with averaging the impervious square footage for residential properties in the first place.

Paul would like this brought back next month when more Commissioners would be present. This would give the Commissioners time to think about it and would give staff time to develop a recommendation.

The Commissioners would also like to know what it would cost to get the actual impervious surface for residential properties.

Joel explained the current credit policy to the Commission. The Commission wants to make sure there is a zero exception process on the credit policy.

Joel is proposing a change to one area of the credit policy for those customers who have a 90% pervious surface or more, for example a paved trail on the property, to receive a possible 60% credit due to the fact these paved trails don't have as large of an impact on our stormwater system as the buildings on these properties. The Commission would also like this brought back next month when more Commissioners are present.

14. **Discussion on stormwater annual report.**

No discussion was held.

15. **Report on stormwater operations.**

See item #13.

The next Water & Sewage Commission meeting will be on Monday, May 13, 2013 at noon.

VI. ADJOURNMENT

Motion made by Eugene Tubbs to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED
12:50pm

BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY