

# Board of Water and Sewerage Commissioners

Monday, July 8, 2013

12:00 P.M.

## MINUTES

**PRESENT:** Paul Adamski, Eugene Tubbs, Jim Cooper and Carl Rasmussen.

**ALSO PRESENT:** Joel Lemke, Gary Kuplic, Brenda Thomas, Jeremy Cramer, Jaime Zdroik, and Kurt Schoen of Schoen Engineering Solutions.

**UNEXCUSED ABSENCE:** Mae Nachman

	<u>Index</u>	<u>Page</u>
I.	<u>ADMINISTRATION</u>	
1.	Approval of minutes of the May 13, 2013 meeting.	2
2.	Directors Report.	2
3.	Report on Ellis Street progress & expenses.	2
II.	<u>ACCOUNTING</u>	
4.	Discussion and possible action on the following:	
a.	Claims for the Water Department.	2-3
b.	Claims for the Wastewater Department.	3
c.	Claims for the Storm Water Department.	4
d.	Proposed services and equipment from Profit Stars.	4-5
III.	<u>WATER OPERATIONS</u>	
5.	Report on water distribution operations.	5
6.	Report on water supply operations.	5
7.	Report on Annual Consumer Confidence Report.	5
8.	Report on annual leak detection survey.	5
9.	Discussion and possible action on the purchase of an air compressor for Well 11.	6
IV.	<u>SEWAGE TREATMENT OPERATIONS</u>	
10.	Report on Collection System Maintenance.	6
11.	Report on sewage treatment operations.	6
12.	Discussion and possible action on equipment quotes form Bruce Municipal Equipment and Envirotech Equipment.	6-7
13.	Discussion and possible action on an engineering contract with Donohue & Associates.	7-8
V.	<u>STORMWATER OPERATIONS</u>	
14.	Report on stormwater operations.	8
15.	Discussion and possible action on a consulting agreement with Schoen Engineering Services.	8-9
VI.	<u>ADJOURNMENT</u>	9

**I. ADMINISTRATION**

1. **Approval of minutes of the May 13, 2013 meeting.**

Motion made by Jim Cooper, seconded by Eugene Tubbs to approve the minutes of the May 13, 2013 Water & Sewerage Commission meeting.

Ayes all. Nays none. Motion carried.

2. **Directors Report.**

Joel wanted to acknowledge Jeremy Cramer on 10 years of service.

Joel also stated a compensation study was last done in 2007-2008 for management and now another compensation study will be done City-wide for all salaried and hourly employees except Police, Fire & Transit that still have full bargaining rights.

3. **Report on Ellis Street progress & expenses.**

Joel stated the budgeted amount that was listed, as part of the Capital Improvements & Operations & Maintenance Expenses for 2013, for the Wastewater portion of the Ellis Street project was \$260,000 but the actual bid amount came in at \$285,500.00. The Water and Storm water portions bids came in significantly lower.

**II. ACCOUNTING**

4. **Discussion and possible action on the following:**

**a. Claims for the Water Department.**

Paul Adamski presented the statement of claims for the Water Utility for May. The balance as of May 1, 2013 was \$3,919,614.06; the bank deposits recorded in May 2013 was \$524,900.98. Checks issued since the May 13, 2013 meeting numbered 47013 through 47067 were in the amount of \$475,402.76. Checks numbered 47068 through 47082 for \$16,242.84 were presented for action on July 8, 2013. The net balance on hand June 10, 2013 was \$3,962,575.96.

Paul Adamski presented the statement of claims for the Water Utility for June. The balance as of June 1, 2013 was \$3,962,575.96; the bank deposits recorded in June 2013 was \$638,769.22. Checks issued since the May 13, 2013 meeting numbered 47083 through 47152 were in the amount of \$446,620.25. Checks numbered 47153 through 47171 for \$16,204.61 were presented for action on July 8, 2013. The net balance on hand July 8, 2013 was \$4,069,591.73.

Motion made by Carl Rasmussen, seconded by Jim Cooper to approve the Water Utility claims for the months of May & June 2013 as audited and read.

Ayes all. Nays none. Motion carried.

**b. Claims for the Wastewater Department.**

Paul Adamski presented the statement of claims for the Sewage Treatment Utility for May. The balance as of May 1, 2013 was \$4,261,071.20; the bank deposits recorded in May 2013 were \$289,074.56. Checks issued since the May 13, 2013 meeting numbered 29629 through 29664 were in the amount of \$155,471.96. Checks numbered 29665 through 29678 for \$59,666.55 were presented for action on July 8, 2013. The net balance on hand June 10, 2013 was \$4,314,752.52.

Paul Adamski presented the statement of claims for the Sewage Treatment Utility for June. The balance as of June 1, 2013 was \$4,314,752.52; the bank deposits recorded in June 2013 were \$271,255.81. Checks issued since the May 13, 2013 meeting numbered 29679 through 29726 were in the amount of \$144,170.99. Checks numbered 29727 through 29737 for \$49,839.12 were presented for action on July 8, 2013. The net balance on hand July 8, 2013 was \$4,385,206.70.

Motion made by Eugene Tubbs, seconded by Carl Rasmussen to approve the Sewage Utility claims for the months of May & June 2013 as audited and read.

Ayes all. Nays none. Motion carried.

**c. Claims for Storm water Department.**

Paul Adamski also presented the statement of claims for the Storm Water Utility for May. The balance as of May1, 2013 was \$131,925.22. The bank deposits recorded in May 2013 were \$57,859.79. Checks issued since the May 13, 2013 meeting numbered 1006 through 1009 were in the amount of \$9,868.91. The net balance on hand June 10, 2013 was \$176,590.94.

Paul Adamski also presented the statement of claims for the Storm Water Utility for June. The balance as of June1, 2013 was \$176,590.94. The bank deposits recorded in June 2013 were \$73,807.27. Checks issued since the May 13, 2013 meeting numbered 1010 through 1012 were in the amount of \$3,173.50. Check numbered 1013 through 1015 for \$81,389.43 were presented for action on July 8, 2013. The net balance on hand July 8 13, 2013 was \$247,224.71.

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

Ayes all. Nays none. Motion carried.

**d. Proposed services and equipment from Profit Stars.**

Brenda said this item was brought before you back in December. This system will scan the checks and payment coupons and automatically applies payments directly into computer. Processing mail payments with this system would only take minutes verses the hours it takes now to do it manually.

The budgeted amount brought before the Commission in December for approval as part of the Capital Improvements & Operations & Maintenance Expenses for 2013 was \$15,000.00. This actual bid came in at \$3,692.00 for the check scanner, the one-time software license fee is \$7,200.00, and the installation fee is \$1,800.00 which comes in at \$12,692.00 just under estimated budget. There are annual license fees of approximately \$1,400.00 per year.

Joel stated implementing this process would get us one step closer to the possibility of monthly billing. If we would do monthly billing, our processing would increase by three every month. The subject of monthly billing will

probably be brought back to the Commission within the next couple of months.

### III. WATER OPERATIONS

#### 5. Report on water distribution operations.

Gary stated the crew has been working on temporary water hookups for the Ellis Street project. The Service Department has been helping with this as well. They are finishing up on leaks found during the leak detection process. Things are going good.

The water operation reports were distributed and reviewed.

A total of 59 valves have been operated in 2013.

#### 6. Report on water supply operations.

Our pumpage in May was 167,083,000 gallons, a decrease of 27,356,000 gallons of water from May 2012.

Our pumpage in June was 172,509,000 gallons, a decrease of 52,786,000 gallons of water from June 2012.

#### 7. Report on Annual Consumer Confidence Report.

Joel stated due to the D.N.R. requirement changes allowing electronic distribution, the only notification that had to be sent out was a postcard. The post card stated the Consumer Confidence Report was available for viewing online at [StevensPoint.com/ccr](http://StevensPoint.com/ccr). In past years, the entire Consumer Confidence Report had to be mailed. We are still required to send out a hard copy of the CCR if requested. Having to send out only the postcard and not having to print and mail the entire CCR saved us thousands of dollars.

#### 8. Report on annual leak detection survey.

Gary stated the number of leaks found were 13. The gallons per day lost 64,800. The dollars per year lost \$17,738. The estimated payback period for doing the leak detection survey is 15 weeks. They are finding fewer leaks every year. Joel stated they were no leaks found in the water mains this year. We had about 3% water loss this year.

9. **Discussion and possible action on the purchase of an air compressor for Well 11.**

Jeremy stated there is small compressor that operates all the air valves at Well 11. When it was originally installed it was undersized. It runs about 100% of the time and should only be running 60-70% and it is overheating. They would like to get a larger compressor that will handle the need.

Paul stated having the larger compressor would be more efficient from an electrical stand point even when it's running.

Motion made by Jim Cooper, seconded by Eugene Tubbs to approve the purchase of an air compressor for Well 11 in the amount of \$5,551.43.

Ayes all. Nays none. Motion carried.

**IV. SEWAGE TREATMENT OPERATIONS**

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

Joel stated the Collections Crew are starting to work more on the storm. They cut a few thousand feet of storm sewer and televised a few hundred feet.

The sewer reports for the months of May & June were reviewed by the Commission.

11. **Report on sewage treatment operations.**

Jeremy stated everything is going well. In the months of May and June we were actually energy exporters to the grid. We pushed out more than consumed. We brought in more money than electrical spent for the treatment plant.

B.O.D. (7 average ppm), Phosphorus (0.639 average ppm) and Suspended Solid (10.28 average ppm) limits were met for the month of May 2013.

B.O.D. (7 average ppm), Phosphorus (0.611 average ppm) and Suspended Solid (8.78 average ppm) limits were met for the month of June 21 2013.

12. **Discussion and possible action on equipment quotes from Bruce Municipal Equipment and Envirotech Equipment.**

Joel stated Bruce Municipal offers a free service where they inspect your equipment, in this case the older vacuum truck, and let you know what

equipment needs to be replaced. This cost of the equipment to repair the old storm sewer vacuum truck is \$5,763.41. This vacuum truck will be used on the storm system. The parts will be installed by the mechanics at the City garage.

Joel stated they would also like to purchase a new cleaning nozzle designed to handle larger diameter pipes and move heavier materials in the amount of \$6,028.00. Envirotech Equipment demonstrated the cleaning nozzle and the Collection Crew were impressed with results.

Motion made by Carl Rasmussen, seconded by Eugene Tubbs to approve purchasing a Hydraulic Root Cutter & ENZ Bulldozer Storm Sewer Cleaning Nozzle from Envirotech Equipment in the amount of \$6,028.00 and equipment to repair the storm sewer vac truck from Bruce Municipal Equipment in the amount of \$5,763.41.

Ayes all. Nays none. Motion carried.

13. **Discussion and possible action on an engineering contract with Donohue & Associates.**

This engineering contract covers the Design Services, Bidding Services, and Construction Related Services for the lift station, force main and high strength waste receiving station project. A grant in the amount of \$114,000.00 was received for the project to go towards equipment and materials.

The original project discussed back in December 2012 was just the High Strength Waste Receiving Station for an approximate cost of \$500,000.00. Since then the project has grown to add a lift station at the brewery and the force main to get the high strength waste to the plant. So now the project is larger but we did receive the grant and we also have a system and equipment related to it that will better our position in the way of methane production, receiving high strength waste, capturing the methane produced and metering in the high strength waste to not slug load the plant.

If this engineering contract is approved, part of the contract is bidding services and once those bids are received those will be brought back to the Commission for approval of the total project.

Jeremy stated the brewery has expanded and by doing this project it would alleviate all the high strength waste from going into our aeration which would cost us money to treat. Also, the amount of high strength waste being sent from

the brewery is a lot higher than what it used to be and by doing this project we would not have to build additional treatment capacity.

Joel stated when the engineering contract is approved and we get further into the project, the brewery will be approached for cost sharing on the project as well.

The Commission would like to see a break-even analysis for the project to help justify the cost.

Joel stated the brewery would benefit from this project because most breweries have to pretreat waste prior to discharging into the system and would be costly for them.

Motion made by Jim Cooper, seconded by Carl Rasmussen to approve the engineering contract with Donohue & Associates for the Wastewater Treatment Facilities High Strength Waste Receiving Station and Force main Design Project in the amount of \$94,920.00.

Ayes all. Nays none. Motion carried.

## **V. STORMWATER OPERATIONS**

### **14. Report on storm water operations.**

The Water Department crews and the Collection Crews are working together to get the necessary work done. We do have resumes in for the Inspection and Storm Water positions. They will be hired prior to the next Commission meeting.

### **15. Discussion and possible action on a consulting agreement with Schoen Engineering Services.**

Joel stated we applied for an Urban Nonpoint Source & Storm Water Grant. This contract is contingent on a successful application and award of that. The grant, if awarded would cover 70% of the cost of this bringing the cost of this down to approximately \$30,000.00.

One of the big items listed in the tasks of the project is the MS4 System Capacity for Water Quality Events. Since this is a new utility, and no maintenance of the storm mains, this would help us where capital improvement projects would be needed.

This would update the information that was done previously for the new criteria we will be held to in the new permit, phosphorus limits, and the TMDL (total maximum daily load) for the Wisconsin River Watershed Area.

Motion made by Eugene Tubbs, seconded by Jim Cooper, approves the consulting agreement with Schoen Engineering in the amount of \$102,200.00, contingent upon a successful application and award of the Urban Nonpoint Source & Storm Water Grant.

Ayes all. Nays none. Motion carried.

***The next Water & Sewage Commission meeting will be on Monday, August 12, 2013 at noon.***

## **VI. ADJOURNMENT**

Motion made by Carl Rasmussen to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED  
12:50pm

BOARD OF WATER AND SEWERAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY